

No. NeGD/Admn./1(1)/2019-Pers.
Digital India Corporation
National e-Governance Division (NeGD)

CIRCULAR

**Subject: Filling up of the positions of Senior/ Middle Management in
National e-Governance Division (NeGD) on Deputation.**

The National e-Governance Division (NeGD), under Digital India Corporation, a not for profit company of Ministry of Electronics & Information Technology (MeitY), was set up to facilitate and support, MeitY in Programme Management of the Digital India Programme with a vision to transform India to a digitally empowered society and knowledge economy. NeGD has a judicious mix of Professionals from Private Sector and Deputationists from Government to ensure that requisite skill sets are available to execute the designated tasks.

2. NeGD is currently inviting applications for the following positions on deputation basis from officers of the Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt.

Name of the Post	Mode of Recruitment	Pay Level & Pay Band	No. of posts
Director (A& C/IEC)	Deputation	Pay Matrix Level-14 PB-4 Rs. 37,400/- 67,000/- Grade Pay of Rs. 10,000/- (Pre-revised)	01
General Manager (Capacity Building)	Deputation	Pay Matrix Level-11 PB-3 Rs. 15,600/- 39,000/- Grade Pay of Rs. 6,600/- (Pre-revised)	01
General Manager (Finance)	Deputation	Pay Matrix Level-11 PB-3 Rs. 15,600/- 39,000/- Grade Pay of Rs. 6,600/- (Pre-revised)	01

The initial period of deputation shall be for two years, extendable as per Government instructions. The deputation of Government Officers shall be under Foreign Service terms and conditions. The Eligibility Criteria & Job Description for the positions is at **Annexure-I, II, III**. The pay of the selected candidates will be regulated under the provisions contained in the DoP&T OM No.6/8/2009-Estt.(Pay-II) dated 17/6/2010 as amended time to time. Other benefits shall be as per NeGD norms of Deputations. National e-Governance Division (NeGD) reserves the right to not to select any of the candidates without assigning any reason thereof.

3. Eligible officers may send their applications in the prescribed proforma **(Annexure-IV)** along with attested copies of the APAR for the last five years, cadre clearance and vigilance clearance through proper channel to the undersigned within 30 days from the date of publication of the advertisement for these vacancies. **Prescribed proforma of application form, eligibility conditions, Job Description and other details can be downloaded from the official website of MeitY & NeGD viz. www.meity.gov.in & www.negd.gov.in**

4. Applications, which are incomplete or are not accompanied with the required documents will not be entertained and no correspondence will be made or entertained in this regard.

Shri R.A.Dhawan
Sr. General Manager, DIC – NeGD
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Senior Management

**I. Director (Awareness & Communication/IEC)
(On Deputation)**

Level & Grade Pay

Pay Matrix Level-14; PB-4; Rs. 37,400/-67,000/- (Grade Pay Rs. 10,000) (Pre-revised)

No. of Posts-01

(A) Eligible Grade Pay

- (i) Officers of the Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt. holding analogous posts on regular basis in the Parent Cadre/ Department.

OR

- (ii) With 3 years regular service in the Pay Level 13 A (Grade Pay of Rs. 8,900/- Pre-revised) in the Pay Matrix.

OR

- (iii) With 5 years regular service in the Pay Level 13 (Grade Pay of Rs. 8,700/- Pre-Revised) in the Pay Matrix.

(B) Essential Qualifications and Experience

- (i) Bachelors Degree of a recognized University/Institute. (Preferably in Mass Communication)
- (ii) Preferably in Mass Commutation

Desirable Qualification

Preferably from Indian Information Services

Experience

- (i) 20 years of experience in Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt.
- (ii) Having at least 5 years of experience in Information Education & Communications (IEC) in any Central/State Govt./PSUs/ Department in a leadership role in conceptualization, implementation evaluation and assessment of projects. Familiarity with tools and techniques for IEC & Assessments.

(C) The maximum age limit in case of recruitment by deputation shall be **not exceeding 58 years** on the closing date of receipt of application.

National e –Governance Division

Job Description

Division	NeGD
Function	Awareness & Communication/IEC
Band	Senior Management
Reports To	President & CEO, NeGD

Job Objective

The objective of this job is to provide leadership and direction in areas of awareness & communication initiatives, evaluation and assessment of the various Digital India Programs and use of Social Media for furtherance of Digital India initiative.

Primary Responsibilities

Awareness & Communication

- Developing strategy of Awareness & Communication to be adopted for Digital India including developing methodologies for a comprehensive communications strategy targeting different stakeholders.
- Devising suitable interventions to build the brand of Digital India including identification of media channels for Awareness & Communication, determine the media mix to be used including Print, Electronics, Social Media & on-ground activities.
- Identification and empanelment of agencies for developing brand related communication / merchandise / advertisements etc.
- Supporting State Governments and Central Line Ministries in designing and implementing respective Awareness & Communication strategies.
- Developing Awareness and Communication Strategy for Digital and Social Media.
- Act as key editor for contents on Social Media sites/ Print/electronic.
- Use Digital media to promote Digital India Programs/services.
- Liaisoning with other Stakeholders, academia, civil society organization for organizing workshops/seminars.
- Subject matter expert and Liaison for Promotion, Review and Assist in creating sound digital media solutions.
- Act as a single point of contact and take ownership for organizing National/international level events/Conferences. Liaisoning with Industry/Trade bodies for collaboration and participation.
- Conceptualizing and rolling out Pan India level outreach campaigns in coordination with State Government / Agencies regular monitoring and evaluation of such campaigns.
- Act as a mentor to the A & C team and continuously motivate them to meet up the expectations.
- Seeking budgetary and all necessary financial approvals as per Govt. rules/norms.

Middle Management

**I. General Manager (Capacity Building)
(On Deputation)
No. of Posts-01**

(A) Level & Grade Pay

Pay Matrix Level-11; PB-3; Rs. 15,600/-39,000/-(Grade Pay of Rs. 6,600) (Pre-revised)

(B) Eligible Grade Pay

- (i) Officers of the Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt. holding Officer holding analogous post on regular basis in the Parent Cadre/ Department.

OR

- (ii) With 5 years regular service in the Pay Level 10 (Grade Pay of Rs. 5,400/- Pre-revised) in the Pay Matrix.

(C) Essential Qualifications and Experience

Bachelors Degree of a recognized University/Institute.

Desirable Qualification

Post Graduation in any discipline or MBA in HR

Experience

- (i) 12-16 years of experience in Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt.
- (ii) Having at least 5 years of experience in Capacity Building & Training Initiatives in a Computerized Environment.

- (D)** The maximum age limit in case of recruitment by deputation shall be **not exceeding 56 years** on the closing date of receipt of application.

National e – Governance Division

Job Description

Division	NeGD
Function	Capacity Building Management Cell
Band	Middle Management
Reports To	Head – CBMC

Job Objective

The job holder will be part of the CBMC team with responsibility for managing capacity building activities for NeGD.

The role would include responsibility in areas like design and management of Capacity building processes, systems and other administrative functions for Government employees, developing and implementing capacity building and change management initiatives.

The Job Holder will assist the Head CBMC to position NeGD as a performance focused organization by driving role clarity and accountability across the organization

Primary Responsibilities

Design and Monitor of HR Policy regarding Capacity Building

- Design and monitor implementation of HR policy such as Virtual Cadre, Competency framework , e-Gov Academy etc.
- Oversee design of related HR policies and ensure their implementation and compliance

Funds Management

- Provide inputs towards development of CB budget in coordination with other NeGD and States/UT teams and monitor and control the CB funds utilization

Change Management

- Devise change management strategy and create and implement change management plans that minimise employee resistance and maximise employee engagement. Identifies potential people-side risks and anticipated points of resistance and develops specific plans to mitigate or address the concerns for NeGD and States/UTs as per NeGP and CB II
- Develop a generic Change Management Framework for e – Governance initiatives that can be used by the States in developing their individual Change Management Frameworks in synchronization with national level initiatives
- Oversee and monitor various change management activities in various states and departments and support them through SeMTs in effective change management

Capacity Building of Central Line Ministries , Sates/UTs

- Develops training policy in line with the Government training policy. Plans and ensures budget for the training activities; Identifies and recommends various models of delivery of training to different groups of stakeholders including in-house and in sourced/ outsourced models.
- Develop Capacity for building capability in States/UTs for e-Governance.
- Leverage Learning Management System (LMS) and Knowledge Management System(KMS) to reach out to large official base in the Central Line Ministries Sates/UTs in a cost effective manner by developing an appropriate strategy and implementing appropriate systems to the effect
- Co-ordinate with other Domain experts like LMS, e-GCF, KMS etc for rolling out LMS,e-GCF and KMS
- Manage and monitor the capacity building initiatives for the Central Line Ministries Sates/UTs to ensure its effectiveness.

Training & Development Planning of NeGD

- Manage the overall training & development for NeGD employees including developing training guidelines and training budget, facilitating and monitoring training design and delivery, engaging external experts, vendors and trainers for effective training design and delivery in line with the NeGP

Middle Management

**II. General Manager (Finance)
(On Deputation)
No. of Posts-01**

(E) Level & Grade Pay

Pay Matrix Level-11; PB-3; Rs. 15,600/-39,000/-(Grade Pay of Rs. 6,600) (Pre-revised)

(F) Eligible Grade Pay

(iii) Officers of the Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt. holding Officer holding analogous post on regular basis in the Parent Cadre/ Department.

OR

(iv) With 5 years regular service in the Pay Level 10 (Grade Pay of Rs. 5,400/- Pre-revised) in the Pay Matrix.

(G) Essential Qualifications and Experience

Bachelors Degree of a recognized University/Institute. (Preferably Commerce/Economics)

Desirable Qualification

Post Graduation in any discipline or MBA in Finance.

Experience

(iii) 12-16 years of experience in Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, States & UT Govt.

(iv) Having at least 5 years of experience in Finance & Accounts, Budget Audit etc. in a Computerized Environment.

(H) The maximum age limit in case of recruitment by deputation shall be **not exceeding 56 years** on the closing date of receipt of application.

National e –Governance Division

Job Description

Division	NeGD
Function	Finance
Band	Middle Management
Reports To	Head –Finance

Job Objective

The objective of this position is to ensure timely appraisal of e-Governance related project reports received from various government departments and agencies and to provide leadership and direction to the Finance & Accounts function at NeGD. The officer will be directly responsible for framing policies around financial management for NeGD and monitor effectively the finances of NeGD. He/she will also be responsible for statutory and regulatory compliances for all the financial affairs of NeGD.

Primary Responsibilities

Financial Statements & Records

- Ensure regular compilation of financial statement for NeGD
- Ensure preparation of financial reports for various projects for which NeGD has implementation role
- Ensure production of performance reports, performance indicators and a range of other management statistics for effective decision making
- Ensure compliance to statutory rules and regulations for all financial matter related to NeGD.

Bills and Expenses Monitoring

- Monitor the timely clearing of bills and payments in line with the established principles and guidelines
- Ensure timely payments of salaries to NeGD employees

Project Appraisal

- Coordinate among all NeGD division (Finance, CBMC, Technology) for timely appraisal of the relevant parts of reports
- Identify and empanel external subject matter experts to assist in the project domain area appraisal
- Guide subordinate in appraisal of project reports and review the project appraisal report
- Maintain communications with the concerned agencies regarding status of project appraisal

- Monitor the progress of project appraisal and manage the MIS

Financial Appraisal

- Ensure timely financial appraisal of project reports
- Ensure development of generic financial model and guidelines about project financing for projects that can be adopted by different agencies.

Funds Management

- Establish, implement and monitor efficient norms for fund management for NeGD
- Ensure timely disbursement of funds to different agencies as per the guidelines and against the sanctioned budget

Budgeting

- Ensure preparation of annual budget of NeGD

Appraisal Standards

- Oversee the development of model e- Governance project development tool kit to act as a guide to the implementing agencies.
- Oversee the development of project appraisal guidelines to help other NeGD division in appraisal of project reports in the respective subject Areas

In addition to the above responsibilities, the incumbent may be assigned any other task from time to time by the President & CEO.

11. Total Experience in number of Years and Months _____ Years _____
 Months Employment history, in chronological order

No	Office/ Inst./Orgn.	Post held	Period (from – to)	Pay Band & Grade Pay with present pay	Nature of duties/ responsibi lities	Significant Accomplish ments (If any)

12. Relevant Training programmes attended :

13. Special Achievements (Please give details) :

14. Details of present post held :

15. Designation :

16. Date from which held :

17. Scale of pay - Pay Band & Grade Pay :

18. (Revised) with present pay drawn :

19. Whether present post is held on regular/
 tenure/deputation/temporary/permanent/
 ad-hoc basis and since when : officiating or

20. If on deputation,, please provide following
 additional details :

i. Details of post held on regular basis :

ii. Scale of pay :

iii. Since when is the regular post held :

iv. Period of appointment on
 deputation/contract :

v. Name of the parent office/organization :
 to which you belong:

vi. Name of the Ministry/Department/ :

vii. Organization where presently employed
 with full address indicating name and
 designation of contact officer and Telephone/Fax Numbers :

21. Additional details about present employment Please state whether working under
- a) Central Government
 - b) State Government
 - c) PSU
 - d) Autonomous Bodies

22. Remarks - The candidates may indicate information with regard to:
- a) Research publications and reports and special projects
 - b) Awards /Scholarships/Official appreciation
 - c) Affiliation with the professional bodies/institution/societies and
 - d) Any other information.

I hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons thereof.

Date:

Signature:

Place:.....

Address.....