



सत्यमेव जयते

# eDistrict Manager Fellowship Program

## Hiring Guidelines



Department of Electronics and  
Information Technology (DeitY)  
Government of India  
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## 1 Purpose of the Guideline Document

National Rollout of eDistrict MMP was approved by the Competent Authority on 20th April 2011 at a cost of Rs. 1663.08 crore. This scheme is to be implemented in 640 districts (including the 41 districts where eDistrict pilot projects have already been initiated) of the country for a period of 4 years. This MMP aims at electronic delivery of identified high volume citizen centric services, at district and sub-district level.

For efficient implementation of the scheme at the sub-district level, the scheme has a provision of eDistrict Manager within the eDistrict Scheme. The overall objective of eDistrict Manager for eDistrict NPMU (National Program Management Unit) is to support District Collector / District Magistrate and the District e-Governance Society through a dedicated manpower for local level co-ordination and ensuring delivery of eDistrict services.

As per the Scheme, the eDistrict Manager will work closely with the District Collector / District Magistrate and his office to ensure that the project is rolled out within the stipulated timelines. He would coordinate with various stakeholders at Tehsil/Block level, District level, System Integrators, State level officials, SPMU, NPMU and other stakeholders.

This guideline document aims to provide guidance / information for effective decision making by the appropriate authority at the State and district level for hiring the right candidate at the district level. Specifically it covers the following:

- Need for hiring at the district level
- Detailed job description
- Desired skills of the candidates
- Stipend and career prospects
- Process for hiring the candidate
- Suggested terms and Conditions of the employment
- Provisioning of funds

## 2 Project Introduction

### 2.1 eDistrict Mission Mode Project Overview

- a) NeGP was approved by the Government of India in May 2006, with the following vision:

*“Make all Government Services accessible to the common man in his locality, through common service delivery outlets and ensure efficiency, transparency and reliability of such services at affordable costs to realise the basic needs of the common man”.*

- b) To realize this vision, 31 Central, State and Integrated Mission Mode projects (MMPs) along with 8 support components were identified and approved under NeGP. States have been given flexibility to identify up to 5 additional state-specific projects, which are particularly relevant for the economic development of the State. NeGP also envisages creation of the core IT infrastructure in the form of SWANs, SDCs and one lakh service delivery front ends namely CSCs in rural areas across the country to deliver public services electronically.
- c) eDistrict is one of the 31 MMPs under NeGP, with the Department of Electronics and Information Technology (DeitY), Government of India (GoI) as the nodal department, to be implemented by State Government or their designated agencies. This MMP aims at electronic delivery of identified high volume citizen centric services, at district and sub-district level, those are not part of any other MMP. To achieve these objectives service levels and outcomes for each of these services will be clearly laid down by the State concerned, with a view to improving the efficiency and effectiveness of the service delivery. The MMP envisages leveraging and utilizing the four pillars of e-infrastructure namely, State Data Centres (SDCs), State Wide Area Network (SWANs), State Service Delivery Gateways (SSDGs) and Common Service Centres (CSCs), optimally to deliver public services electronically to citizens at their door steps. Initially only those high volume citizen-centric services will be taken up for implementation which have high priority for the State. New services will

be added to the portfolio subsequently, once the demand for the initial set of e-enabled services increases.

## 2.2 Need for Hiring at the District Level

- a) The eDistrict project is to be implemented at the offices at District and its field offices (Tehsils, Blocks, Circles, etc.).
- b) While the implementation of the project would involve activities at the State level, there are significant implementation activities to be carried out at the districts which would cover training, site preparation, data digitization, co-ordination for hardware installations etc. Though these activities would be carried out by various agencies engaged through bidding process, it would require dedicated manpower for doing the local level co-ordination and reporting to the DM / DC / or any officer designated for implementation of the eDistrict Project by the state at district level on the progress of the project.
- c) Post implementation, the district authorities would again require dedicated and skilled manpower to manage the operations on day-to-day basis and to ensure streamlined delivery of services.

<b>Position</b>	<b>eDistrict Manager for eDistrict Mission Mode Project</b>
<b>Reporting to</b>	<p><u>Directly</u> to District Collector / District Magistrate or any officer designated for implementation of the eDistrict Project by the State at district level.</p> <p><u>Indirectly</u> to SDA through District Collector enabled through PMIS which has to be updated at least on a fortnightly basis by eDistrict Manager</p>
<b>Employer</b>	District eGovernance Society (DeGS)
<b>Key Functions</b>	<ul style="list-style-type: none"> <li>• Co-ordination with multiple stakeholders</li> <li>• Point of Contact for retrieving information related to various activities and initiatives taken in the district related to eDistrict MMP</li> </ul>

## **2.3 Nature of support required at the District level**

To carry out the project implementation activities and operations management activities at the district level, a competent person who is well versed with the local geography and language is desired for this profile. The nativity of the person to the specific district / neighbouring district will help in continued presence and availability at short notice – a key requirement for the implementation of the project.

The detailed Job Description of the required profile is provided in the next section.

### 3 Detailed Job Description

The detailed job description of the eDistrict Manager is broadly be divided into 2 parts:

- a) Project Implementation Phase
- b) Operations phase

The nature of job of the person would evolve from project implementation phase to Operations. Specifically the Job description for both the phases is as follows:

#### **Project Implementation Phase**

The eDistrict Manager is responsible for successful implementation of the project in the district. To accomplish this, it is expected that the eDistrict Manager would undertake the following tasks:

- i. Coordinate with State Project Management Unit (SPMU) for project reporting
- ii. Coordinate with System Integrator's (SI) personnel deployed in the district
- iii. Facilitate acceptance of supply, installation and commissioning of hardware & peripherals deployed at all the designated offices in district level
- iv. Submission of weekly report to District Magistrate (DM) / District Collector (DC) on progress of eDistrict project or any officer designated for implementation of the eDistrict Project by the State at district level
- v. Organising eDistrict review meetings including preparation of agenda, operational support and help in drafting Minute of Meetings
- vi. Submit reports and update status in PMIS
- vii. Facilitate data digitisation, networking, site preparation and training / workshop activities in the district
- viii. Regular review of all the services delivered under eDistrict project and help in resolution of operational issues, if any.
- ix. Study the eDistrict project implementation in other districts, which are doing better, for adoption of better practices.
- x. Synchronisation with other e-Governance projects in the District.



- xi. Managing relationship with educational Institute for study and improvement in project.
- xii. Preparation of risk register for highlighting the risks to project
- xiii. Awareness in the district about the eDistrict project
- xiv. Facilitate the impact assessment study in the district
- xv. Training to other stakeholders, as and when required
- xvi. Any other project related activities for eDistrict MMP

### **Operations Phase**

- i. Monitor and report the number of transactions happening in the districts under various service categories
- ii. Monitor the service levels of the services being provided
- iii. Escalate to the DM / DC / or any officer designated for implementation of the eDistrict Project by the State at district level for cases for which services have been delayed
- iv. Be the first point of escalations for any failure in the performance of the service
- v. Carry-out root-cause analysis for any service level failures
- vi. Ensure the technical infrastructure is working as per the service levels of the SI
- vii. Co-ordinate with SI helpdesk for resolution of any technical failure
- viii. Training to other stakeholders, as and when required
- ix. Any other eDistrict related activity for managing the eDistrict operations
- x. Attendance of eDistrict Manager will be monitored through Project Management Information System (PMIS) tool which is being deployed by NPMU

## 4 Hiring Activities

The funds for hiring of the eDistrict Managers are being sanctioned in the DPR getting approved for the period of 3 years. It is suggested that the hiring for eDistrict Managers be carried out by the respective DeGS of the district. The districts have the flexibility of appointing the eDistrict Manager as per the requirement of the eDistrict project and it is expected that these eDistrict Managers would be dedicatedly working full time on the eDistrict project only.

To facilitate the hiring process, Department of Electronics and Information Technology (DeitY) is also developing a centralised portal which would help the applicants in applying and the DeGS in shortlisting and selecting the appropriate candidate.

DeitY in consultation with the State/UT will finalise the dates for the following:

- a. Cut-off date for eligibility criteria (Age and Educational Qualification)
- b. Opening and closing date and time of online link for accepting application
- c. Date for interview (or any other additional means such as combination of Written Test, Group Discussion & Personal Interview which may be decided by the DM / DC / CEO, District Panchayat)

Subsequently an advertisement would be floated in leading National and local newspapers. It must be ensured that the advertisement is placed with a newspaper that falls under high circulation category as per Directorate of Advertising and Visual Publicity (DAVP) website (<http://www.davp.nic.in/>). State can also request DeitY to publish their advertisements on MIT website (<http://www.mit.gov.in/>). Within the State, the job postings for eDistrict Manager may also be published on State Employment Exchange.

State may also leverage the existing CSC or equivalent centres for publishing the advertisement. Also the Hiring portal and social networking sites would be used to advertise the positions, for eliciting quality CVs for the positions.

The relevant details required for hiring are provided in subsequent sections.

## 5 Eligibility Criteria

### 5.1 Essential Qualification

The essential qualification for the candidate is as follows:

- a. Must be 21 – 35 years old as on 01<sup>st</sup> July , 2012
- b. BCA / BIT / BE / B.Tech / MCA or must be a graduate (any discipline) with 1 year computer diploma
- c. Knowledge of English and a local language of the State for which the candidate has applied
- d. Minimum of two (2) years of work experience preferably in IT / e-Governance related field

### 5.2 Desired Skills

The other desired skills (some of these may be given more weightage, depending on the availability of candidates) are as follows:

- a. Prior project management experience
- b. Should be computer literate
- c. Experience in the domain of IT Projects, IT infrastructure deployment / software development, hardware, networking, security management in IT projects is preferred
- d. Good people management and communication skills
- e. Result oriented and self-motivated
- f. Candidate should have the local knowledge of the State/District
- g. Experience in computerisation of organisations / departments will be an added benefit

### 5.3 Shortlisting process

Once the applications have been received for a particular district, the eDistrict Manager Hiring Committee shall shortlist the candidates on the basis of their education and experience which can be more stringent than the minimum qualification prescribed

above. It is suggested that the shortlist should be of top 15-20 candidates who shall be called for the interview. The invitation for the interview should be communicated through email, hard copy and SMS to the candidates.

## 6 Stipend and Career prospects

### 6.1 Stipend

eDistrict Manager would be entitled for a lump sum / fixed remuneration as follows:

Year	Remuneration Range*	Remarks
1 <sup>st</sup> Year	Rs. 23,500	
2 <sup>nd</sup> Year	Rs. 26,000	Taking into account 10% increment on previous year's remuneration**
3 <sup>rd</sup> Year	Rs. 28,500	Taking into account 10% increment on previous year's remuneration**

\*Naxal affected Integrated Action Plan (IAP) districts and all districts of North Eastern States (except Sikkim) and J&K will get 10% extra remuneration. Refer to Annexure I and II.

\*\*Refer to terms and condition of employment for more details.

### 6.2 Performance Evaluation System

The Performance Evaluation System currently being implemented for the NeGD PMU and SeMT resources will be implemented for the eDistrict Managers

### 6.3 Trainings

- a) SeMT deployed in the State and SPMU Consultant appointed for eDistrict MMP shall ensure that eDistrict Managers shall be thoroughly trained on their job immediately on joining. They may achieve this by organising a 1 – 2 day workshop for on-boarding of eDistrict Managers.
- b) There would be a few Trainers identified amongst the eDistrict Managers by the State IT Department. These trainers would be trained by the the SeMT with the support of SPMU. This training would cover the following :
  - i. National eGovernance Plan
  - ii. e-Governance initiatives in the States

- iii. E-District Project – Coverage & Guidelines
  - iv. eDistrict Actions required to be taken in the Districts
  - v. Key activities to be performed by the eDistrict Managers in the districts
  - vi. HR Policies applicable
- c) Further the National Institute for Smart Governance (NISG) conducts various short duration training programs on e-Governance under Specialized Training for e-Governance Programme (STeP). The eDistrict Managers will be funded from the eDistrict funds for attending the STeP programs of NISG.
- d) Additionally the 'United Nations Public Administration Network (UNPAN)' and UN APCICT host e-learning courses on e-Governance. The eDistrict Manager would be encouraged to complete these trainings. (refer <http://www.unpan.org/ELearning/OnlineTrainingCentre/tabid/1456/language/en-US/Default.aspx> and <http://www.unapcict.org/academy/background>)

## 6.4 Career Prospects

The eGovernance domain has been emerging as an employer for large number of people working in various MMPs. There is a huge demand for experienced candidate for carrying out project implementation and operations activities in various MMP projects in India. Through the eDistrict Manager Fellowship Program, there would be around 650 professionals trained on eGovernance project implementation and operations across India.

Post successful completion of the program after 3 years, DeitY would provide an “eGovernance Fellow” diploma/certificate to the successful candidate. The successful candidates will have a great opportunity to establish a career in eGovernance domain. The successful candidates can take a step up role and become part of teams such as State eMission Team (SeMT), Project eMission Team (PeMT) or any other team / department involved in eGovernance project being executed across the state or country.

## 7 How the Candidate will Apply

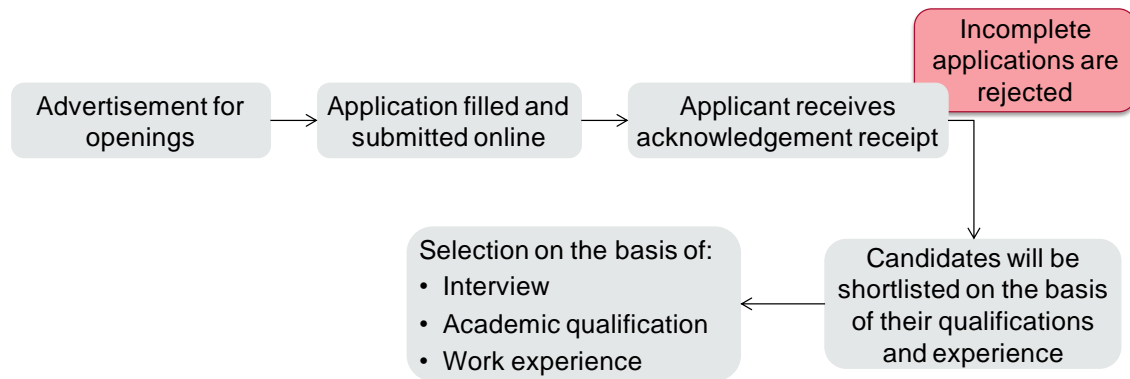
The candidates will submit applications by the on-line mode only through eDistrict Manager hiring webpage (link will be provided once the applications is ready and deployed). The key points are as follows:

- a) The online mode is the preferable mode. Any other mode of application and selection should be used only in the case of contingency.
- b) Incomplete or wrongly filled applications will be rejected.
- c) On submission of the online application, the **applicants will receive an acknowledgement number which he / she needs to retain for use in future.**
- d) Important dates for recruitment are as follows:

S. No	Activity	Date
1.	Cut off date for eligibility criteria (Age and Educational Qualification)	<will be intimated later>
2.	Opening and closing of online link for accepting applications	<will be intimated later>
3.	Date for interview (or any other additional means such as combination of Written Test, Group Discussion & Personal Interview which may be decided by the DM / DC / CEO, District Panchayat)	<will be intimated later>

- e) Applicants applying for the post of eDistrict Manager, after submission of online application form shall take a print out of system – generate hard copy of the application form, paste a recent passport size coloured photograph at the specified place. Sign across the photograph and preserve the same for submission at the time of recruitment process.
- f) The documents required to support of the eligibility criteria are as detailed below:
  - i. **Age Proof:** 10<sup>th</sup> or 12<sup>th</sup> standard mark sheet or school leaving certificate or birth certificate.

- ii. **Education Qualification (Graduation / Post Graduation)**
  - All semester wise or year wise individual mark sheets.
  - All mark sheets pertaining to improvement in the marks [i.e. if the applicants has made more than one attempt to obtain pass or improve marks of any subject in any of the semester(s) or year(s)]
  - Degree or provisional pass certificate.
- iii. High School (Class 10<sup>th</sup>) and Intermediate (Class 12<sup>th</sup>)
- iv. **Work Experience** – If the candidate has work experience, then following documents will be required:
  - Experience certificate, offer letters, relieving letters, last drawn salary slips from the past employers
  - Offer letter and last three month's salary slip from current employer
  - These documents should clearly indicate the date of joining and date of relieving for each of the previous and current employer(s).
  - The experience certificate or testimonials produced by the applicants should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any.
- v. Photo identity certificate: College ID, PAN card, Driving Licence, Passport, voters ID card or any other ID card attested by a gazetted officer
- g) Inability to produce any of the above mentioned documents (both original and attested copy) at the time of interview will render the applicants ineligible for the selection and would not be allowed to appear for interview.
- h) The process flow below provides a summary of steps to apply



**7:1: Steps to Apply for Post of District Project Manager**



## 8 Selection Process

The selection process for eDistrict Manager is as follows:

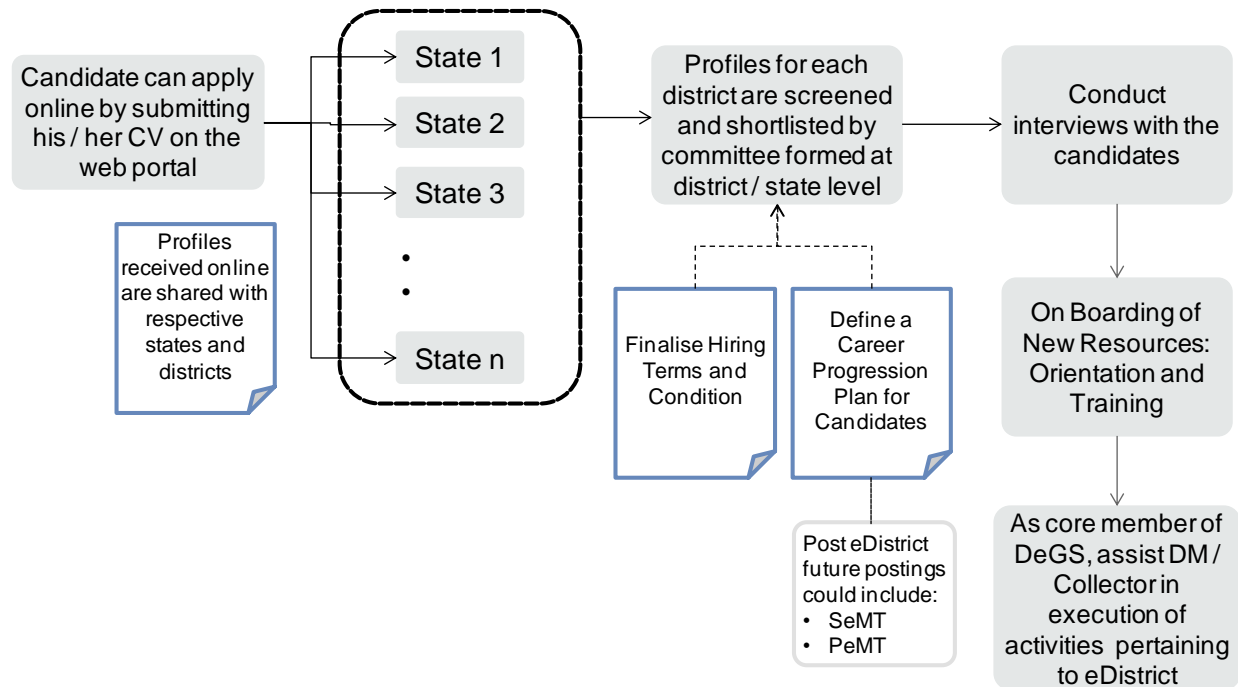
- a) Shortlisted applicants would be called for interviews through email based on the information provided in the online application form by them and subject to scrutiny at a later date.
- b) The interviews will be conducted at District Collector / District Magistrate's or CEO's, District Panchayat Office and the applicant must carry his / her original documents along with the photo ID proof to the venue.
- c) State Government may decide to conduct interviews at the State / Division / Regional level with mandatory participation from the District. The decision regarding this should be based on the manageability of the process and completing this activity at the earliest.
- d) In the interview, following marking scheme will be used for the evaluation:

S. No	Criteria	Marks
1.	Academic Qualification	25
2.	Work Experience, if any	25
3.	Interview	50
	<b>Total</b>	<b>100</b>

- e) The above criteria are indicative and if required, District Collector / District Magistrate or CEO, District Panchayat may also choose to conduct a written test for their respective districts. In such a scenario, marks allocation will change; however, it must be ensure that the marks are appropriately distributed for all criteria.
- f) The interview will be taken by an interviewing committee that may comprise of the following members:
  - i. DM / DC
  - ii. CEO, District Panchayat
  - iii. District Information Office (DIO), NIC
  - iv. Chief Development Officer (CDO) / ADM

- v. Any other member which the State may feel necessary to be included
- g) Details regarding the time and date of interview of short listed applicants would be put on eDistrict Manager hiring webpage and also mailed to the candidates on the email ID provided at the time of submitting application. No other form of communication i.e. either by post or otherwise would be entertained.
- h) The date of interview will be final and no request will be entertained for rescheduling of these dates.
- i) Other instructions, if any, in this regard would also be displayed on the websites. Applicants are, therefore, advised to visit the website at regular intervals.
- j) Final selection or offer of employment would be made based on academic qualifications, work experience (if any) and interview. It is expected that preference will be given to those applicants who apply for their home district.
- k) Final result will be shared on the website and a separate notification will be sent over the email. No other formal communication will be entertained in this regards.
- l) If required, a waitlist of 10 candidates can also be created and maintained.

In case the State Government wants to follow a more elaborate process for selection for eDistrict Manager such as written examination, online examination, etc. State is free to prescribe the process however there are no funds allocated for the additional set of activities.



8:1: Overview of Selection Process

## 9 Terms and Conditions of the Fellowship\*

The terms and conditions for the fellowship program for the eDistrict Manager is as follows:

- a) The appointment of eDistrict Manager will be on contractual basis, contracted by District eGovernance Society (DeGS). This contract would be initially for one year and this may be reviewed for extension on year-to-year basis for a further period of two years, subject to satisfactory performance.
- b) Annual increments will be subject to the performance evaluation of the eDistrict Manager by relevant authority.
- c) During the contractual period, the applicants will be posted at office of the DM / DC or any officer designated for implementation of the eDistrict Project by the State at district level.
- d) eDistrict Manager will be required to travel to various other locations within the district to carry out its tasks.
- e) Transportation and accommodation cost incurred during official travel will be reimbursed by appropriate authority.
- f) The appointment being purely contractual in nature, the appointee shall not be entitled for any gratuity, provident fund, or pension benefit.
- g) Experience certificate will be provided to all eDistrict Managers

*\*These terms and condition of the employment are indicative and the state may chose to update / modify these. Also, an HR Policy Manual is being provided in Annexure V for reference.*

## 10 Hiring and Training Responsibilities of NPMU, SPMU, SeMT and eDistrict Managers

#	Task	NPMU	SPMU	SeMT	DeGS	eDistrict Manager
<b>Hiring Related Activities</b>						
1.	Issue of Hiring Guidelines for eDistrict Manager	✓				
2.	Release advertisement for notification on Hiring of eDistrict Managers		✓	✓		
3.	Supporting State / SDA in understanding and implementation of guidelines.	✓				
4.	Assist DeitY in creation of online application for hiring of eDistrict Manager	✓				
5.	Assist State / SDA in employing any other web based application / eForms; or provide assistance in hiring through manual forms or conducting its own test or exam for accepting applications for eDistrict Manager		✓	✓	✓	
6.	Assist State / SDA in initiate hiring process in their respective state		✓	✓	✓	
7.	Assist State / SDA in seeking clarification from DeitY on hiring guidelines mid-way the hiring process	✓				
8.	Assist DM / DC or any other officer appointed for roll out of eDistrict Project at district level in preparation of interview for eDistrict Manager		✓	✓	✓	
9.	Coordinate interview process with DM / DC or any other officer appointed for roll out of eDistrict Project at district level		✓	✓	✓	

10	Issue offer letters to selected candidate for the post of eDistrict Manager				✓	
<b>Training Related Activities</b>						
1.	Plan for on-boarding of newly hired eDistrict Managers		✓	✓	✓	
2.	Prepare and finalise training modules for eDistrict Managers		✓	✓	✓	
3.	Monitor and ensure that eDistrict Managers are provide basic training within one month of joining		✓	✓	✓	
4.	Active participation in the training organised for eDistrict Managers				✓	✓
5.	Completion of all training modules specified for eDistrict Managers within two months of joining					✓
6.	Enrol for training programs organised by SPMU / SeMT for eDistrict Managers					✓
7.	Continuously strive to upgrade skills by enrolling for relevant trainings organised within the district or state					✓

## 11 Provisioning of Funds

The manner in which the funds would be managed for releasing the Stipend is as follows:

- a) Funds are provisioned for hiring of eDistrict Manager as part of National Roll Out for eDistrict MMP
- b) State Designated Agency (SDA) should have DeGS on board for that district before hiring eDistrict Manager
- c) SDA, on the date of selection of candidate, should release funds to DeGS on an annual basis
- d) DeGS will in turn pay the eDistrict Manager
- e) Selection of eDistrict Manager must commence only after approval of DPR submitted for eDistrict MMP has been approved by DeitY, GOI.

## 12 General Instructions

**Please read these instructions carefully before submitting the application.**

- a) The hiring of eDistrict Managers should be completed as soon as possible but not later than by 31<sup>st</sup> October 2012.
- b) The application has to be filled through online application. DeitY would be sharing the URL of the same subsequently. State may choose a) any other web based application / eForms; or b) manual forms or conduct its own test or exam for accepting applications for eDistrict Manager. However, the State will have to arrange for funds from its own sources.
- c) The State Government would have to advertise as per section 4 (Hiring Activities) of the guidelines and schedule a completion date for selection within the next 3 months.
- d) SPMU and SeMT shall assist the State Government in hiring of the eDistrict Managers.
- e) Before submitting the online application form, the applicants must ensure that they fulfil all the eligibility criteria with respect to age, educational qualifications, etc.
- f) In case of incomplete applications, providing inaccurate information, falsification of documents, their candidature will be cancelled irrespective of the stage of the recruitment.
- g) If an applicant qualifies in the selection process and subsequently, posts his or her appointment, it is found that he or she does not fulfil the eligibility criteria then the services would be terminated without any notice or compensation.
- h) If at any time it is found that the documents submitted are not genuine then the application will be rejected and if the applicant has been appointed for the said post then the appointment will be terminated and legal action will be taken against the candidate.
- i) Applications should be submitted only through the on-line mode through eDistrict Manager hiring webpage.
- j) Before registering their applications on the website, applicants should possess a valid email-id for filling the application. In case the applicant does not have a valid



email-id, he or she can create a new email-id. This email id should be valid for the duration of the recruitment.

- k) **Applicants will receive an acknowledgement number which he / she need to retain for use in future after successfully submitting the application and the email id.**
- l) All educational qualifications which the applicant intends to indicate in the application form should have been obtained before the cut-off date, from recognized Universities or Institutions in India
- m) Applicants would not be allowed to sit for interview without the online call letter.
- n) Canvassing in any form will result in auto disqualification.
- o) Applicants are advised to maintain the same signature during and after the recruitment process.

## 13 Annexure

### 13.1 About Naxal Affected IAP Districts

The Integrated Action Plan (IAP) for Selected Tribal and Backward Districts under the Backward Regions Grant Fund (BRGF) programme covers 78 districts. The IAP will be implemented with a block grant of Rs.25 crore and Rs.30 crore per district during 2010-11 and 2011-12 respectively<sup>1</sup>. A Committee headed by District Collector / District Magistrate or CEO, District Panchayat and consisting of the Superintendent of Police of the District and the District Forest Officer will be responsible for implementation of this scheme. The District-level Committee will have the flexibility to spend the amount for development schemes according to need as assessed by it.

The Committee should draw up a Plan consisting of concrete proposals for public infrastructure and services such as School Buildings, Anganwadi Centres, Primary Health Centres, Drinking Water Supply, Village Roads, Electric Lights in public places such as PHCs and Schools etc.

### 13.2 Annexure II: List of IAP Districts

Sl. No.	Name of the District
Andhra Pradesh	
1	Adilabad
2	East Godavari
3	Karimnagar
4	Khammam
5	Srikakulam
6	Visakhapatnam
7	Vizianagaram
8	Warangal
Bihar	
9	Arwal
10	Aurangabad
11	Gaya
12	Jamui

<sup>1</sup> Source: Planning Commission, Government of India (<http://pcserver.nic.in/iapmis/>)

Sl. No.	Name of the District
13	Jehanabad
14	Kaimur
15	Munger
16	Nawada
17	Rohtas
Chhattisgarh	
18	Bastar
19	Bijapur
20	Dantewada
21	Jashpur
22	Kanker
23	Kawardha
24	Koriya
25	Narayanpur
26	Rajnandgaon
27	Surguja
Jharkhand	
28	Bokaro
29	Chatra
30	Garhwa
31	Giridih
32	Gumla
33	Hazaribagh
34	Khunti
35	Kodarma
36	Latehar(n)
37	Lohardaga
38	Pachim Singhbhum
39	Palamu
40	Purbi Singhbhum
41	Ramgarh
42	Ranchi (Rural)
43	Saraikela(n)
44	Simdega(n)
Madhya Pradesh	
45	Anuppur
46	Balaghat
47	Dindori
48	Mandla
49	Seoni

Sl. No.	Name of the District
50	Shahdol
51	Sidhi
52	Umaria
Maharashtra	
53	Gadchiroli
54	Gondiya
Orissa	
55	Balangir
56	Debagarh
57	Gajapati
58	Ganjam
59	Jajapur
60	Kalahandi
61	Kandhamal
62	Kendujhar
63	Koraput
64	Malkangiri
65	Mayurbhanj
66	Nabarangapur
67	Nayagarh
68	Nuapada
69	Rayagada
70	Sambalpur
71	Sonapur
72	Sundargarh
Uttar Pradesh	
73	Chandauli
74	Mirzapur
75	Sonbhadra
West Bengal	
76	Bankura
77	Medinipur West
78	Puruliya

Source: [http://pcserver.nic.in/iapmis/state\\_district\\_list.aspx](http://pcserver.nic.in/iapmis/state_district_list.aspx)

**13.3 Annexure III: List of North Eastern States**

Sl. No.	Name of the District
1.	Arunachal Pradesh
2.	Assam
3.	Manipur
4.	Meghalaya
5.	Mizoram
6.	Nagaland
7.	Tripura

### 13.4 Annexure IV: Application Form Format

Below is the proposed application form that the candidate will use to submit his / her candidature for the post of eDistrict Manager. The same would be available on the hiring webpage for the candidate to fill in the details.

<b>First Name*</b>		<b>Surname*</b>		<b>Gender*</b>	
<b>Father / Husband's Name*</b>					
<b>Address for Communication*</b>	Address 1*		State*		
	Address 2		District*		
	Pincode*				
<b>Permanent Address*</b>	Address 1*		State*		
	Address 2		District*		
	Pincode*				
<b>Preference of State and District*</b>	State	District#			
			If others then please specify		
<b>Date of Birth*</b>	Month	Day	Year	<b>Age</b>	
				Age as on 01st January, 2012	
<b>Email ID*</b>					
<b>Contact No*</b>	Mobile (Don't prefix '0' or 91)		Landline		
<b>Qualification*</b>					
		Name of Institution/University	Year of passing	Marks in % / CGPA	Type
1					
2					
3					
<b>Languages Known</b>		<b>Read</b>	<b>Write</b>	<b>Speak</b>	
	English*				
	Others				
<b>Work Experience</b>					
	<b>Name of Employer</b>	<b>From Date (Month / Year)</b>	<b>To Date (Month</b>	<b>Designation</b>	<b>Total Experience</b>
1					
2					
<b>Photo ID Proof*</b>					

*The original copies of educational qualifications, experience certificates and ID proof should be carried along at the time of interview*

*# It is expected that preference will be given to those applicants who apply for their home district*

Key	
	Fields to be filled up by applicant
	Dropdown Fields
	Auto Calculated Fields

The application form will capture the information in an organised and restricted manner to ensure good quality of data is entered through the application form. It will also ensure that the evaluation process is streamlined with minimal errors during profile collection stage. Some of the fields will include dropdowns that will restrict the applicant to enter information within a predefined range and some of them will perform auto calculations based on the information entered in other fields.

### 13.5 Annexure V: HR Policy Manual

Detailed HR policies are provided separately as “**eDistrict Manager HR Policy Manual**”