

Media Lab Asia
National e-Governance Division

CIRCULAR

NO.NeGD-02/09

Dated: 20.09.2013

Subject: Filling up of various Senior Management positions in NeGD

NeGD has been set up by the Department of Electronics and Information Technology (DeitY), Government of India as an Independent Business Division (IBD) within Media Lab Asia, a Section 25 Company of Department of Electronics and Information Technology. The key objectives of the NeGD are to provide support to DeitY in Programme Management of the National e-Governance Plan (NeGP), Strategic Planning and developing policies/guidelines on technology issues etc and implementation of the Capacity Building Scheme. A brief write up on NeGD- Media Lab Asia is enclosed as [Annexure I](#).

It is proposed to fill the posts of Director (Project Appraisal and Finance), Director (Project Development) and Director (Strategic Planning and Programme Management) on deputation basis under Foreign Service terms and conditions, initially for a period of two years and extendable for a further period of two years. The posts are in PB4 with a Grade Pay of Rs. 10,000 and carry other benefits as per NeGD norms for deputationists. The eligibility criteria are given in [Annexure II](#).

Eligible and willing officers, who can join immediately on selection, may kindly forward their applications, in the prescribed format as specified in [Annexure III](#). The applications along with NOC of the competent authority, should reach the NeGD-Media Lab Asia office at the address given below not later than 10th October'2013. (However, advance copies of applications may be sent by e-mail to srinivas@negp.gov.in).

The detailed Job Description for the vacant positions may be seen at [Annexure IV](#).

Address for correspondence:

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About NeGD

National e-Governance Plan

The Government of India approved the National e-Governance Plan (NeGP), comprising of **27 Mission Mode Projects (MMPs)** and **8 components**, on **May 18, 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 & reliability of such services at affordable costs to realise the basic needs of the common man"

In the year 2011, 4 new MMPs were introduced taking the total number of MMPs to 31.

As part of NeGP approval, the Union Cabinet assigned some **key tasks associated with Programme Management of NeGP** to the Department of Electronics and Information Technology (DeitY). These tasks, inter-alia, include facilitating the implementation of NeGP by various Ministries and State Governments, providing technical assistance and framing policies on the overall technology architecture, framework, standards, security policy, services delivery mechanism, sharing of common infrastructure etc., R&D, capacity building (jointly with DARPG), awareness and communication and impact assessment.

To enable it to discharge the above tasks related to the Program Management of NeGP, DeitY, as an immediate and short term measure, had established a Program Management Unit (NeGP-PMU) in November 2005. The emphasis on implementation of e-Governance initiatives across the country resulted in manifold increase in the responsibilities of DeitY in general and NeGP-PMU in particular. To manage the challenges both in Programme Management and Technology, a professional organization was required to assist the DeitY. NeGD was thus formed as an Independent Business Division (IBD) in Media Lab Asia, an existing section 25 company of the Ministry of Communication and IT.

National e-Governance Division (NeGD)

The NeGD is headed by President & CEO in the pay scale of Rs. 67000-79000 and has 7 senior management positions at the level of Directors in PB 4 in the Grade pay of Rs.10000. It is a lean organization with 49 professionals both on deputation from the Government and from the open market. A committee of the Board has also been constituted (the NeGD Committee) to guide, supervise and control the NeGD. NeGD has been vested with financial and HR autonomy and the President & CEO is entrusted with "powers relating to finance, administration and HR of NeGD in respect of funded projects assigned to NeGD and internal accruals within the Division at par with the MD of MLAsia and such other powers as may be delegated by NeGD Committee from time to time."

NeGD has been tasked with:

- I Programme Management of NeGP, including facilitating and supporting DeitY in undertaking the following tasks and responsibilities assigned to DeitY under NeGP:
 - Facilitating implementation of NeGP by various Ministries and State Governments
 - Providing technical assistance to Central Ministries and State Line Departments
 - Serving as a secretariat to the Apex Committee
 - Undertaking technical appraisal of all NeGP projects to examine issues such as overall technology architecture, framework, standards, security policy, service delivery mechanism, sharing of common infrastructure etc.
 - Human Resource Development, Training and Awareness Building
 - Framing core policies, technical assistance, R&D, awareness and assessment and creation of organization structure

- II Acting as a Central Agency for an effective implementation of Capacity Building Scheme inter-alia involving provisioning of manpower at various SeMTs across States/ UTs
 - Positioning of a Capacity Building Management Cell for effective management of manpower at SeMTs together with management of other Scheme activities including training, setting up HR policies, etc.

Annexure II

| Position & Domain | Level | No of Positions | Present Pay Scale & Grade Pay | Experience & Qualification | Job Code |
|---|--|------------------------|---|--|-----------------|
| Director Project Appraisal and Finance | Senior Management PB-4 Rs.37400-67000(Grade pay Rs.10000) | 1 | Presently in PB4 GP 10,000 Or 2 years in GP 8900 Or 3 years in GP8700/ | <p>i) <u>Experience:</u> 16 years of experience in Government with atleast 2-3 years experience in Project Management, Project Finance & implementation of IT initiatives within the government.</p> <p>Familiarity with Project Management tools and techniques, financial assessment of projects.</p> <p>4 - 5 years of experience in a leadership role in Finance & Accounts in a Computerized Environment</p> <p>ii) <u>Essential Qualification:</u> Graduation in any Discipline (Preferably BE/B Tech)</p> <p>iii) <u>Desirable Qualification:</u> Post Graduation: M. Tech/MBA</p> | SM01 |
| Director Project Development | Senior Management PB-4 Rs.37400-67000(Grade pay Rs.10000) | 1 | Presently in PB4 GP 10,000 Or 2 years in GP 8900 Or 3 years in GP8700 | <p>i) <u>Experience:</u> 16 years experience in Government with atleast 2-3 years experience in Project Management, conceptualization & implementation of IT initiatives within the government.</p> <p>Experience of initiating and developing projects involving multiple stakeholders.</p> | SM02 |

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|---|---|---|---|--|------|
| | | | | <p>Familiarity with Project Management tools and techniques.</p> <p>ii) <u>Essential Qualification:</u> Graduation in any Discipline (Preferably BE/B Tech)</p> <p>iii) <u>Desirable Qualification:</u> Post Graduation: M.Tech/ MBA / MCA.</p> | |
| Director Strategic Planning and Programme Management | Senior Management PB-4 Rs.37400-67000(Grade pay Rs.10000) | 1 | Presently in PB4 GP 10,000 Or 2 years in GP 8900 Or 3 years in GP8700 | <p>i) <u>Experience:</u> 16 years experience in Government with minimum 5 years diverse experience in Program Management, procurement/ legal functions in large government organizations.</p> <p>ii) <u>Essential Qualification:</u> Graduation in any Discipline (Preferably B.E / B. Tech)</p> <p>iii) <u>Desirable Qualification:</u> Post Graduation: M. Tech / MBA</p> | SM03 |

PART I

Application for Deputation in Media Lab Asia for other management positions

- 1. Post applied for :
- 2. Name in full :
- 3. Father's Name :
- 4. Sex - Male/Female :
- 5. Nationality :
- 6. Date of Birth (dd/mm/yyyy) :
 Age (Should be below 56 years for submission of applications. on closing date of receipt : ___Years___ Months ___ Days of application)
- 7. Date of retirement under Central / State Government rules :
- 8. Marital status :
- 9. Permanent Address :
- 10. Address for correspondence :
 Phone Nos. Office :
 Residence :
 Email ID :



11. Academic & Professional Qualifications:

| Name of the Institute/Board/University | Year of Passing | Exam/Degree | Aggregate percentage of marks and Division | Remarks |
|--|-----------------|-------------|--|---------|
| | | | | |
| | | | | |

12. Total Experience in number of Years and Months ___Years___ Months

Employment history, in chronological order

| S.No | Office/Inst./Or gn. | Post held | Period (from - to) | Pay Band & Grade Pay with present pay | Nature of duties/ responsibilit ies | Significant Accomplishme nts (If any) |
|------|------------------------|--------------|-----------------------|---|--|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

13. Special Achievements :
(Please give details)

14. Details of present post held:

- a. Designation :
- b. Date from which held :
- c. Scale of pay - Pay Band & Grade Pay
(Revised) with present pay drawn :
- d. Whether present post is held on regular/
tenure/deputation/temporary/permanent/
officiating or adhoc basis and since when :
- e. 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:
- f. Name of the Ministry/Department/Organisation where presently employed
with full address indicating name and designation of contact
officer and Telephone/Fax Numbers :

15. Additional details about present employment

Please state whether working under

- a) Central Government
- b) State Government
- c) PSU
- d) Autonomous Bodies

16. 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..... ..

Part- II

No Objection Certificate to be recorded by the Office/Department while forwarding the

Application

1. Certified that the particulars given by the applicant are true, correct and complete and have been verified from the office record.
2. The applicant, if selected, will be relieved immediately.
3. It is certified that no vigilance case is pending or contemplated against him/her.
4. No major/minor penalty is in force or current against the official
5. No adverse remarks have been recorded in the candidates ACR for the last five years.
6. His integrity is beyond doubt

Date:

Signature of Head of Office/Department

Office seal

Telephone No

National e – Governance Division

| Job Description | |
|-----------------|-----------------------------|
| Division | NeGD |
| Function | Project Appraisal & Finance |
| Band | Senior Management |
| Reports To | President and CEO, NeGD |
| Job Code | SM01 |

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

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 divisions in appraisal of project reports in the respective subject areas

Project Appraisal

- Coordinate among all NeGD divisions (Finance, CBMC, Technology) for timely appraisal of the relevant parts of reports
- Identify and empanel external subject matter experts to assist in the MMP domain area appraisal
- Guide subordinates 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 around project financing for MMPs that can be adopted by different agencies

Secondary Responsibilities

Financial Statements & Records

- Ensure regular compilation of financial statements 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 matters related to NeGD

Funds management

- Establish, implement and monitor efficient norms for funds 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

Bills and Expense 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

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

National e – Governance Division

| Job Description | |
|-----------------|-------------------------|
| Division | NeGD |
| Function | Project Development |
| Band | Senior Management |
| Reports To | President and CEO, NeGD |
| Job Code | SM02 |

Job Objective

The objective of this position is to conceptualize, develop and implement new and innovative ICT and e-governance projects that help in achieving the overall objectives of NeGP. The officer will be responsible for conceptualizing and formulating innovative projects in consultation with the relevant stakeholders, obtaining the necessary approvals and implementing the same. He/ She will be responsible for all activities related to the project development domain within NeGD.

Primary Responsibilities

Project Development

- Proactively identify requirements of project initiation support through coordination with different central and state agencies
- Conceptualize, design, develop and facilitate implementation of ICT and e-Governance projects
- Lead the project teams and coordinate with different stakeholders for incubating the project
- Develop detailed DPR and projectise new projects

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

National e – Governance Division

| Job Description | |
|-----------------|---|
| Division | NeGD |
| Function | Strategic Planning & Programme Management |
| Band | Head – Strategic Planning |
| Reports To | Head – NeGD |
| Job Code | SM03 |

Job Objective

The job holder will be responsible for providing support to the Central Line Ministries in the areas of project design, bid process, monitoring & evaluation, programme management and providing information to the NeGD Committee and other apex bodies on the status of the various e – governance initiatives in the country, especially those related to the NeGP.

Primary Responsibilities

Strategic Planning for e-Governance

- Long term planning and policy
- Support to the NeGD Committee and other high level Committees in planning, policy making and programme monitoring

Program Management & Monitoring

- Project Monitoring Framework for NeGP MMPs & Components and Project Management Information System (PMIS)
- Review regular progress assessment reports with qualitative inputs and flagging any deviations/ issues that would need to be looked into by the higher authorities
- Bring out comparative analysis and provide assistance in formulating best practices
- Ensure timely preparation of reports and circulars for both internal and external distribution on project progress

Procurement, Contracts & Legal

- Develop generic EoI, RFP, Standard Contracts and other related documents for various stages and requirements of MMPs for use by states
- Support Central Line Ministries in vendor evaluation and deployment
- Formulate an end-to-end procurement planning framework in alignment NeGP objectives
- Provide legal advice to implementing agencies on matters related to PPP

Miscellaneous

- Liaise with SeMTs to provide guidance and advice on matters related to contracts and procurement

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