

Digital India Corporation (DIC)
National e-Governance Division (NeGD)

NeGD/02-11/2016

Dated: 25.01.2018

CIRCULAR

Subject: Filling up positions of Senior Management & Middle Management, in National e-Governance Division (NeGD) on Deputation Basis.

The National e-Governance Division (NeGD), under Digital India Corporation, a not for profit company of MeitY, 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 and Deputationists from Government to ensure that requisite skill sets are available to execute the designated tasks.

2. National e-Governance Division (NeGD) is currently inviting applications for the posts of Additional Director (Programme Management and E-Governance Strategies & Services) from officers of the Central & State Government/PSUs/Autonomous/Statutory bodies of Government of India, States & UTs. The initial period of deputation shall be for two years, further extendable subject to the conditions as per NeGD Policy. The deputation shall be under Foreign Service terms and conditions. The eligibility criteria for the positions are at **Annexure-I & II**. Pay fixation will be done as per prescribed Government Guidelines and other benefits shall be as per NeGD norms of Deputations.

3. It is requested that the applications of Eligible candidates may be forwarded to NeGD in the proforma at **Annexure-III**. The applications along with NOC of the competent authority/ through proper channel, should reach NeGD at the address given below by 06.02.2018. The tentative date of interview is 09.02.2018. Shortlisted candidates will be informed by e-mail/telephone followed by interview letter.

Shri R.A.Dhawan
Sr.General Manager, DIC – NeGD
4th Floor, Electronics Niketan,
6-CGO Complex Lodhi Road, New Delhi - 110003

Senior Management

I. Director

Job Code: SM-01

No. Of Position – 01

Last Date of Application – 06.02.2018

a. Level & Grade pay

Pay Matrix, Level – 14, PB – 4, Rs.37,400 – 67,000 (Grade Pay of Rs.10,000 – Pre-Revised)

b. Eligible Grade-pay and Experience

Presently in Pay Matrix level – 14; PB – 4, GP 10,000 **OR** 2 Years in GP 8900 OR 3 years in GP 8700 or equivalent.

c. Desirable Profile/Qualifications

Experience:

- i. 16 years of experience in Government
- ii. 4-5 years of relevant experience in Programme Management & Implementation of IT/Capacity Building/ Awareness & Communications/ Finance within the Government. Experience in a leadership role in conceptualization, implementation evaluation and assessment of projects within the Government.

Essential Qualification:

Graduation: Any Discipline (Preferably: B.Sc/B.E./B. Tech/ BA (Eco Hons.)/BA (Mass Communication) etc.

Desirable Qualification:

Post Graduation: Masters in Technology/ Engineering /MBA (IT/ Systems)/ MBA(Finance/ HR)

Middle Management

II. Additional Director

Job Code: MM-01

No. Of Position – 03

Last Date of Application – 06.02.2018

d. Level & Grade pay

Pay Matrix, Level – 13, PB – 4, Rs.37,400 – 67,000 (Grade Pay Rs.8700 – Pre-Revised)

e. Eligible Grade-pay and Experience

Presently in Level – 13; PB – 4, Rs.37,400 – 67,000 (Grade Pay Rs.8700 – Pre-Revised) **OR** 5 Years in GP of Rs.7600 of PB – 3 **OR** 10 Years combined service in GP of Rs.7600 and GP of Rs.6600, of which at least 3 Years service in GP of Rs.7600.

f. Desirable Profile/Qualifications

Experience:

- iii. 15 years of experience in Government
- iv. 4-5 years of relevant experience in Programme Management & Implementation of IT/Capacity Building/ Awareness & Communications/ Finance within the Government. Experience in a leadership role in conceptualization, implementation evaluation and assessment of projects within the Government.
- v. Familiarity with Project Management tools & techniques.

Essential Qualification:

Graduation: Any Discipline (Preferably: B.E./B. Tech).

Desirable Qualification:

Post Graduation: Masters in Technology/ Engineering /MBA (IT/ Systems)/ MBA(Finance/ HR)

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

S.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)

13. Relevant Training programmes attended :

14. Special Achievements (Please give details) :

15. Details of present post held :

16. Designation :

17. Date from which held :

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

19. (Revised) with present pay drawn :

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

21. 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 :

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

23. 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.....