

**Digital India Corporation**  
National e-Governance Division

**NeGD/Admn/1(1)/2018-Pers**

**Dated: 14.08.2018**

**CIRCULAR**

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

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 posts of **Directors/ Principal Consultants (CBMC & Knowledge Management and Program Management)** on Deputation/ Contractual basis from officers of the Central & State Government, PSUs, Autonomous or Statutory bodies of Government of India, State & UT Govt./ Private Sector. 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 for the positions are at **Annexure-I & II**. 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.

3. Interested/ eligible officials may send their applications in the prescribed proforma along with attested copies of the APAR for the last five years, cadre clearance and vigilance clearance through proper channel to the undersigned with 30 days from the date of publication of the advertisement for these vacancies. **Prescribed proforma of application form, eligibility conditions and other details can be downloaded from the official website viz. [www.digitalindia.gov.in/www.meity.gov.in](http://www.digitalindia.gov.in/www.meity.gov.in).** **Separate application may be submitted for each post.**

4. Interested Private Sector candidates need to apply for the post of Principal Consultants (CBMC & Knowledge Management and Program

Management) on NISG website <http://www.nisg.org> (careers>NeGD) within 45 days of the date of publication of the advertisement of these vacancies in the newspaper. In case of difficulty/ technical issues while applying, the candidates may write to [bhr@nisg.org](mailto:bhr@nisg.org). The above positions are purely temporary and will be filled on contractual basis initially for a period of two years extendable subject to conditions as per NeGD policy. The selected private sector candidates will be hired on contractual basis through National Institute for Smart Government (NISG). Remuneration and other service conditions of the private sector candidates will be governed as per the prescribed norms of NeGD/NISG. **Other details can be downloaded from the website viz. [www.digitalindia.gov.in](http://www.digitalindia.gov.in)/[www.meity.gov.in](http://www.meity.gov.in)/[www.nisg.org](http://www.nisg.org).** Separate application may be submitted for each post.

5. The maximum age limit in case of recruitment by deputation shall be **not exceeding 58 years** on the closing date of receipt of application.
6. 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**  
**4<sup>th</sup> Floor, Electronics Niketan,**  
**6-CGO Complex Lodhi Road, New Delhi - 110003**

**Annexure – I****Eligibility & Experience for the post of Director/Principal Consultant  
(Program Management)**

S No.	Function	Level & Grade pay	Number to be empanelled	Eligible Grade Pay & Experience	Desirable Profile/qualifications	Job Code
2	<b>Program Management</b>	Senior Management (Director/Principal Consultant)  Pay Matrix Level -14  PB-4 Rs.37400-67000(Grade pay Rs.10000) (Pre-revised) <b>(for Deputation)</b>	1	Presently in PB4 GP 10,000 Or 2 years in GP 8900 Or 3 years in GP8700 or equivalent <b>(For Deputation)</b>	<b>i) <u>Experience:</u></b>  Minimum 20 years of experience in Government/Corporate in handling ICT Management.  5 years of experience in Program Management initiatives, experience in a leadership role in planning/monitoring & controlling of large ICT Program within the government / corporate.  Knowledge with project with management tool with effective leadership, interpersonal & Communication skills.  <b>ii) <u>Essential Qualification:</u></b>  Graduation: Any discipline (Preferably: B.E./ B. Tech.)  <b>iii) <u>Desirable Qualification:</u></b>  Post Graduation: Masters in Business Administration/ Statistical Research.	SM 02

**\* The desired qualification may be relaxed in case of deserving candidates with requisite experience. Familiarity with Government Rules and Regulations in the respective areas of job profile would be essential**

**Eligibility & Experience for the post of  
Director / Principal Consultant (CBMC & Knowledge Management)**

S No.	Function	Level & Grade pay	Number to be empanelled	Eligible Grade Pay & Experience	Desirable Profile/qualifications	Job Code
3.	<b>Capacity Building Management Cell &amp; Knowledge Management</b>	<p>Senior Management (Director/ Principal Consultant)</p> <p>Pay Matrix Level -14</p> <p>PB-4 Rs.37400-67000(Grade pay Rs.10000) (Pre-revised)</p> <p><b>(For Deputation)</b></p>	1	<p>Presently in PB4 GP 10,000 Or 2 years in GP 8900 Or 3 years in GP8700 or equivalent</p> <p><b>(For Deputation)</b></p>	<p><b>i) <u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum 20 years experience in implementation of IT &amp; Capacity Building initiatives within the government/ Corporate sector.</li> <li>• 5 years experience in Capacity Building &amp; training initiatives for computerization /e Government projects.</li> <li>• Knowledge with Learning &amp; Knowledge Management tools &amp; techniques.</li> </ul> <p><b>ii) <u>Essential Qualification:</u></b></p> <p>Graduation: Any discipline (Preferably: B.Sc/B.E./ B.Tech.)</p> <p><b>iii) <u>Desirable Qualification:</u></b></p> <p>Post Graduation: Masters in Business Administration/ Statistical Research.</p>	SM 03

**\* The desired qualification may be relaxed in case of deserving candidates with requisite experience. Familiarity with Government Rules and Regulations in the respective areas of job profile would be essential**

## National e -Governance Division

Job Description	
Division	NeGD
Function	Program Management
Band	Senior Management- <b>Director /Principal Consultant</b>
Reports To	President & CEO, NeGD
Job Code	SM 02

**Job Objective**

To provide leadership and direction in areas of Program Management including planning & designing & monitoring of Digital India.

**Primary Responsibilities**

- Planning the overall program operations and monitoring the progress of Digital India.
- Defining program control and management throughout program life cycle.
- Coordinate various projects & their interdependencies.
- Aligning the project deliverable to Digital India vision, policies & guidelines.
- Manage project risks & issues and take corrective measures & managing business continuity.
- Management of all program documents.
- Tracking the key performance indicators of the Digital India program.

## National e-Governance Division

### Job Description

Division	NeGD
Function	Capacity Building Management Cell & Knowledge Management
Band	Senior Management- <b>Director/Principal Consultant</b>
Reports To	President & CEO, NeGD
Job Code	SM 03

### Job Objective

To design and manage the Capacity building processes, systems and other administrative functions for Government employees & developing and implementing capacity building and change management initiatives under Digital India Program.

### Primary Responsibilities

- Design and monitor implementation of HR policy such as Virtual Cadre, Competency framework, e-Gov Academy to support Capacity Building.
- Oversee design of related HR policies and ensure their implementation and compliance
- Devise change management strategy and create and implement change management plans that minimize employee resistance and maximize 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 Digital India vision.
- Oversee and monitor various change management activities in various states and departments and support them through SeMTs in effective change management.
- 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.
- Manage and monitor the capacity building initiatives for the Central Line Ministries Sates/UTs to ensure its effectiveness.

### **Annexure – III**

## PART 1

## **Application for Deputation in Digital India Corporation – National e-Governance Division (NeGD) for Senior Management Level Positions**

1. Post Applied For (Post Code) :
2. Name in Full :
3. Father's Name :
4. Sex – Male/Female :
5. Nationality :
6. Date of Birth (dd/mm/yyyy) :
7. Age as on closing date of receipt of application (not exceeding 58 years on the closing date of receipt of Application. :
8. Date of retirement under central/ State Government Rules :
9. Marital Status :
10. Address for Correspondence :  
Phone Nos. Office :  
Residence :  
Email ID :
11. Academic & Professional Qualification:

Affix recent  
passport size  
Photograph

[illegible]

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/ responsibilities	Significant Accomplishments (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.....

