

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

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

**Dated: 14.08.2018**

**CIRCULAR**

**Subject: Filling up positions of Middle 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 post of **Sr. General Manager (Finance)** 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 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@niscg.org](mailto:bhr@niscg.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.niscg.org](http://www.niscg.org).** Separate application may be submitted for each post.

5. The maximum age limit in case of recruitment by deputation shall be **not exceeding 56 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**

**Middle Management**

**I. Sr. General Manager  
(On Deputation)  
No. of Position - 01**

**a. Level & Grade pay**

Pay Matrix Level - 12 (Rs.15,600-39,100 +Grade Pay 7600)

**b. Eligible Grade-pay and Experience**

- (i) Holding analogous post on regular basis in the Parent Cadre/ Department.
- (ii) 5 years regular service in posts in the scale of Rs.15,600-39,100+Grade Pay Rs.6600/- (revised pay level 11).

**Desirable Profile/Qualifications**

**Experience:**

- i. 15 years minimum experience in Government.
- ii. 5 (Five) years of relevant experience in implementation of IT initiatives/Finance & Accounts within the Government.
- iii. Familiarity with project Management tools and techniques, Financial Management Assessment, Finance & Accounts, General Financial Rules (GFR), in a Computerized Environment.

**Essential Qualification:**

Graduation:

Any Discipline (Preferably: Commerce/Economics/Finance.

**Desirable Qualification:**

- (i) CA/ICWA/MBA (Finance) from a recognised Institute.

## National e-Governance Division

Job Description	
Division	NeGD, DIC
Function	Finance
Project	Finance
Designation	Senior General Manager- Finance
Reports To	Director- Finance
Job Code	

**Job Objective**

The objective of this position is to manage day to day operations of Finance & Accounts functions at National e-Governance Division (NeGD). The officer will be directly responsible for following policies of financial management for NeGD and monitor effectively the finances of NeGD. He/she will be responsible for statutory and regulatory compliances for all the affairs of NeGD.

**Primary Responsibilities****Financial Statements & Records**

- Regular compilation of finance management for NeGD .
- Preparation of financial reports for various projects being implemented by NeGD.
- Production of performance reports, performance indicators and a range of other management statistics for effective decision making.
- Compliance to statutory rules and regulations for all financial matters related to NeGD.

**Funds Management**

- Establish, implement and monitor efficient norms for fund management for NeGD.
- Timely disbursement of funds to different agencies as per the guidelines and against the sanctioned budget.
- Disbursements of funds to state agencies & monitoring its expenditure.

**Budgeting**

- 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.
- Timely payments of salaries to NeGD employees.

**Audit**

- Facilitate CAG/ statutory audits.
- Appropriate compliance to various objections raised.

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by Director(HR)/ President & CEO, NeGD.



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.....