

Digital India Corporation (DIC)

National e-Governance Division (NeGD)

NeGD/02-11/2016

Dated: 29.11.2017

CIRCULAR

Subject: Filling up position of Senior 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 following positions 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 and job description for the positions are at **Annexure – I & II** respectively. 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, should reach NeGD at the address given Below **not later than 20.12.2017**.

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 (Awareness & Communication)

Job Code: SM-01

No. Of Position – 1

Last Date of Application – 20th December 2017

a. Level & Grade pay

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

b. Eligible Grade-pay and Experience

Presently in 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 experience in Awareness & Communication initiatives, experience in a leadership role in conceptualization, implementation evaluation and assessment of projects within the Government/Corporate.
- iii. Familiarity with Assessment tools & techniques, awareness campaign, Outreach activities

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 Public Administration/ Statistical Research.

II. Director (Capacity Building)

Job Code: SM-02

No. of Position – 01

Last Date of Application – 20th December 2017

a. Level & Grade pay

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

b. Eligible Grade-pay and Experience

Presently in PB – 4, GP 10,000 or 2 Years in GP 8900 or 3 years in GP 8700 or equivalent.

c. Desirable Profile/Qualifications

Experience:

- iv. 16 years of experience in Programme Management & implementation of IT initiative within the Government.
- v. 4-5 years experience in Capacity Building & training initiatives in a Computerized Environment.
- vi. Familiarity with e-Gov Capacity Building activities.

Essential Qualification:

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

Desirable Qualification:

Post Graduation: Masters in Public Administration.

Middle Management

III. Sr. General Manager (Project Appraisal & Finance)

Job Code: MM-01

No. of Position – 01

Last Date of Application – 20th December 2017

a. Level & Grade pay

Pay Matrix, Level – 12, PB – 3, Rs.15,600 – 39,100 (Grade Pay Rs.7600 – Pre-Revised)

b. Eligible Grade-pay and Experience

Presently in GP 7600 or 5 Years in GP 6600 or equivalent (Pre-revised).

c. Desirable Profile/Qualifications

Experience:

- i. 10-12 years experience in project Appraisal and finance.
- ii. 4-5 years of experience in implementation of IT initiatives within the Government/Corporate.
- iii. Familiarity with project Management tools and techniques, Financial Management Assessment of project.
- iv. Experience in Finance & Accounts, General Financial Rules (GFR), in a Computerized Environment.

Essential Qualification:

Graduation: Any Discipline (Preferably: Commerce/Economics/Finance/Engineering Science) etc.

Desirable Qualification:

Post Graduation in any discipline or MBA

IV. Sr. General Manager (HR/Admin.)

Job Code: MM-02

No. of Position – 01

Last Date of Application – 20th December 2017

d. Level & Grade pay

Pay Matrix, Level – 12, PB – 3, Rs.15,600 – 39,100 (Grade Pay Rs.7600 – Pre-Revised)

e. Eligible Grade-pay and Experience

Presently in GP 7600 or 5 Years in GP 6600 or equivalent (Pre-revised).

f. Desirable Profile/Qualifications

Experience:

- v. 12-16 years experience in project Administration & HR.
- vi. 4-5 years of experience in implementation of IT initiatives within the Government/Corporate.
- vii. Familiarity with Government Rules and regulations, HR Practices

Essential Qualification:

Graduation: Any Discipline.

Desirable Qualification:

Post Graduation in any discipline or MBA

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:

b. Name of the Ministry/Department/ 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..... ..