CIRCULAR

NeGD/25/2015   **19.01.2016**

Subject: Filling up of various positions in National e-Governance Division (NeGD), Delhi and State e- Governance Mission Teams (SeMTs) in States and Union Territories of India.

National e-Governance Division (NeGD) was 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, Government of India. NeGD has been set up with the objective of supporting DeitY in Programme Management of the National e-Governance Plan (NeGP) and implementation of a Capacity Building Scheme across the country.

2. The CB Scheme mainly aims at provisioning technical & professional support to State level policy & decision-making bodies and to develop specialized skills for e-Governance. The CB Scheme involves creation of State e-Governance Mission Teams (SeMTs), developing skills and imparting training and other capacity building initiatives.

3. The NeGD is in the process of filling up various positions on deputation basis in NeGD Corporate and in SeMTs in States and Union Territories of India from amongst the officers in Central Government/ State Government/PSUs / Autonomous bodies. State wise vacancy positions are at Annexure-II. Candidate interested in these positions may be requested to submit their applications for consideration.

4. Broadly terms and conditions for deputation are as under.
   * There is no cut off date
   * Age limit as per NeGD policy. (not more than 56 years at the time of appointment)
   * The initial period of deputation shall be for two years extendable by a further period of two years subject to conditions as per NeGD policy.
   * The deputation shall be under Foreign Service terms & conditions.
   * The Pay fixation will be done as per the prescribed Government guidelines.
   * Others benefit shall be as per NeGD norms for deputations.

5. Applications may be forwarded to NeGD in the proforma as per **Annexure III**, along with NOC of the competent authority. The vacancy circular along with the Annexures can be seen at the DeitY website www.deity.gov.in and NeGD website www.negd.gov.in .Those who are working in Central Government/State Government/PSU should apply through proper channel. However, advance copy may be forwarded to NeGD, Media Lab Asia on e-mail to vermark@negp.gov.in

S.No.	Function	Level & Grade pay	Number (existing/ anticipated)	Eligible Grade Pay & Experience	Desirable Profile/qualifications	Job Code
1.	SeMT/State Nodal Agency	Principal Consultant PB-3, 15600-39100 GP 7600	13 (State-wise vacancy details as Annexure-II)	Presently in GP 7600 OR 5yrs in GP 6600	Experience in program management/ IT project management function. Expose to diverse management and personal development programmes in government set up is desirable. **Qualification:** Graduation: B.E / B. Tech. Post Graduation: M. Tech. / MBA	PC/SEMT
2	Program Management	Senior Consultant PB-3 Rs15600-39100 (Grade pay 6600)	01 (State-wise vacancy details as Annexure-II)	Group 'B' Officer - 5 yrs in GP 5400 (PB 2 OR PB 3), OR Group 'A' Officer - Presently in PB 3 GP 6600 OR 3 Years in GP 5400	Experience in Software Project Management / Software Development/infrastructure deployment programmes. in government set up is desirable.. Industry certifications like PMP, PMI, Prince 2 etc. Experience in Procurement processes deliverables **Qualification:** Graduation: B.E / B. Tech. Post Graduation: M. Tech. / MBA	SC/PM
3.	Program Management	Consultant PB-3 Rs15600-39100 (Grade pay 5400)	04 (State-wise vacancy details as Annexure-II)	Presently in GP 5400 (PB 3 OR PB 2) OR 3 yrs in GP 4800, PB 2	Experience in program management/ IT project management function. in government set up is desirable. Industry certifications like PMP, PMI and Prince 2 etc. are desirable. Experience in Procurement processes deliverables. **Qualification:** Graduation: B.E / B. Tech. Post Graduation: M. Tech. / MBA	C/PM

4.	Technology Management	Senior Consultant PB-3 Rs15600-39100 (Grade pay 6600)	01 (State-wise vacancy details as Annexure-II)	Group 'B' Officer - 5 yrs in GP 5400 (PB 2 OR PB 3), OR Group 'A' Officer - Presently in PB 3 GP 6600 OR 3 Years in PB 3 GP 5400	Experience in IT Solution, project deployment, managing Software Development, Wide systems integration / implementation projects. in government set up is desirable **Qualification:** Graduation: B.E / B. Tech. /MCA Post Graduation: M. Tech. / MBA	<u>SC/TM</u>
5.	Technology Management	Consultant PB-3 Rs15600-39100 (Grade pay 5400	03 (State-wise vacancy details as Annexure-II)	Presently in GP 5400 (PB 3 OR PB 2) OR 3 yrs in GP 4800, PB 2	Experience in. Software Project Management / Software Development/infrastructure deployment programmes. in Government set up is desirable.. **Qualification:** Graduation: B.E / B. Tech. /MCA Post Graduation: M. Tech. / MBA	<u>C/TM</u>
6.	Change Management	Senior Consultant PB-3 Rs15600-39100 (Grade pay 6600)	03 (State-wise vacancy details as Annexure-II)	Group 'B' Officer - 5 yrs in GP 5400 (PB 2 OR PB 3), OR Group 'A' Officer - Presently in PB 3 GP 6600 OR 3 Years in PB 3 GP 5400	Experience in diverse HR roles Knowledge of managing recruitment and training & development activities Experience of having led Change Management initiatives government set up is desirable Experience of having led business process reengineering/process improvement engagements is government set up is desirable Essential Criteria:- Graduation: Any Discipline Post Graduation: MBA / PGD with specialization in HR/ PMIR	<u>SC/CM</u>

State SeMT	Vacant Position
Andaman & Nicobar	0
Andhra Pradesh	8
Arunachal Pradesh	0
Assam	4
Bihar	5
Chandigarh	0
Chhattisgarh	0
Dadra & nagar Haveli	1
Daman & Diu	2
Delhi	2
Goa	2
Gujarat	3
Haryana	5
Himachal Pradesh	0
Jammu & Kashmir	0
Jharkhand	0
Karnataka	3
Kerala	0
lakshadweep	0
Madhya Pradesh	5
Maharashtra	1
Manipur	3
Meghalaya	1
Mizoram	1
Nagaland	0
Orissa	0
Puducherry	3
Punjab	4
Rajasthan	0
Sikkim	1
Tamil Nadu	7
Telangana	6
Tripura	1
Uttar Pradesh	0
Uttarakhand	1
West Bengal	4
Total	73

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 as on closing date of
   receipt of application : _____ Years _____ Months _____ Days
   -Should be below 56 years
   for submission of applications)
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

Affix recent passport size photograph

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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:
    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/Organization where presently employed with full address indicating name and designation of contact officer and Telephone/Fax Numbers   :

16. Additional details about present employment
Please state whether working under

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

17. 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.............

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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

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Job Description

Position	Head of SeMT
Designation	Principal Consultant
Department	SeMT/ State Nodal Agency
Reports To	Head of State Nodal Agency
Job Code	PC/SEMT

Job Objective

The job holder will directly oversee the functioning of the SeMT team comprising of professionals from the domain of Program Management, Finance, Technology and Change Management etc. The job holder will work closely with the various departments of NeGD and the designated state nodal agency where the SeMT is placed to provide and seek inputs on program management of NeGP to ensure successful implementation of NeGP.

Primary Responsibilities

Program Management

- Define the critical success factors for the various NeGP projects in the state in coordination with the state apex committee
- Develop and establish suitable program monitoring framework for the state under guidance from NeGD
- Drive the implementation of various MMPs and NeGP components in the state and provide inputs to NeGD
- Drive the progress of the NeGP in the state and highlight any issues/ slippages to higher authorities
- Ensure that the different e – governance projects being developed are in alignment with the overall objectives of NeGP
- Assist in procurement of required material/services for various e- Governance projects

SeMT Management

- Oversee the functioning of SeMT and ensure that it is able to suitably meet the requirements of the state government in implementation of NeGP
- Prioritize and allocate available resources/ work to the SeMT personnel to ensure effective service delivery within the defined structure
- Clearly establish performance targets for the SeMT personnel in line with their assigned roles
- Identify developmental needs of the SeMT personnel and ensure that specific, need based training interventions are administered

Interagency Coordination

- Interact with the state e – governance apex committee and other relevant governance bodies to identify their issues and concerns in matters related to the implementation of NeGP
- Provide inputs to the state e – governance apex committee and other relevant governance bodies on various matters related to e – governance and help them understand and analyze the policy guidelines issued by various central agencies/ committees/ NeGD etc.
- Support state e – governance apex committee in resolving interdepartmental coordination issues related to technical, architectural, support, inter dependency, standards, security, core, support or shared infrastructure issues etc.

Capacity Building

- Assist the individual departments of the State Government in putting a dedicated team for conceptualizing and undertaking e-Governance projects in their departments
- In close coordination with the CBMC, assist the state government in addressing the issues related to capacity building

Financial Management

- Ensure financial appraisal of project reports received from the various state departments
- Manage the financial affairs of the SeMT and provide regular inputs to NeGD

Technology Management

- Proactively use the services of the technology experts in the SeMT as well as actively seek help from the NeGD technology team, in order to provide assistance to states in technology related matters

Miscellaneous

- Ensure that the requirements of state departments in matters like preparation of EoI/ RFP/ Contracts/ PPP and other related matters are suitably addressed
- Identify Change Management needs of the department and formulate change management strategies in consultation with the State IT Department/IT Society/external consultants
- Support the state government in the roll out of awareness and communication efforts as part of the NeGP

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

Job Description

Position	Program Management
Designation	Senior Consultant
Department	SeMT
Reports To	Head SeMT
Job Code	SC/PM

Job Objective

The objective of this job is to manage the implementation of NeGP and provide support to the state government for the implementation of NeGP in the state.

The job holder will support the Head of SeMT in monitoring the progress on NeGP and if needed provide inputs to the State Apex Committee for effective decision making.

Primary Responsibilities

Program Management

- Define the critical success factors for the various NeGP projects in the state in coordination with the state apex committee
- Develop and establish suitable program monitoring framework for the state under guidance from NeGD
- Drive the implementation of various MMPs and NeGP components in the state and provide inputs to NeGD
- Drive the progress of the NeGP in the state and highlight any issues/ slippages to higher authorities
- Ensure that the different e – governance projects being developed are in alignment with the overall objectives of NeGP
- Assist in procurement of required material/services for various e- Governance projects

Miscellaneous

- Ensure that the requirements of state departments in matters like preparation of EoI/ RFP/ Contracts/ PPP and other related matters are suitably addressed
- Formulate program management strategies in consultation with the State IT Department/IT Society/external consultants
- Support the state government in the roll out of awareness and communication efforts as part of the NeGP

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by Head SeMT.

Job Description	
Position	Program Management
Designation	Consultant
Department	SeMT
Reports To	Senior Consultant
Job Code	C/PM

Job Objective

The objective of this job is to provide support in managing the implementation of NeGP and supporting the state government in the implementation of NeGP in the state.

The job holder will also support the Senior Consultant - Program Management in monitoring the progress on NeGP and if needed prepare necessary reports and presentations for State Apex Committee for effective decision making.

Primary Responsibilities

Program Management

- Operationalise and track the critical success factors for the various NeGP projects in the state in coordination with the state apex committee
- Implement suitable program monitoring framework for the state under guidance from NeGD
- Support the implementation of various MMPs and NeGP components in the state and provide inputs to NeGD
- Support the progress of the NeGP in the state and highlight any issues/ slippages to higher authorities
- Ensure that the different e-governance projects being developed are in alignment with the overall objectives of NeGP
- Assist in procurement of required material/services for various e- Governance projects

Miscellaneous

- Ensure that the requirements of state departments in matters like preparation of EoI / RFP/ Contracts/ PPP and other related matters are suitably addressed
- Implement program management strategies in consultation with the State IT Department/IT Society/external consultants
- Support the state government in the roll out of awareness and communication efforts as part of the NeGP

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by Head SeMT.

Job Description

Position	Technology Management
Designation	Senior Consultant
Department	SeMT
Reports To	Head SeMT
Job Code	SC/TM

Job Objective

The objective of this job is to assist the Head SeMT and support the state departments on technological issues related to MMPs and other e - governance projects.

The role holder will also be responsible for technological appraisal of project reports received from state departments.

Primary Responsibilities

Design & Architecture

- In coordination with the Technology Department at NeGD, assist in defining the standards for application development, database design and infrastructure deployment
- Support the State Apex Committee in decision making on technological issues related to e - governance
- Study the status of IT Infrastructure of state and assist the State Government in coming up with a robust IT infrastructure to support the roll out of e - governance projects
- Analyze the existing/ proposed projects for their provisioning of strategic control, disaster recovery and business continuity
- Ensure that individual project level initiatives are interoperable, standardized, scalable and secure across various areas of software, hardware and infrastructure
- Partner with the PeMTs and help them in adhering to technical standards/ architecture/ product and strategic control, specifications for the e - governance projects

Technical Appraisal

- Conduct technical appraisal of the various project reports received from the State Departments

Miscellaneous

- Assist state departments in technical evaluations of external agency proposals related to implementation of various e - governance initiatives
- Assist state departments in price negotiations related to IT goods procurement
- Support in monitoring/ help establish suitable network/ IT infrastructure monitoring system at the state level
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In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by Head SeMT.

Job Description

Position	Technology Management
Designation	Consultant
Department	SeMT
Reports To	Senior Consultant
Job Code	C/TM

Job Objective

The job holder will be part of the Technology team with responsibility for assisting the senior consultants in technology matters related to the various projects under NeGP.

The job holder will have responsibility for all aspects in areas like Research and Development in the e-Governance domain; matters related to technical standards and guidelines for the implementation of various e – governance initiatives in the country; and appraisal of project reports as per the technical standards and guidelines while ensuring alignment to NeGP's objectives.

Primary Responsibilities

Research & Development, Guidelines & Standards

- Develop overall standards and guidelines on various matters related to e – governance to ensure nationwide synergies and standardization on key issues, especially those related to interoperability, sharing of common infrastructure etc. by developing guidelines around the same
- Liaise & coordinate with internal NeGD teams and relevant external agencies to come up with cutting edge research on e – governance initiatives for solving critical problems and issues being faced in e-Governance implementation
- Represent NeGD in different forums/ seminars at national/ international level showcasing approaches and methodologies, leading practices
- Support Principal Consultant of Technology in replying to any query or framing responses to any thought leadership related matters
- Develop research proposals and initiatives for obtaining sanctions for funds etc.
- Support the implementing departments in identification of most suitable technological solution to address the needs of e – enablement

Security & Strategic Control

- Study security and strategic control related guidelines/ standards as followed in other countries as well as liaise with industry/ academia to assist development of the security and strategic control framework for the e – governance initiatives in India
- Assist DIT in development of a generic strategic control model that can be adopted by different agencies implementing e – governance initiatives
- Support the line ministries in establishing strategic control and security mechanisms including those related to enterprise wide information security plans that aim at protecting the confidentiality, integrity and availability of

data and those related to disaster management and business continuity

Assessment of Strategic Control

- Assist in monitoring and evaluation of the strategic controls being brought in for various MMPs and provide recommendatory inputs
- Support the Assessment division of NeGD in assessing the effectiveness of security and strategic control of MMPs

Technical Appraisal

- Appraise the Project Reports and ensure their adherence to the standards and guidelines around technology
- Provide regular reports and other information to higher authorities/ bodies on status of technical appraisals and any other related matter

Miscellaneous

- Ensure ICT enablement of NeGD functions especially those that enable better program level monitoring of NeGP
- Support in designing, maintenance and updating of the NeGD website

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by Head SeMT.

Job Description	
Position	Change Management
Designation	Senior Consultant
Department	SeMT
Reports To	Head – SeMT
Job Code	SC/CM

Job Objective:

The objective of this job is to direct the implementation of capacity building scheme in the state as well as assist the State Departments in carrying out Business Process Transformation exercises entailing efficiency improvements for the e – governance projects.

Primary Responsibilities

Change Management

- Identify Change Management initiatives as part of Government Process Reengineering exercise
- Synchronize change management efforts with the State/ National level initiatives
- Provide capacity for scaling up of resources as and when required
- Provide stronger focus on change management through efficient communication, workshops, trainings etc.

CBMC Management

- Support the state departments in resourcing of the proposed PeMTs
- Coordinate with the CBMC team at NeGD and assist them in the implementation of CB Scheme

Capacity Building

- Develop action plans based on the capacity building roadmap and training strategy to achieve the state wide capacity building targets
- Oversee identification of state wide training and capacity building needs of the state department personnel
- Analyze training needs to develop new training programs or modify and improve existing programs
- Conduct assessment of the existing training infrastructure in the state and develop action plan to improve their capacity to lead the training interventions in the state
- Oversee identification of external training agencies and supporting the state departments/ state government in empanelment process for these agencies
- Lead development of course content and training programs aimed at capacity building for effective management and implementation of e – governance initiatives
- Provide support in development of programs aimed at sensitizing the senior political and executive leadership towards e – governance initiatives

Business Process Reengineering

- Ensure assistance in identification of the capacity gaps in carrying out BPR exercises and develop plans to address the same
- Ensure assistance in the prioritization of the BPR initiatives related to a particular e – governance initiative
- Ensure program level monitoring of the BPR initiatives being carried out by different departments and ensure uniformity as well as adequate level of synchronization among them
- Provide inputs on the institutional/ legal/ procedural implications of planned process changes and ensure that the respective departments are sufficiently informed on the same
- Lead and direct creation of knowledge by collecting and providing benchmarks as well as best practices for different processes to the state departments to avoid duplication of effort and to shorten the learning curve
- Study the projects of various departments and suggest prospective use of tools like BPM (Business Process Management) etc , or alternatively guide them on the best way forward
- Formulate strategy to increase the awareness among the State Departments/ PeMTs about the importance of BPR exercises
- Liaise with the BPR team at NeGD and provide critical inputs for designing guidelines and policies around various Government Process changes

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by Head SeMT.

Job Description

Position	Change Management - Business process Re-engineering
Designation	Consultant
Department	SeMT
Reports To	Senior Consultant - Change Management
Job Code	C/CM/BPR

Job Objective:

The objective of this job is to assist the State Departments in carrying out Business Process Transformation exercises entailing efficiency improvements for the e-governance projects.

Primary Responsibilities

- Assist in identification of capacity gaps in carrying out BPR exercises and develop plans to address the same
- Study and evaluate the need and importance of the BPR initiatives being planned by different PeMTs/ State Departments
- Assist in the prioritization of the BPR initiatives related to a particular e – governance initiative
- Provide program level monitoring of the BPR initiatives being carried out by different departments and ensure uniformity as well as adequate level of synchronization among them
- Provide inputs on the institutional/ legal/ procedural implications of planned process changes and ensure that the respective departments are sufficiently informed on the same
- Collect and provide benchmarks as well as best practices for different processes to the state departments to avoid duplication of effort and to shorten the learning curve
- Conduct cost benefit analysis of different BPR initiatives to evaluate the efficacy of the planned process changes
- Study the projects of various departments and suggest prospective use of tools like BPM (Business Process Management) etc , or alternatively guide them on the best way forward
- Increase the awareness about the importance of BPR exercises among the State Departments/ PeMTs
- Liaise with the BPR team at NeGD and provide critical inputs for designing guidelines and policies around various Government Process changes

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by Head SeMT.

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learning curve
- Study the projects of various departments and suggest prospective use of tools like BPM (Business Process Management) etc , or alternatively guide them on the best way forward
- Formulate strategy to increase the awareness among the State Departments/ PeMTs about the importance of BPR exercises
- Liaise with the BPR team at NeGD and provide critical inputs for designing guidelines and policies around various Government Process changes

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by Head SeMT.