



District E-Governance Society, Sahibganj

Govt. of Jharkhand

Reference No. : 04-01/2015

**ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT OF 1 ST CANDIDATE as E- DISTRICT MANAGER
FOR e DISTRICT MANAGER FELLOWSHIP PROGRAMME UNDER e- DISTRICT PROJECT**

e-District MISSION MODE PROJECT (MMP)

Applications are invited from eligible 1 ST candidate for engagement of e-District Manager on purely contractual basis under e-District Manager Fellowship program of e-District Project. Applicants must be of 25 – 35 years old as on 15th May 2015. Relaxation in age as per GOJ policies will be granted to women PH/SC/ST candidates.

Name of Position	No. of vacancies	Period of Engagement	Stipend (Lump sum / Fixed Remuneration)	Essential Qualification & Experience
e-District Manager	1 ST	This contract would be initially for one year and this may be reviewed for extension on year-to-year basis for a further period of two years, subject to satisfactory performance.	1st Year: Rs. 23,500 per month	1. BCA / B.E or B.Tech (Computer Science / Information Technology/ Electronics & Telecommunication) /M.Sc(Information Technology)/ MCA /Any graduate + 1 year diploma in computers/ Any graduate + PG in Business Administration 2. Knowledge of Hindi and English is mandatory. 3. Minimum of three (3) years of work experience in IT / e-Governance related field.
			2nd Year: Rs. 25,850 per month <i>Taking into account 10% increment on previous year's remuneration*</i>	
			3rd Year: Rs. 28,435 per month <i>Taking into account 10% increment on previous year's remuneration*</i>	
			Naxal affected Integrated Action Plan (IAP) districts will get 10% extra remuneration. Besides monthly Stipend other facilities and benefits as admissible under e-District Project will be applicable for the selected candidates	

* The percentage increment will depend on the performance evaluation and can vary. Please refer to terms and condition of engagement for more details.

Desired skills of the candidates:

- Prior project management experience
- Experience in infrastructure deployment(IT), software development, IT networking and IT security management is preferred

- iii. Good people management and communication skills
- iv. Result oriented and self-motivated
- v. Candidate should have the local knowledge of the State/District
- vi. Experience in computerization of organizations / departments will be an added benefit

Job description:

The detailed job description of the e-District Manager is broadly divided into 2 parts:

- a) Project Implementation Phase
- b) Operations phase

The nature of job of the person would evolve from project implementation phase to Operations. Specifically the Job description for both the phases is as follows:

a. Project Implementation Phase

The e-District Manager is responsible for successful implementation of the project in the district. To accomplish this, it is expected that the e-District Manager would undertake the following tasks:

- i. Coordinate with State Project Management Unit (SPMU) for project reporting
- ii. Coordinate with System Integrator's (SI) personnel deployed in the district.
- iii. Facilitate acceptance of supply, installation and commissioning of hardware & peripherals deployed at all the designated offices in district level
- iv. Submission of weekly report to District Magistrate (DM) / District Collector (DC) on progress of e-District project or any officer designated for implementation of the e-District Project by the State at district level
- v. Organizing e-District review meetings including preparation of agenda, operational support and help in drafting Minute of Meetings
- vi. Submit reports and update status in PMIS
- vii. Facilitate data digitization, networking, site preparation and training / workshop activities in the district
- viii. Regular review of all the services delivered under e-District project and help in resolution of operational issues, if any.
- ix. Study the e-District project implementation in other districts, which are doing better, for adoption of better practices.
- x. Synchronization with other e-Governance projects in the District. Managing relationship with educational Institute for study and improvement in project
- xi. Preparation of risk registers for highlighting the risks to project
- xii. Awareness in the district about the e-District project
- xiii. Facilitate the impact assessment study in the district
- xiv. Training to other stakeholders, as and when required
- xv. Any other project related activities for e-District MMP

b. Operations Phase

- i. Monitor and report the number of transactions happening in the districts under various service categories
- ii. Monitor the service levels of the services being provided
- iii. Escalate to the DM / DC / or any officer designated for implementation of the e-District Project by the State at district level for cases for which services have been delayed
- iv. Be the first point of escalations for any failure in the performance of the service
- v. Carry-out root-cause analysis for any service level failures
- vi. Ensure the technical infrastructure is working as per the service levels of the SI

- vii. Co-ordinate with SI helpdesk for resolution of any technical failure
- viii. Training to other stakeholders, as and when required
- ix. Any other e-District related activity for managing the e-District operations

The documents required in support of the eligibility criteria are as detailed below (**However these documents will be required to be submitted only at the time of interview for the shortlisted candidate**):

Age Proof	10th or 12th standard mark sheet or school leaving certificate or birth certificate.
Education Qualification	For Graduation/Post Graduation <ul style="list-style-type: none"> i. All semester wise or year wise individual mark sheets. ii. All mark sheets pertaining to improvement in the marks [i.e. if the applicants has made more than one attempt to obtain pass or improve marks of any subject in any of the semester(s) or year(s)] iii. Degree or provisional pass certificate. For 10th & Intermediate <ul style="list-style-type: none"> iv. High School (Class 10th) and Intermediate (Class 12th) Certificate
Work Experience	<ul style="list-style-type: none"> i. Experience certificate, offer letters, relieving letters, last drawn salary slips from the past employers ii. Offer letter and last three month's salary slip from current employer iii. These documents should clearly indicate the date of joining and date of relieving for each of the previous and current employer(s). iv. The experience certificate or testimonials produced by the applicants should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any
Identity Proof	College ID, PAN card, Driving License, Passport, voters ID card or any other ID card attested by a gazette officer
Documentary Proof as Home District	Residence Certificate from the competent authority
Caste Proof (if applicable)	Relevant Caste Certificate from the competent authority

HOW TO APPLY:

- Candidates are required to fill in the application and send it to the office.
Deputy Commissioner cum- Chairman, District e-Governance Society, Jansuvidha Kendra, DC Office, Sahibganj-816109.
- Application received after due date 15-05-2016 upto 05:00 PM (Registered/Speed Post) will not be considered.
- Supporting documents for the eligibility criteria will be required to be submitted with application and also to be produced during the time of interview.

SELECTION PROCESS:

The selection process for e-District Manager will be as follows:

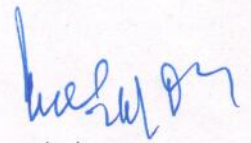
- i. Depending on the number of eligible applications received, selection committee may choose to shortlist the candidates based on academic qualifications and work experience or the State may conduct a written test for the same.
- ii. Shortlisted candidates will be called for an interview by the selection committee. The date and venue will be intimated to the shortlisted candidates through email, based on the information provided in the application form by them.
- iii. The date of interview fixed by the State will be final and no request will be entertained for rescheduling of these dates.

- iv. Other instructions regarding recruitment, if any, in this regard would be displayed on the websites. Applicants are, therefore, advised to visit the website at regular intervals.
- v. Final selection would be made based on the academic qualifications, work experience and interview.
- vi. Applicant must carry his / her original documents of educational qualifications, work experience and other relevant certificates along with the photo ID for the interview.
- vii. Inability to produce any of the documents (both original and attested copy) at the time of interview will render the applicants ineligible for the selection and would not be allowed to appear for interview.
- viii. Selected candidates will be notified by e-mail.

TERMS & CONDITIONS

The terms and conditions for the engagement of e-District Manager under e-District Project is as follows:

- i. The engagement of e-District Manager will be purely on contractual basis, contracted by District eGovernance Society (DeGS). This contract would be initially for one year and this may be reviewed for extension on year-to-year basis for a further period of two years, subject to satisfactory performance.
- ii. Annual increments will be subject to the performance evaluation of the e-District Manager by relevant authority.
- iii. e-District Manager will be required to travel to various other locations within the district to carry out its tasks. The job role involves around 50% travelling within the district to various blocks and panchayats.
- iv. The engagement being purely contractual in nature for the Fellowship Program, the selected candidate shall not be entitled for any gratuity, provident fund, or pension benefit.
- v. Incomplete or wrongly filled applications will be rejected.
- vi. No correspondence shall be entertained with the candidates not selected for the interview or thereafter.
- vii. Canvassing in any form will result in disqualification.
- viii. Candidate found to have suppressed any material/information or furnished false information/documents, his/her case shall not be considered for the engagement even after selection.
- ix. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.



Deputy Commissioner
Sahibganj

