e-District Manager Position in DIT Meghalaya And The Application Form

Meghalaya Information Technology Society (MITS) invites applications from suitable candidates for the position of e-District Project Manager under District e-Governance Society, being constituted in each of the four districts of Garo Hills region under e-district Project.

The e-district project is a Mission Mode Project (MMP) under National e-Governance Plan (NeGP) funded by Department of Electronics & Information Technology, Government of India. The project aims at integrated, seamless and online delivery of Government to Citizen (G2C) services at the district level through Common Services Centres (CSC) and other notified delivery channels. To facilitate hand-holding support to the district administrations in rolling out of the project and to provide assistance in delivery of G2C services as well to coordinate & liaison with various stakeholders of the project, it is planned to hire an e-District Project Manager at each of the seven districts in the State of Meghalaya.

The post will be purely on contractual basis for ONE (1) Year. However, the contract may be renewed per year for a maximum of 2 (two) more years subject to satisfactory performance in the first year.

The candidates will be shortlisted through a written test followed by Interview. All the selected candidates will be governed by a contract, to be signed with the respective District e-Governance Society (DeGS) of the district, and they will not have any claim whatsoever, during and after the completion of the project, for absorption in MITS/ Information Technology Department, Govt. of Meghalaya or the DeGS of the district concerned.

Please read the instructions below carefully before filling up the application form:

1. **Age:** The candidate should have been born not earlier than 1st July 1980 and not later than 1st July 1994
2. **Educational Qualification:** The candidate should be **B.Sc.(Computer Science) / BCA / B. Tech. / MCA / B.E/ M. Sc. or Any other graduation** with **1 year Computer Diploma.** Candidates having MBA with these qualifications will be preferred. Minimum overall percentage in qualifying final examination should be more than 50%.
3. Minimum **2(two) years of experience** preferably in IT/e-Governance related field, is essential.
4. **Documents to be attached:**
   a. **Passport Size Photograph:** (35 X 35 cms, JPEG format,(Max. 50 KB in size)
   b. **Age Proof:** Class 10th Admit Card (MBOSE)/ Birth Certificate/ Pass Certificate (CBSE/ICSE) as applicable
   c. **Proof of Educational Qualification: Degree Certificate or Provisional Pass Certificate** of the course last attended and **Final Year Mark sheet(s)**
   d. **Proof of Experience:** Appointment Letter from Last/Current Employer's

e. **Proof of Identity: Photo Identity Card / PAN Card / Driving License / Passport / Voters ID OR Photo ID Card issued by the previous employer.**
5. All documents listed above may be scanned and sent by the candidate through email along with the application form.
6. Please read the detailed terms and conditions thoroughly before filling up the application form.

Inability to produce any of the above mentioned documents (both original and attested copy) at the time of interview, or falsification of documents, will render the applicants ineligible for the selection and would not be allowed to appear for interview. If an applicant qualifies in the selection process and subsequently, post his / her appointment, it is found that he / she does not fulfill the eligibility criteria, then his/ her services would be terminated without any notice or compensation. If at any time it is found that the documents submitted by the applicant are not genuine then the application will be rejected and if the applicant has been appointed for the said post then the appointment will be terminated and suitable legal action will be taken against the candidate.

Detailed Terms and Conditions of Hiring of e-District Project Managers for State wide Rollout of e-District Mission Mode Project

Information Technology Department, Government of Meghalaya is rolling out e-District Mission Mode Project (MMP) in districts of Meghalaya shortly under the National e-Governance Program (NeGP). To facilitate smooth handholding and support the district administrations in rolling out G2C services in the State, it is planned to hire an e-District Project Manager at each of the seven districts in the State. The candidates will be shortlisted through a written test followed by Interview. All the selected candidates will be governed by a contract, to be signed with respective District e-Governance Society (DeGS) of the district, and they will not have any claim whatsoever, during and after the completion of the project, for absorption in MITS/ Meghalaya government or the DeGS concerned.

Applications will be received either through email or through registered post sent to the address given in the advertisement. All candidates will have to give a preference of one district while applying, and depending on the number of applications and the performance of the candidates in written and interview, a shortlisted candidate would be attached, in order of merit, with the office of the Deputy Commissioner of a district. There is no guarantee that the candidate shall be accommodated only within the districts of his/her choice. Further, he/ she could, during the currency of engagement, be transferred to any district within Meghalaya, irrespective of the initial preferences offered by the candidate. Vacancies arising out of non-acceptance of contract/termination of contract within the contract period/resignation of a hired candidate/untimely death of a hired candidate etc. would be filled in through the merit-list to be prepared for the above purposes.

Candidates must be fluent in English (reading, writing and speaking) and the local languages, namely – Garo (reading, writing and speaking).

Further details and Terms and Conditions are given below:-

The e-District Manager will work closely with the Deputy Commissioner and his office to ensure that the project is rolled out within the stipulated timelines. He/ She would coordinate with various stakeholders at District level, Sub-division level, Circle/Block level, System Integrator, State level officials, SDA, DeGS, SeMT, SPMU, NPMU and other stakeholders.

Position	e-District Manager for e-District Mission Mode Project
Reporting to	- Directly to Deputy Commissioner or any officer designated for implementation of the e-District Project by the State at district level. - Directly to the SDA/ Project i/c of the SDA - Directly through PMIS which has to be updated at least on a fortnightly basis by the concerned e-District Manager
Employer	State Designated Agency
Day to Day management of services/job portfolio	Respective District e-Governance Society (DeGS) of the concerned District
Key Functions	- Co-ordination with multiple stakeholders - Point of Contact for retrieving information related to various activities and initiatives taken in the district related to e-District MMP

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

a. Project Implementation Phase: It is expected that the e-District Manager would undertake the following tasks:
   1. Coordinate with State Project Management Unit (SPMU) for project reporting
   2. Coordinate with System Integrator's (SI) personnel deployed in the district
   3. Facilitate acceptance of supply, installation and commissioning of hardware & peripherals deployed at all the designated offices in district level
   4. Submission of weekly report to Deputy Commissioner (DC) on progress of e-District project or any officer designated for implementation of the e-District Project by the State at district level
   5. Organizing e-District review meetings including preparation of agenda, operational support and help in drafting Minute of Meetings
   6. Submit reports and update status in PMIS
   7. Facilitate data digitization, networking, site preparation and training / workshop activities in the district
   8. Regular review of all the services delivered under e-District project and help in resolution of operational issues, if any.

9. Study the e-District project implementation in other districts, which are doing better, for adoption of better practices.
10. Synchronization with other e-Governance projects in the District.
11. Managing relationship with educational Institute for study and improvement in project.
12. Preparation of risk register for highlighting the risks to project
13. Awareness in the district about the e-District project
14. Facilitate the impact assessment study in the district
15. Training to other stakeholders, as and when required
16. Any other project related activities for e-District MMP
17. Any other duties as assigned by State Designated Authority (SDA)/Govt. of Meghalaya.

b. Operations phase:
1. Monitor and report the number of transactions happening in the districts under various service categories
2. Monitor the service levels of the services being provided
3. Escalate to the 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
4. Be the first point of escalations for any failure in the performance of the service
5. Carry-out root-cause analysis for any service level failures
6. Ensure the technical infrastructure is working as per the service levels of the Systems Integrator (SI)
7. Co-ordinate with SI helpdesk for resolution of any technical failure
8. Training to other stakeholders, as and when required
9. Any other e-District related activity for managing the e-District operations
10. Attendance of e-District Manager will be monitored through Project Management Information System (PMIS) tool which is being deployed by the National Project Management Unit (NPMU)
11. Any other duties as assigned by State Designated Authority (SDA)/Govt. of Meghalaya.

The desired skills are as follows:

1. Should have prior project management experience
2. Knowledge/ Experience in the domain of IT Projects, IT infrastructure deployment / software development, hardware, networking, security management in IT projects is preferred
3. Should be conversant with NeGP Projects
4. Should possess Good people management and communication skills
5. Should be Result oriented and self-motivated
6. Should have the local knowledge of the State/District
7. Experience in computerization of organizations / departments will be an added benefit

WRITTEN TEST: The Written Test shall consist of Multiple Choice Questions (MCQ) of graduation level; and shall broadly cover the following domains:

1. English and General Knowledge
2. Analytical Ability and General Mathematics
3. Computer Science and Information Technology

The duration of the written examination shall be 45 minutes. Details of the examination shall be uploaded on the website seven (7) days prior to the date of the examination. The candidate should be ready to appear at his/her own expense at Tura for the written test. No request/claim for TA/DA will be entertained to appear for the written test.

Interview: The date, time and venue of INTERVIEW shall be notified subsequently. The candidate should be ready to appear at his/her own expense at Tura or any other district headquarters for the Viva-Voce. No request/claim for TA/DA will be entertained to appear for the Interview.

Candidates with requisite qualifications may submit application in the prescribed format through email to dc-wgh@nic.in or can send through registered post to the following address:

The Deputy Commissioner
West Garo Hills District,
Tura, Meghalaya -794001
Phone: (03651) 223835/ 2238306
e-mail: dc-wgh@nic.in

Last date of submission: - 30th November, 2016 Candidates without the requisite qualifications need not apply