CIRCULAR

NO. NeGD/25/2010   **Dated: 16.05.2012**

Subject: Filling up of various positions in SeMT (State e- Governance Mission Team) in 35 States and Union Territories.

National e-Governance Division (NeGD) has been set up by the Department of Information Technology (DIT), Government of India as an Independent Business Division (IBD) within Media Lab Asia, a Section 25 company of Department of Information Technology, Government of India. NeGD has been set up with the objective of supporting DIT in Programme Management of the National e-Governance Plan (NeGP), including inter-alia, appraisal of projects, technical support to Ministries and State Governments and Capacity Building.

2.   The NeGD is in the process of filling up various positions on deputation basis in SeMTs in all 35 States and Union Territories of India from amongst the officers in Central Government/ State Government/PSUs / Autonomous bodies.   State-wise positions as on date are at **Annexure-I**. **The terms and conditions for the positions available on deputation in NeGD are as under:**

- **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 and conditions.**
- **The pay fixation will be done as per the prescribed Government guidelines.**
- **Other benefits shall be as per NeGD norms for deputations.**

5.   The Job profiles of positions offered on deputation and their corresponding Grade Pay are available in table at **Annexure II.** Job descriptions are at **Annexure – III. Relaxation/modification of eligibility criteria Viz. Qualifications, experience, grade pay held/admissible can be considered at the sole discretion of the Competent Authority in NeGD in deserving cases.**

4.   Employees working in Central Govt./ State Govt./ PSUs/ Autonomous bodies may apply through proper channel in the performa as per **Annexure IV** along with NOC of the competent authority at the address given below on or before **20th June, 2012.**

Shri. G Srinivas
General Manager – HR & Admin
NeGD-Media Lab Asia
4th floor, Electronics Niketan,
6, CGO Complex, Lodhi Road, New Delhi 110003

However, the advance copy of the application may be sent by e-mail to srinivas@negp.gov.in

About SeMTs

The National e-Governance Plan (NeGP) is an ambitious program of the Government of India with the vision to "Make all Government services accessible to the common man in his locality, through common service delivery outlets and ensure efficiency, transparency & reliability of such services at affordable costs to realize the basic needs of the common man". With this vision, the Government of India (GoI) approved the NeGP to lay the foundation for the long term growth of e-Governance in the country.

NeGP proposes to achieve its objectives through:

- Deployment and scale up of select "Mission Mode Projects" (MMPs - projects with significant citizen interface)
- Creation of a National IT backbone for fast, reliable and efficient connectivity, data storage and access,
- Set up of Common Service Centers for delivery of citizen services
- Creation of Internet portals for 24x7 access to Government information and services.

With this background, the Government has approved the Capacity Building (CB) Scheme for taking NeGP forward across the country in all the States & UTs. The CB Scheme is mainly for provisioning technical & professional support to State level policy & decision-making bodies and to develop specialized skills for e-Governance. The CB Scheme will support Capacity Building through various means such as engaging experts, developing skills and imparting training and supporting the creation of State e-Governance Mission Teams (SeMTs) and Project e-Governance Mission Teams (PeMTs).

This team shall oversee project execution, manage implementation and deal with technology, process, external Agency management & change management related issues.

A total of approximately 328 professionals will be recruited for staffing SeMTs

across all 35 States and UTs. These requirements are being sourced from these modes:

- Deputation from various Government, State Government, PSU and Autonomous organizations to NeGD, Media Lab Asia
- Recruitment of candidates from open market to NISG.

The SeMTs would be responsible for undertaking the groundwork for providing for an overall direction, standardization and consistency through Programme Management of the e-Governance initiatives in the State. All interdependencies, overlaps, conflicts, standards, overarching architecture, security, legal aspects, etc. across projects as well as core and support infrastructure shared across several projects would fall under the purview of SeMTs and will work in the following key domains:

- Undertake Strategic Planning
- Provide Project Consultancy
- Provide Project Implementation and Post Implementation support
- Facilitate setting up of PeMTs
- Perform core SeMTs activities
- Day to day SeMTs Operations

The SeMTs require personnel with appropriate background and aptitude who have adequate skills and experience in performing work across the project domains. The SeMTs personnel will require the following broad expertise areas:

- Programme Management
- Change Management
- Technology Management
- Financial Management

State-wise Position (Principal Consultant/Senior Consultant/Consultant)

States	Consultant				Senior Consultant				Head SeMT	Total
	CM	FM	PM	TM	CM	FM	PM	TM		
Andaman & Nicobar	1	1	1	0	0	0	0	1	1	5
Andhra Pradesh	1	1	0	0	1	1	0	1	0	5
Arunachal Pradesh	0	0	0	0	0	0	0	1	0	1
Assam	2	1	1	0	0	0	0	0	1	5
Bihar	0	1	1	2	0	1	1	1	1	8
Chandigarh	1	0	0	0	0	0	0	0	0	1
Chhattisgarh	0	0	0	2	1	0	0	0	0	3
Dadra & nagar Haveli	0	0	0	0	0	0	0	0	0	0
Daman & Diu	1	0	0	0	0	0	0	1	0	2
Delhi	1	0	0	1	0	0	0	0	0	2
Goa	0	0	0	0	0	0	0	0	0	0
Gujarat	1	1	0	0	0	0	0	0	0	2
Haryana	0	1	1	1	0	0	0	0	0	3
Himachal Pradesh	0	1	1	1	0	1	0	1	0	5
Jammu & Kashmir	0	0	0	0	0	1	0	0	0	1
Jharkhand	1	2	0	0	0	1	0	0	0	4

Karnataka	0	1	1	2	0	0	0	1	0	5
Kerala	0	1	0	1	0	0	1	0	0	3
Lakshadweep	0	1	0	0	0	0	0	1	0	2
Madhya Pradesh	0	0	1	2	0	0	0	0	0	3
Maharashtra	0	0	2	1	0	0	0	0	1	4
Manipur	0	1	1	1	0	0	0	1	0	4
Meghalaya	0	0	0	1	0	0	0	1	0	2
Mizoram	0	0	0	0	0	0	0	1	1	2
Nagaland	0	1	0	0	0	0	0	1	0	2
Orissa	0	1	1	0	0	0	1	0	1	4
Puducherry	1	0	0	0	0	0	0	0	0	1
Punjab	0	0	2	0	0	0	0	1	0	3
Rajasthan	0	0	0	0	0	0	0	0	0	0
Sikkim	1	1	0	0	0	0	0	0	0	2
Tamil Nadu	1	0	0	2	0	0	0	0	0	3
Tripura	0	1	0	0	0	0	0	0	1	2
Uttar Pradesh	1	0	2	1	0	0	0	1	0	5
Uttarakhand	0	0	0	0	0	1	0	1	0	2
West Bengal	0	0	1	2	0	0	0	0	0	3
Grand Total	13	17	16	20	2	6	3	15	7	99

The numbers of positions mentioned above are dynamic and tend to change.

S.No.	Function	Level & Grade pay	Eligible Grade Pay & Experience	Desirable Profile /qualifications	Job Code
1.	Head SeMT	Principal Consultant (PB-3 GP-7600)	Presently in GP 7600 Or 5yrs in GP 6600	Experience in program management/ IT project management function. Exposure to diverse management and personnel development programmes in government set up is desirable. **Qualification:** Graduation: B.E / B. Tech./ MCA Post Graduation: M. Tech. / MBA	PC/SEMT
2	Program Management	Senior Consultant PB-3 Rs15600-39100 (Grade pay 6600)	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 Program and Project Management of e-Governance projects, preparation of EOI, RFP, Contract Management, Procurement and Training in the area of e-Governance Industry certifications like PMP, PMI, Prince 2 etc. Experience in Procurement processes deliverables **Qualification:** Graduation: B.E / B. Tech./ MCA Post Graduation: M. Tech. / MBA	SC/PM
3.	Program Management	Consultant PB-3 Rs15600-39100 (Grade pay 5400)	Presently in GP 5400 (PB 3 OR PB 2) OR 2 yrs in GP 4800, PB 2	Experience in Program and Project Management of e-Governance projects, preparation of EOI, RFP, Contract Management, Procurement and Training in the area of e-Governance Industry certifications like PMP, PMI and Prince 2 etc. are desirable. Experience in Procurement processes deliverables. **Qualification:** Graduation: B.E / B. Tech./MCA Post Graduation: M. Tech. / MBA	C/PM
4.	Financial Management	Senior Consultant PB-3 Rs15600-39100 (Grade pay 6600)	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 Project Financing and Appraisal, Business Modeling, PPP and Risk Management, Price negotiations for IT Goods/Services procurement Knowledge of GFR rules **Qualification:** Graduation: Any Discipline (B.E / B.Tech desirable) Post Graduation: MBA /PGD with specialization in Finance	SC/FM

5.	Financial Management	Consultant PB-3 Rs15600-39100 (Grade pay 5400)	Presently in GP 5400 (PB 3 OR PB 2) OR 2 yrs in GP 4800, PB 2	Experience in Project Financing and Appraisal, Business Modeling, PPP and Risk Management, Price negotiations for IT Goods/Services procurement Knowledge of GFR rules **Qualification:** Graduation: Any Discipline (B.E / B.Tech desirable) Post Graduation: MBA /PGD with specialization in Finance	C/FM
6.	Technology Management	Senior Consultant PB-3 Rs15600-39100 (Grade pay 6600)	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 IT Solution, IT infrastructure development & deployment, Managing Software Development, Application architecture and database design, Networking and Systems integration, Security and disaster recovery **Qualification:** Graduation: B.E / B. Tech. /MCA Post Graduation: M. Tech. / MBA	SC/TM
7.	Technology Management	Consultant PB-3 Rs15600-39100 (Grade pay 5400	Presently in GP 5400 (PB 3 OR PB 2) OR 2 yrs in GP 4800, PB 2	Experience in IT Solution, IT infrastructure development & deployment, Managing Software Development, Application architecture and database design, Networking and Systems integration, Security and disaster recovery **Qualification:** Graduation: B.E / B. Tech. /MCA Post Graduation: M. Tech. / MBA	C/TM
8.	Change Management	Senior Consultant PB-3 Rs15600-39100 (Grade pay 6600)	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 of Training and Capacity building in the area of e-Governance, Management of change and business process re-engineering for e-Governance projects. **Qualification:** Graduation: Any Discipline Post Graduation**:** MBA / PGD with specialization in HR/ PMIR	SC/CM
9.	Change Management-	Consultant PB-3 Rs15600-39100 (Grade pay 5400)	Presently in GP 5400 (PB 3 OR PB 2) OR 2 yrs in GP 4800, PB 2	Experience of Training and Capacity building in the area of e-Governance, Management of change and business process re-engineering for e-Governance projects. **Qualification:** Graduation: Any Discipline. Desirable Criteria:-Post Graduation: MBA / PGD in HR/ PMIR	C/CB& CM

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

Job Objective

The objective of this job is to assist the State IT/ e-Governance Department in overall management of the e-Governance mission of the State. The job holder shall oversee the functioning of the SeMT team comprising professionals from the domains of Program Management, Finance, Technology and Change Management etc. He/She would work closely with the State IT/ e-Governance Department, the designated State Nodal Agency and NeGD for successful implementation of the NeGP and other e-Governance programmes of the State. The Head SeMT will report to the State IT/ e-Governance Secretary/ the designated State Nodal agency, where the SeMT is placed, with a dotted line reporting to the President & CEO, NeGD.

Primary Responsibilities

Program Management
- Drive the implementation of various MMPs, NeGP components and other State projects 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 overall appraisal of e-Governance projects.
- Develop and establish suitable program monitoring framework for the State under guidance from State IT/ e-Governance Department and NeGD
- 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 an appropriate project Management Structure and 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 and training requirements.

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 Secretary State IT / 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 Secretary IT of the State/ Head of Nodal Agency.

Profile	
Education	**Desired Skills & Experience**
Essential criteria B.E. / B. Tech. /MCA **Desirable Criteria** **Post Graduation:** MBA / M/Tech. Qualification can be relaxed in case of exceptionally experienced candidates	• 11 plus years of experience in IT project management and implementation roles. • Minimum 4/5 years of experience in developing and managing large scale IT / e-Governance projects on end to end basis. • Experience of working in a Government set up is desirable • Exposure to diverse management techniques and capacity building.

Job Description	
Position	Technology Management
Designation	Senior Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head - SeMT
Job Code	SC/TM

Job Objective

The objective of this job is to assist the State Government on technological issues related to core infrastructure, MMPs and other e – governance projects

Primary Responsibilities

Design & Architecture

- In coordination with the Technology Department at NeGD, assist the State Government in defining the standards for application architecture, database design, development and infrastructure deployment
- 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 in regard to strategic control, security, 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
- Ensure utilization of the common infrastructure being setup under NeGP for projects implementation at State level

Technical Appraisal

- Conduct technical appraisal of the various project reports received from the State Departments and technical evaluation of various proposals received from bidders.

Miscellaneous

- Assist State / UT in technical evaluations of external agency proposals related to implementation of various e – governance initiatives
- Assist State / UT in price negotiations related to IT goods procurement
- Support in monitoring/ help establish suitable network/ IT infrastructure monitoring system at the State level

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT

Profile	
Education	**Desired Skills & Experience**
Essential Criteria **Graduation:** B.E / B. Tech / MCA **Desirable Criteria** **Post Graduation:** MBA / M. Tech.	- 7 plus years of experience in IT Projects, infrastructure deployment / software development, hardware, networking, security management in IT projects - 3 to 5 years experience of managing a complete life cycle of large scale IT / eGovernance projects

Job Description	
Position	Technology Management
Designation	Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head - SeMT
Job Code	C/TM

Job Objective

The objective of this job is to assist the State Government on technological issues related to core infrastructure, MMPs and other e – governance projects

Primary Responsibilities

Design & Architecture

- In coordination with the Technology Department at NeGD, assist the State Government in defining the standards for application architecture, database design, development and infrastructure deployment
- 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 in regard to strategic control, security, 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
- Ensure utilization of the common infrastructure being setup under NeGP for projects implementation at State level

Technical Appraisal

- Conduct technical appraisal of the various project reports received from the State Departments and technical evaluation of various proposals received from bidders.

Miscellaneous

- Assist State / UT in technical evaluations of external agency proposals related to implementation of various e – governance initiatives
- Assist State / UT in price negotiations related to IT goods procurement
- Support in monitoring/ help establish suitable network/ IT infrastructure monitoring system at the State level

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT

Profile	
Education	**Desired Skills & Experience**
Essential Criteria **Graduation:** B.E / B. Tech / MCA **Desirable Criteria** **Post Graduation:** MBA / M. Tech.	- 4 plus years of experience in IT Projects, infrastructure deployment / software development, hardware, networking, security management in IT projects - 2 years experience of managing life cycle of large scale IT / eGovernance projects

Job Description	
Position	Program Management
Designation	Senior Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head - SeMT
Job Code	SC/PM

Job Objective

The objective of this job is to assist the State Government in effective program management of e-Governance projects.

Primary Responsibilities

Program Management

- 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
- Identify the critical success factors for implementation of e-Governance projects in the State.
- Develop and establish suitable program monitoring framework for the State under guidance from NeGD
- 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
- Assist in preparing frameworks and templates by using standardized tools
- Assist the State Government in identifying new e-Governance projects
- Provide assistance and expertise for e-Governance related training

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 State IT Secretary/ Head of Nodal Agency/Head SeMT

Profile	
Education	**Desired Skills & Experience**
Essential Criteria B.E / B.Tech / MCA **Desirable Criteria** **Post Graduatio**n: MBA / M.Tech. Qualification can be relaxed in case of exceptionally experienced candidates	• 7 plus years of experience in program management of IT project with atleast 3 years of experience in managing the complete lifecycle of large IT / eGovernance projects • Experience of working with a Government set up is desirable • Industry certifications like PMP, PMI, Prince 2 etc. are desirable • Experience in Procurement processes is desirable

Job Description	
Position	Program Management
Designation	Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head - SeMT
Job Code	C/PM

Job Objective

The objective of this job is to assist the State Government in effective program management of e-Governance projects.

Primary Responsibilities

Program Management

- 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
- Identify the critical success factors for implementation of e-Governance projects in the State.
- Develop and establish suitable program monitoring framework for the State under guidance from NeGD
- 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
- Assist in preparing frameworks and templates by using standardized tools
- Assist the State Government in identifying new e-Governance projects
- Provide assistance and expertise for e-Governance related training

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 State IT Secretary/ Head of Nodal Agency/Head SeMT

Profile

Education	Desirable Skills & Experience
Essential Criteria B.E / B.Tech / MCA **Desirable Criteria** **Post Graduatio**n: MBA / M.Tech. Qualification can be relaxed in case of exceptionally experienced candidates	• 4 plus years of experience in program management of IT project with atleast 2 years of experience in managing life cycle of large IT / eGovernance projects • Experience of working with a Government set up is desirable • Industry certifications like PMP, PMI, Prince 2 etc. are desirable • Experience in Procurement processes is desirable

Job Description	
Position	Financial Management
Designation	Senior Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head - SeMT
Job Code	SC/FM

Job Objective:

The objective of this job is to provide support to the State Government in financial appraisal of e – governance projects. The job holder is also responsible for providing support to the State Government in matters related to PPP, contracts, vendor management and other related activities.

Primary Responsibilities

Financial Management & Appraisal

- Provide guidance to project teams on long-term financial viability and sustainability of e-Governance initiatives
- Review fund utilization and provide inputs to NeGD as well as the State
- Appraisal of project reports for their financial viability and provide expert advice to ensure financial robustness of the projects

Contracts & Procurement

- Assist State Government in formulating procurement plans for e-Gov / IT projects
- Assist and provide guidelines to State Government in developing contracts, RFP, LoI, Purchase Orders etc.
- Assist State Government in financial evaluations of external agency proposals related to implementation of various e – governance initiatives
- Assist State Government in price negotiations related to IT goods/services procurement

Miscellaneous

- Liaise with NeGD to ensure resolution of any financial / procurement matters concerning the State / UT

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT.

Profile	
Education	**Desired Skills & Experience**
Essential Criteria **Graduation:** Graduate in any discipline (B.E / B.Tech desirable) **Post Graduation:** MBA/ PGD with specialization in Finance	• 7 plus years of varied experience in program management of IT projects including project finance / procurement • Experience of at least 3 years in Project Financing and Appraisal, Business Modeling, PPP and Risk Management of large IT/e Governance projects. • Knowledge of GFR rules is desirable.

Job Description	
Position	Financial Management
Designation	Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head - SeMT
Job Code	C/FM

Job Objective:

The objective of this job is to provide support to the State Government in financial appraisal of e – governance projects. The job holder is also responsible for providing support to the State Government in matters related to PPP, contracts, vendor management and other related activities.

Primary Responsibilities

Financial Management & Appraisal

- Provide guidance to project teams on long-term financial viability and sustainability of e-Governance initiatives
- Review fund utilization and provide inputs to NeGD as well as the State
- Appraisal of project reports for their financial viability and provide expert advice to ensure financial robustness of the projects

Contracts & Procurement

- Assist State Government in formulating procurement plans for e-Gov / IT projects
- Assist and provide guidelines to State Government in developing contracts, RFP, LoI, Purchase Orders etc.
- Assist State Government in financial evaluations of external agency proposals related to implementation of various e – governance initiatives
- Assist State Government in price negotiations related to IT goods/services procurement

Miscellaneous

- Liaise with NeGD to ensure resolution of any financial / procurement matters concerning the State / UT

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT.

Profile

Education	Desirable Skills & Experience
Essential Criteria **Graduation:** Graduate in any discipline (B.E / B.Tech desirable) **Post Graduation:** MBA/ PGD with specialization in Finance	- 4 plus years of varied experience in program management of IT projects including project finance / procurement - Experience of at least 2 years in Project Financing and Appraisal, Business Modeling, PPP and Risk Management of large IT/e Governance projects. - Knowledge of GFR rules is desirable.

Job Description	
Position	Capacity Building and Change Management
Designation	Senior Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head - SeMT
Job Code	SC/CM

Job Objective:
The objective of this job is to assist the State Government in capacity building and facilitate in business process reengineering and change management activities.

Primary Responsibilities

Capacity Building
- Identify State wide training and capacity building needs of the State Government personnel
- Develop action plans based on the capacity building roadmap and training strategy to achieve the State wide capacity building targets
- 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
- Assist in / liaise with identified agencies in development of course content and training programs aimed at capacity building
- On need basis assist the State in identification of additional training agencies.
- Provide support in development/ roll out of programs aimed at sensitizing the senior political and executive leadership towards e – governance initiatives

Change Management
- Provide focus on change management through efficient communication, workshops, trainings etc.
- Assist in identifying change management initiatives as part of Government Process Reengineering exercise

Business Process Reengineering and Change Management
- Assist departments in identification of capacity gaps in carrying out BPR
- Program level monitoring of the BPR initiatives being carried out by different departments
- Study best practices of other States, departments and enable sharing of knowledge to avoid duplication of effort and to shorten the learning curve
- Formulate strategy to increase the awareness among the State Departments/ PeMTs about the importance of BPR and Business Process Management
- Liaise with the BPR team at NeGD and provide critical inputs for designing guidelines and policies around various Government Process changes

Others
- Coordinate with the CBMC team at NeGD and assist them in the implementation of CB Scheme
- Support the State departments in setting up PeMTs

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT.

Profile	
Education	**Desired Skills & Experience**
Essential Criteria **Graduation:** Any Discipline **Post Graduation:** MBA / PGD with specialization in HR / PMIR Preference will be given to professionals from premier institutes with qualification / experience in public policy	• 7 plus years of experience in change management and Capacity building. • Experience of at least 3 years in implementation of large IT / eGovernance projects with emphasis on training and change management • Experience of having led business process reengineering/process improvement engagements is desirable

Job Description	
Position	Capacity Building and Change Management
Designation	Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head - SeMT
Job Code	C/CM

Job Objective:

The objective of this job is to assist the State Government in capacity building and facilitate in business process reengineering activities.

Primary Responsibilities

Capacity Building

- Identify State wide training and capacity building needs of the State Government personnel
- Develop action plans based on the capacity building roadmap and training strategy to achieve the State wide capacity building targets
- 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
- Assist in / liaise with identified agencies in development of course content and training programs aimed at capacity building
- On need basis assist the State in identification of additional training agencies.
- Provide support in development/ roll out of programs aimed at sensitizing the senior political and executive leadership towards e – governance initiatives

Change Management

- Provide focus on change management through efficient communication, workshops, trainings etc.
- Assist in identifying change management initiatives as part of Government Process Reengineering exercise

Business Process Reengineering and Change Management

- Assist departments in identification of capacity gaps in carrying out BPR
- Program level monitoring of the BPR initiatives being carried out by different departments
- Study best practices of other States, departments and enable sharing of knowledge to avoid duplication of effort and to shorten the learning curve
- Formulate strategy to increase the awareness among the State Departments/ PeMTs about the importance of BPR and Business Process Management
- Liaise with the BPR team at NeGD and provide critical inputs for designing guidelines and policies around various Government Process changes

Others

- Coordinate with the CBMC team at NeGD and assist them in the implementation of CB Scheme
- Support the State departments in setting up PeMTs

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT.

Profile	
Education	**Desirable Skills & Experience**
Essential Criteria **Graduation:** Any Discipline **Post Graduation:** MBA / PGD with specialization in HR / PMIR Preference will be given to professionals from premier institutes with qualification / experience in public policy	• 4 plus years of experience in change management and Capacity building. • Experience of at least 2 years in implementation of large IT / eGovernance projects with emphasis on training and change management • Experience of having led business process reengineering/process improvement engagements is desirable

PART I

Application for Deputation in Media Lab Asia for Principal Consultant/Senior Consultant/Consultant vacancies in 35 States/UTs

Choice of State & Job Code:
(e.g UP/SC-PM)

Choice-I	Choice-II	Choice-III

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 : _____Years_____ Months _____ Days
   of application)
   (Age limit- Should be below 56 years on closing date of receipt of application)
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 :

Affix recent passport size photograph

Name of the Institute/Board/University	Year of Passing	Exam/Degree	Aggregate percentage of marks and Division	Remarks

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. Special Achievements :
    (Please give details)

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

15. Additional details about present employment
    Please state whether working under
    a) Central Government
    b) State Government
    c) PSU
    d) Autonomous Bodies

16. 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………………………………….. ..

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