CIRCULAR

NeGD/05-02 /2014

Dated: 16.06.2015

Subject: Filling up position in NeGD

NeGD has been 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. NeGD with the objective of supporting DeitY in Programme Management of the National e-Governance Plan (NeGP), including, Capacity Building, Strategic Planning, developing Standards and guidelines on technological matters etc . A brief write up of NeGD is enclosed as **Annexure I**.

NeGD is in the process of empanelment of officers for filling up various positions on deputation basis for the Corporate Office at Delhi from amongst the officers in Central Government/ State Governments/PSUs / Autonomous bodies. 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 position are at **Annexure II and III** respectively. Pay fixation will be done as per the prescribed Government guidelines and other benefits shall be as per NeGD norms for deputations.

It is requested that the applications of eligible candidates may be forwarded to NeGD in the proforma at **Annexure IV**. The applications along with NOC of the competent authority, should reach NeGD at the address given below not later than 15.07.2015 (However, advance copies of applications may be sent by e-mail to (vermark@negp.gov.in)

Address for Correspondence:

Shri R.K.Verma
GM (HR)
NeGD-Media Lab Asia
4th floor, Electronics Niketan,
6, CGO Complex, Lodhi Road, New Delhi 110003

<u>**About NeGD**</u>

National e-Governance Plan

The Government of India approved the National e-Governance Plan (NeGP), comprising of **27 Mission Mode Projects (MMPs)** and **8 components**, on **May 18, 2006** with the following vision:

"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 realise the basic needs of the common man"

In the year 2011, 4 new MMPs were introduced taking the total number of MMPs to 31.

As part of NeGP approval, the Union Cabinet assigned some **key tasks associated with Programme Management of NeGP** to the Department of Electronics and Information Technology (DeitY). These tasks, inter-alia, include facilitating the implementation of NeGP by various Ministries and State Governments, providing technical assistance and framing policies on the overall technology architecture, framework, standards, security policy, services delivery mechanism, sharing of common infrastructure etc., R&D, capacity building (jointly with DARPG), awareness and communication and impact assessment.

To enable it to discharge the above tasks related to the Program Management of NeGP, DeitY, as an immediate and short term measure, had established a Program Management Unit (NeGP-PMU) in November 2005. The emphasis on implementation of e-Governance initiatives across the country resulted in manifold increase in the responsibilities of DeitY in general and NeGP-PMU in particular. To manage the challenges both in Programme Management and Technology, a professional organization was required to assist the DeitY. NeGD was thus formed as an Independent Business Division (IBD) in Media Lab Asia, an existing section 25 company of the Ministry of Communication and IT.

National e-Governance Division (NeGD)

The NeGD is headed by President & CEO in the pay scale of Rs. 67000-79000 and has 9 other senior management positions at the level of Directors in PB 4. It is a lean organization with 70 professionals both on deputation from the Government and from the open market. A committee of the Board has also been constituted (the NeGD Committee) to guide, supervise and control the NeGD. NeGD has been vested with financial and HR autonomy and the President & CEO is entrusted with "powers relating to finance, administration and HR of NeGD in respect of funded projects assigned to NeGD and internal accruals within the Division at par with the MD of MLAsia and such other powers as may be delegated by NeGD Committee from time to time."

NeGD has been tasked with:

I   Programme Management of NeGP, including facilitating and supporting DeitY in undertaking the following tasks and responsibilities assigned to DeitY under NeGP:

- Facilitating implementation of NeGP by various Ministries and State Governments

- Providing technical assistance to Central Ministries and State Line Departments

- Serving as a secretariat to the Apex Committee

- Undertaking technical appraisal of all NeGP projects to examine issues such as overall technology architecture, framework, standards, security policy, service delivery mechanism, sharing of common infrastructure etc.

- Human Resource Development, Training and Awareness Building

- Framing core policies, technical assistance, R&D, awareness and assessment and creation of organization structure

II Acting as a Central Agency for an effective implementation of Capacity Building Scheme inter-alia involving provisioning of manpower at various SeMTs across States/ UTs & training and other Capacity Building initiatives. A Capacity Building Management Cell has been positioned in NeGD for effective management of manpower at SeMTs together with management of other Scheme activities including training, knowledge management, HR policies, etc.

Eligibility & Experience

S No.	Function	Level & Grade pay	Number to be empanelled	Eligible Grade Pay & Experience	Desirable Profile/qualifications	Job Code
1	**Capacity Building Management Cell**	Middle Management PB-3 Rs15600-39100 (Grade pay Rs. 7600)	1	Presently in GP Rs. 7600 OR 5 Years in GP Rs. 6600	**i)** <u>**Experience:**</u> • 12 - 16 years experience in Programme Management & implementation of IT initiatives within the government. • Familiarity with Project Management tools and techniques, 4-5 years experience in Capacity Building & training initiatives in a Computerized Environment **ii)** <u>**Essential Qualification:**</u> Graduation in any Discipline **iii)** <u>**Desirable Qualification:**</u> Post Graduation in any discipline: or MBA in HR	MM 02

* The desired qualification may be relaxed in case of deserving candidates with requisite experience.

Familiarity with Government Rules and Regulations in the respective areas of job profile would be essential.

National e – Governance Division

Job Description	
Division	NeGD
Function	Capacity Building Management Cell
'Position	Sr. GM (Capacity Building))
Band	Middle Management
Reports To	Head – CBMC
Job Code	MM 02

Job Objective

The job holder will be part of the CBMC team with responsibility for managing capacity building activities for NeGD and under CB II.

The role would include responsibility in areas like design and management of Capacity building processes, systems and other administrative functions for Government employees, developing and implementing capacity building and change management initiatives.

The Job Holder will assist the Head CBMC to position NeGD as a performance focused organization by driving role clarity and accountability across the organization

Primary Responsibilities

Design and Monitor of HR Policy regarding Capacity Building

- Design and monitor implementation of HR policy such as Virtual Cadre, Competency framework , e-Gov Academy etc.
- Oversee design of related HR policies and ensure their implementation and compliance

Funds Management

- Provide inputs towards development of CB budget in coordination with other NeGD and States/UT teams and monitor and control the CB funds utilization

Change Management

- Devise change management strategy and create and implement change management plans that minimise employee

resistance and maximise employee engagement. Identifies potential people-side risks and anticipated points of resistance and develops specific plans to mitigate or address the concerns for NeGD and States/UTs as per NeGP and CB II

- Develop a generic Change Management Framework for e – Governance initiatives that can be used by the States in developing their individual Change Management Frameworks in synchronization with national level initiatives
- Oversee and monitor various change management activities in various states and departments and support them through SeMTs in effective change management

Capacity Building of Central Line Ministries , Sates/UTs

- Develops training policy in line with the Government training policy. Plans and ensures budget for the training activities; Identifies and recommends various models of delivery of training to different groups of stakeholders including in-house and in sourced/ outsourced models

- Develop Capacity for building capability in States/UTs for e-Governance.
- Leverage Learning Management System (LMS) and Knowledge Management System(KMS) to reach out to large official base in the Central Line Ministries Sates/UTs in a cost effective manner by developing an appropriate strategy and implementing appropriate systems to the effect

- Co-ordinate with other Domain experts like LMS, e-GCF, KMS etc for rolling out LMS,e-GCF and KMS

- Manage and monitor the capacity building initiatives for the Central Line Ministries Sates/UTs to ensure its effectiveness.

Training & Development Planning of NeGD

- Manage the overall training & development for NeGD employees including developing training guidelines and training budget, facilitating and monitoring training design and delivery, engaging external experts, vendors and trainers for effective training design and delivery in line with the NeGP

CB Scheme

- Develop policy and implementation guidelines around the CB scheme for furthering the understanding of the same among the States and provide ongoing clarifications to states on CB scheme implementation
- Monitor the implementation of CB II Scheme in the country including utilization of allocated budgets, obtaining future fund requirements etc.
- Track the functioning of SeMT and ensure that it is able to suitably meet the Capacity Building requirements of the state government in implementation of NeGP

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 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:

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

Affix recent passport size photograph

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/Organisation 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………………………………… ..

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