

# STATE COUNCIL FOR IT AND e-GOVERNANCE

(DEPARTMENT OF INFORMATION TECHNOLOGY)

GOVERNMENT OF ARUNACHAL PRADESH

## **Advertisement for recruitment of District Project Managers (e-District Arunachal Pradesh)**

Applications are invited for the positions of District Project Managers for efficient implementation of the e-District MMP scheme in 16 districts of Arunachal Pradesh.

### **Essential Qualifications**

- Must be 21 – 35 years old as on 1<sup>st</sup> July, 2013
- BCA / B. Sc IT/ B.E/ B.Tech / MCA or must be a graduate (any discipline) with 1 year Computer Diploma
- Knowledge of English and local language of district for which the candidate has applied for
- **Minimum of two (2) years of work experience preferably in IT / e-Governance related fields**

<b>Name of the Post</b>	<b>No. of Vacancies</b>	<b>Remuneration Range</b>	<b>Last Date</b>
e-District Manager	16	Rs. 25,850.00 with 10% increment on previous years remuneration	<b>25<sup>th</sup> January 2013</b>

### **Other terms & conditions:**

1. Application should be received within the last date as mentioned above.
2. Only short listed candidates will be intimated and called for test / interview.
3. No TA/ DA will be admissible if called for test/ interview.
4. All applications will be received through email only at: [edistrictarunachal@gmail.com](mailto:edistrictarunachal@gmail.com) and no other mode of submission would be accepted.

## **Recruitment of District Project Managers**

**(e-District Arunachal Pradesh)**

### **Terms of Reference**

The “State Council for IT and e-Governance” Nodal Agency for Department of Information Technology, Government of Arunachal Pradesh invites application for positions District Project Managers of e-District mission mode project. The overall objective of hiring a District Project Manager is to work closely and support Deputy Commissioner as well as District e-Governance Society (DeGS) of respective district for local level co-ordination and ensuring delivery of e-District services to ensure that the project is rolled out within stipulated timelines. District Project Manager would coordinate with various stakeholders at District/Block levels, State level officials, System Integrators (SI), State Program Management Unit (SPMU), National Program Management Unit (NPMU) and other project stakeholders. The appointment would be on purely contractual basis initially for a period of 1 (one) year and extendable upto a maximum of 2 (two) years subject to satisfactory performance.

#### **Job Description**

##### **Project Implementation Phase:**

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

- i. Coordinate with State Program 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 Deputy Commissioner (DC) on progress of e-District project or any Officer designated for implementation of the e-District Project by 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.
- xi. Managing relationship with educational Institute for study and improvement in project.
- xii. Preparation of risk registers for highlighting the risks to project.
- xiii. Awareness in district about the e-District project.
- xiv. Facilitate Impact Assessment Study in the district.
- xv. Training to other stakeholders, as and when required.
- xvi. Any other project related activities for e-District MMP.

## Operations Phase:

- I. Monitor and report the number of transactions happening in districts under various service categories.
- II. Monitor the service levels of services being provided.
- III. Escalate to the DC/or any Officer designated for implementation of 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 performance of service.
- V. Carry out root cause analysis for any service level failures.
- VI. Ensure the technical infrastructure is working as per 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.
- X. Attendance of e-District Manager will be monitored through Project Management Information System (PMIS) tool which is being deployed by NPMU.

## Terms and Conditions

No. of Vacancies	Remuneration range*	Essential Qualification
16 (one in each district)	Rs. 25,850.00 with 10% increment on previous years remuneration	<ol style="list-style-type: none"><li>1. BCA / B sc IT / BE / B.Tech / MCA or must be a graduate (any discipline) with 1 year Computer Diploma</li><li>2. Knowledge of English, Hindi and local language of district for which candidate has applied.</li><li>3. Minimum of two (2) years of work experience preferably in IT / e-Governance related field.</li></ol>

**A candidate may apply for 1 (one) district only and has to be a domicile of particular District for which he/she wishes to apply. More than one application for same candidate will be rejected by the Screening Committee.**

### Age Limit:

Must be 21 – 35 years old as on 01st July, 2013

### Mode of selection:

Selection of candidates for the position would be on basis of interview of shortlisted candidates by constituted selection committee at State headquarters. However, the powers to accept or reject a selection are reserved with state administration.

Interview date and venue will be intimated through mail to the shortlisted candidate.

**[Download Application Form](#)**