Employment Notice

The District e-Governance Society (DeGS), South Andaman, invites application from eligible candidates for engagement as e-District Manager in South Andaman District purely on contract basis under National Rollout of e-District Mission Mode Project. This contract would be initially for one year and may be reviewed for extension on year to year basis for a further period of two years subject to satisfactory performance. Selected candidates will be paid fixed monthly remuneration of Rs 23,500/- per month. The candidate must be between 21-35 years as on 1st July 2019.

The candidate possessing BCA / BIT / BE / B.Tech / MCA or graduation (any discipline) with 1 year computer diploma with knowledge of English and Hindi and with minimum of two years’ experience in the domain of IT Projects, IT infrastructure deployment / software development, hardware, networking, security management (in IT projects is preferred) may apply.

The details of eligibility criteria, selection process, terms and conditions and job description can be downloaded from the website https://www.andaman.gov.in w.e.f. 20th June 2019.

Candidates can submit application online through the portal https://erecruitment.andaman.gov.in. The last date for receipt of duly filled in application is 15th July 2019 up to 2359 Hrs.

Member Secretary
District e-Governance Society
South Andaman

Copy to:-
1. The Deputy Commissioner (SA)-cum-Chairman, DeGS(SA) for kind information please.
2. The Secretary (IT), A & N Administration for kind information please.
3. The Chief Editor, The Daily Telegrams with the request to publish the vacancy notice in the “The Daily Telegrams” for consecutive three days.
4. The OSD (IT), Dept. of IT for publication of vacancy notice on the portal of Administration and also arrange for online submission/ receipt of application.

Member Secretary
District e-Governance Society
South Andaman
**Employment Notice**

(For publication in A & N Administration’s Website and Notice Board)

The District e-Governance Society (DeGS), South Andaman invites application from eligible candidates for engagement as e-District Manager in South Andaman districts purely on contract basis under National Rollout of e-District Mission Mode Project.

<table>
<thead>
<tr>
<th>Name of the Position</th>
<th>e-District Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Engagement</td>
<td>01 (for South Andaman District)</td>
</tr>
<tr>
<td>Period of Engagement</td>
<td>This contract would be initially for (01) one year and may be reviewed for extension on year to year basis for a further period of two years subject to satisfactory performance.</td>
</tr>
<tr>
<td>Remuneration</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; year-Rs.23500/- per month. (Lump sum/Fixed Remuneration) Annual increment shall be granted, if the contract is extended for subsequent year based on the performance evaluation by relevant authority.</td>
</tr>
<tr>
<td>Age limit</td>
<td>Age of the candidate must be <strong>above 21 years but not be more than 35 years</strong> as on 01&lt;sup&gt;st&lt;/sup&gt; July 2019</td>
</tr>
</tbody>
</table>
| Essential Qualification      | 1. BCA / BIT / BE / B.Tech / MCA or must be a graduate (any discipline) with 1 year computer diploma  
2. Knowledge of English and Hindi  
3. Minimum of two (2) years of work experience preferably in IT / e-Governance related field |
| Desired Skills               | 1. Prior project management experience  
2. Should be computer literate  
3. Experience in the domain of IT Projects, IT infrastructure deployment / software development, hardware, networking, security management in IT projects is preferred  
4. Good people management and communication skills  
5. Result oriented and self-motivated  
6. Candidate should have the local knowledge of the State/District  
7. Experience in computerisation of organisations / departments will be an added benefit |
| Last Date and Time of receipt of duly filled in Application | 15<sup>th</sup> July 2019 till 1500 Hrs |
How to apply:
Interested eligible candidate may submit their application form online through the portal https://www.andaman.gov.in in the prescribed format before the last date of submission of application. Application after the due date shall not be considered.

Shortlisting / Selection Process:
The eDistrict Manager Hiring Committee shall shortlist the candidates on the basis of their education and experience which can be more stringent than the minimum qualification prescribed.

The shortlisted eligible candidates will have to go through interview. The interview shall be conducted at Port Blair.

Documents Required to support Eligibility Criteria :

Age Proof : 10th or 12th standard mark sheet or School Leaving Certificate or Birth Certificate

Educational Qualification : i. Graduation / Post Graduation
   a. All semester wise or year wise individual mark sheets.
   b. 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)]
   c. Degree or provisional pass certificate.

   ii. High School (Class 10th) and Intermediate (Class 12th)
      a. Mark Sheet of Class X & XII
      b. Pass Certificate issued by the board / Institute

Work Experience : 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 or PAN card or Driving Licence or Passport or voters ID card or any other ID card attested by a gazetted officer

**Terms & Conditions:**

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

i. The appointment of e-District Manager will be on contract basis, contracted by the respective District e-Governance 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. During the contractual period, the applicants will be posted at office of the Deputy Commissioner (South Andaman).

iv. e-District Manager will be required to travel to various other locations within the district to carry out its tasks. The job role involves 50% travelling within the district to various blocks and Panchayats.

v. The appointment being purely contract in nature, the appointee shall not be entitled for any gratuity, provident fund, or pension benefit and shall not confer any right for regular appointment in DeGS, or any other departments under A & N Administration.

vi. Incomplete or wrongly filled application will be rejected.

vii. Candidates have to produce the documents in original in support information furnished in their respective application form at the time of interview. In event of any information being found incorrect or false before or after the selection, the candidature is liable to be cancelled and legal action shall be initiated against the candidate.

viii. Candidates found to have suppressed any information or furnished false information/documents, his/her case will not be considered for engagement even after selection.

ix. No correspondence shall be entertained from the candidates not selected for the interview or thereafter.

x. Canvassing in any form will result in disqualification.

xi. Experience certificate will be provided to all e-District Managers after the completion of their engagement tenure with DeGS.

xii. The undersigned reserves the right to cancel any or all the applications or the entire recruitment process without assigning any reason thereof.
**Detailed Job Description:**

The detailed job description of the eDistrict Manager is broadly be 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:

**Project Implementation Phase**

The eDistrict Manager is responsible for successful implementation of the project in the district. To accomplish this, it is expected that the eDistrict 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 eDistrict project or any officer designated for implementation of the eDistrict Project by the State at district level
v. Organising eDistrict 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 digitisation, networking, site preparation and training / workshop activities in the district
viii. Regular review of all the services delivered under eDistrict project and help in resolution of operational issues, if any.
ix. Study the eDistrict project implementation in other districts, which are doing better, for adoption of better practices.
x. Synchronisation with other e-Governance projects in the District.
x i. Managing relationship with educational Institute for study and improvement in project.
xii. Preparation of risk register for highlighting the risks to project
xiii. Awareness in the district about the eDistrict project
xiv. Facilitate the impact assessment study in the district
xv. Training to other stakeholders, as and when required
xvi. Any other project related activities for eDistrict MMP
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 eDistrict 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 eDistrict related activity for managing the eDistrict operations

x. Attendance of eDistrict Manager will be monitored through Project Management Information System (PMIS) tool which is being deployed by NPMU