

Ukhrul District e-Governance Society (UDeGS)

Engagement of District Managers for Implementation of CSC 2.0 in respect of Ukhrul District

Applications are invited from eligible candidates for engagement of District Manager on purely contractual basis for handholding VLEs under DeGS Project of Ukhrul District. Applicants must be of 24 – 35 years old as on 1st December, 2015.

Name of Position	District Manager
No. of vacancies	2 (Two)
Period of Engagement	This contract would be initially for one year and this may be reviewed for extension on year to year basis for a maximum of 4 (four) years, subject to Satisfactory performance.
Remuneration	Rs.25, 857/- per month, Rs.28, 442/-per month, Rs. 31,286/-per month and Rs. 34,415/-per month for 1 st , 2 nd , 3 rd and 4 th year respectively.
Essential Qualification & Experience:	<ul style="list-style-type: none"> i. Graduate in any Discipline ii. Must have at least CCC level proficiency in computer from NIELIT iii. Minimum of two (2) years of relevant work experience preferably in IT/e-Governance/IT related project co-ordination and program management in related fields iv. Should be able to communicate in English and local language. v. Should be the resident of Ukhrul District.
Age	24 – 35 years old as 1 st December, 2015.
Desired skills:	<ul style="list-style-type: none"> i. Prior project management experience ii. Experience in the domain of IT projects, IT infrastructure deployment/ software development, hardware, networking, security management in IT projects. iii. Good people management and communication skills iv. Result oriented and self-motivated for working in rural areas and cross reporting structure v. Experience in e-Governance related projects of organizations /departments/NGO/Non-Profit organization vi. Willingness to travel across the district at the Gram Panchayats

Roles and Responsibilities of Ukhrul District Managers

- i. Supporting DeGS in program management and last mile implementation of CSCs in all the Gram Panchayats within the Ukhrul District Administration.
- ii. Coordinating with the State teams, CSC SPV teams and National team for smooth implementation.
- iii. Working with DeGS for selection of VLEs, CSC locations and enabling factors ensuring smooth operations of CSCs.
- iv. District Managers would be the first point of contact for redressing VLEs' issues and the issues raised at the Help Desk.

- v. District Managers would facilitate the capacity building and training activities conducted by CSC SPV and State/UT in the district for increasing sustainability of CSCs.
- vi. Co-ordinating with other State/UT departments along with State teams for enablement of more services into the CSC platform and integrating existing services/portals into the universal CSC technological platform.
- vii. Conducting regular field level assessments of CSCs within the district. It is proposed to provide Geo- Tagged application support to these resources for undertaking regular field visits of CSCs within their operational district providing a hand-holding support to VLE.
- viii. Co-ordinating with DeGS for review meetings on implementation progress within the district.
- ix. Supporting DeGS in implementation, decision making and all other activities as assigned by the DeGS

Documents required in support of the eligibility criteria are as detailed below:

- 1. Age Proof:** 10th Admit Card or school leaving certificate or birth Certificate.
- 2. Education Qualification:**
 - i.** High School (Class 10th) and Intermediate (Class 12th) Certificate
 - ii.** Degree or provisional pass certificate.
 - iii.** All semester wise or year wise individual mark sheets.
 - iv.** 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)]
- 3. Work Experience:**
 - i.** Offer letter and last three month's salary slip from current employer.
 - ii.** These documents should clearly indicate the date of joining and date of relieving for each of the previous and current employer(s).
 - iii.** 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
- 4. Identity Proof:** College ID, PAN card, Driving License, Passport, voters ID card or any other ID card attested by a gazette officer
- 5. Documentary Proof as Home District:** Residence Certificate from the competent authority
- 6. Caste Proof (if applicable):** Relevant Caste Certificate from the competent authority

HOW TO APPLY:

- Candidates are required to fill in the application as per the provided format (**APPLICATION FORM**)
- Candidates are required to submit a duly filled up application form (along with supporting documents) latest by 30th January, 2016 to the following **address:**
**Office of National Informatics Centre
(NIC) Ukhrul District Unit, Manipur-
795142
Room No. E/305, East Block,
2nd Floor, Mini-Secretariat,
Ukhrul**
- Applications received after the due date i.e. 30th January, 2016 will not be considered.
- Original copies of the supporting documents for the eligibility criteria will be required to be produced at the time of interview.

SELECTION PROCESS:

The selection process for District Manager will be as follows:

- i. Depending on the number of eligible applications received, Selection Committee may choose to declare the shortlisted candidates.
- ii. The candidates based on academic qualifications and work experience, the Selection Committee may conduct a written test for the same.
- iii. Shortlisted candidates will be called for an interview by the selection committee. The date and venue will be intimated to the shortlisted candidates through email and Mobile phone no. provided in their application form.
- iv. The date of interview will notified later and date fixed by the Selection Committee will be final and no request will be entertained for rescheduling of these dates.
- v. Final selection would be made based on the academic qualifications, work experience and interview.
- vi. Applicant must carry his / her original documents of educational qualifications, work experience and other relevant certificates along with the photo ID for the interview.
- vii. Inability to produce any of the documents (both original and attested copy) at the time of interview will render the applicants ineligible for the selection and would not be allowed to appear for interview.
- viii. Shortlisted candidates and Final result will be published on the district website <http://www.ukhrul.nic.in> and a separate notification will be also be sent over the email and mobile. Other instructions, if any, in this regard would also be displayed on the website. Applicants are, therefore, advised to visit the District official website at regular intervals.