Gujarat Informatics Limited

Department of Science & Technology, Govt. of Gujarat

CONTRACTUAL ENGAGEMENT OF DISTRICT PROJECT MANAGER
(ON CONTRACTUAL BASIS)

FOR

e-DISTRICT MANAGER FELLOWSHIP PROGRAMME UNDER e-DISTRICT PROJECT

e-District MISSION MODE PROJECT (MMP)

Applications are invited from eligible candidates having 2 Years of IT/e-Governance experience post completion of BE(CE or IT) / B.Tech(CE or IT) / MCA / MSC(IT) with minimum of 60% marks for engagement of District Project Manager to be posted in each district of Gujarat. Considering current requirement District Project Manager will be deployed at Anand, Surendranagar, Tapi, Mehsana and Arvalli or any future requirement at District Head Quarters on purely contractual basis under e-District Manager Fellowship program of e-District MMP. Applicants must be of 23 – 35 years old as on last date of submission of application. For further details please visit www.ojas.gujarat.gov.in

Managing Director

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CONTRACTUAL ENGAGEMENT OF DISTRICT PROJECT MANAGER
FOR
DISTRICT PROJECT MANAGER FELLOWSHIP PROGRAMME UNDER e DISTRICT PROJECT

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e-District MISSION MODE PROJECT (MMP)

Applications are invited from eligible candidates for engagement of District Project Manager on purely contractual basis under e-District Manager Fellowship program of e-District Project. Applicants must be of 23 – 35 years old as on last of submission of application.

Name of Position	*No. of Vacancies*	*Period of Engagement*	Fixed Remuneration	Essential Qualification & Experience
e-District Project Manager	5	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.	1st Year: Rs. 23,500 per month Please refer **Annexure- 1** for the list of Districts	a. Must be 23 – 35 years old as on last date of submission of application. b. BE (CE or IT) / B.Tech. (CE or IT) / MCA / MSC(IT) with minimum of 60% marks. (Full time programme from recognized University) c. Knowledge of English, Hindi & Gujarati d. Minimum of two (2) years of work experience preferably in IT / e-Governance related field e. Candidates with certifications like PMP, Prince2, CCNA, CCNP, ITIL, Six Sigma would be having an edge.

* The percentage increment will depend on the performance evaluation and can vary. Please refer to terms and condition of engagement for more details.

Desired skills of the candidates:

  i.   Prior project management experience preferably in state Government
  ii. Experience in IT project management, infrastructure deployment(IT), software development, IT networking and IT security management is preferred.
  iii. Good people management and communication skills.
  iv. Result oriented and self-motivated
  v.   Candidate should have the local knowledge of the State/District
  vi. Experience in computerization of organizations / departments/state government department will be an added benefit

Selection Process:

1. Notification and guidelines for recruitment of District Project Manager shall be upload on www.ojas.gujarat.gov.in
2. Applicant will have to submit online applications.
3. Candidates shall have to go through an OMR-based Multiple-choice Exam.
4. Candidates will have to secure a minimum of 50% in the Written Exam to be eligible for the final Interview. A Merit list of candidates shall be prepared based on the Written Exam.
5. Interview of the shortlisted candidates shall be conducted centrally in Gandhinagar.
6. The shortlisted candidate shall be called for interview for the District he has applied. However, final selection of the candidate shall not be bound to the District applied by him/her.
7. The documents required in support of the eligibility criteria are as detailed below (However these documents will be required to be submitted only at the time of interview for the shortlisted candidate:

Age Proof	10th or 12th standard mark sheet or school leaving certificate or birth certificate.
Education Qualification	For Graduation/Post Graduation i. Final year mark sheet. ii. 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)] iii. Degree or provisional pass certificate. For 10th & Intermediate iv. High School (Class 10th) and Intermediate (Class 12th) Certificate
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	Copy of PAN card, Driving License, Passport, voters ID card or any other ID card attested by a gazette officer

TERMS & CONDITIONS:

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

  i. The engagement of e-District Manager will be purely on contractual basis, contracted by District

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

iv. The engagement being purely contractual in nature for the Fellowship Program, the selected candidate shall not be entitled for any gratuity, provident fund, or pension benefit.

v. Incomplete or wrongly filled applications will be rejected.

vi. No correspondence shall be entertained with the candidates not selected for the interview or thereafter.

vii. Canvassing in any form will result in disqualification.

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

ix. The undersigned reserves the right to cancel any or all the applications without assigning any reason thereof.

Job Description
District Project Managers

The detailed job description of the District Project Manager is as follows:

The District Project Manager is responsible for successful implementation of the Digital Gujarat and other e-Governance projects in the district. To accomplish this, it is expected that the District Project Manager would undertake the following tasks:

1. Coordinate with State Project Management Unit (SPMU), SeMT & DST/GIL for project reporting.

2. Coordinate with NIC personnel deployed in the district.

3. Facilitate acceptance of supply, installation and commissioning of hardware & peripherals deployed at all the designated offices in district level

4. Submission of weekly report to District Magistrate (DM) / District Collector (DC) on progress of projects) or any officer designated for implementation of Project(s) by the State at district level

5. Organizing Project review meetings including preparation of agenda, operational support and help in drafting Minute of Meetings.

6. Facilitate data digitization, networking, site preparation and training / workshop activities in the district

7. Regular review of all the services delivered under e-Governance projects and help in resolution of operational issues, if any.

8. Study the project implementation in other districts, which are doing better, for adoption of better practices.

9. Synchronization with other e-Governance projects in the District.

10. Preparation of risk registers for highlighting the risks to project(s).

11. Awareness in the district about the e-Governance projects and other Digital initiatives.

12. Training to other stakeholders, as and when required

13. Any other project related activities for e-Governance projects.

14. Monitor and report the number of transactions happening in the districts under various service categories.

15. Monitor the service levels of the services being provided.

16. Escalate to the DM / DC / or any officer designated for implementation of the projects by the State at district level for cases for which services have been delayed.

17. Be the first point of escalations for any failure in the performance of the service.

18. Carry-out root-cause analysis for any service level failures.

19. Ensure the technical infrastructure is working.

20. Co-ordinate with NIC for resolution of any technical failure.

21. Training to other stakeholders, as and when required

Annexure 1

Sr No	District
1	Anand
2	Arvalli
3	Mehsana
4	Surendranagar
5	Tapi