

Advertisement

Assam Electronics Development Corporation Limited (AMTRON), Industrial Estate, Bamunimaidan, Guwahati-781021 invites applications from eligible candidates to fill up a vacancy in the post/position of *e-District Project Manager* in the district of Dima Hasao, on purely contractual basis for 11(eleven) months. The contract may be renewed for maximum of 17 (seventeen) more months in a block of 11 months or less at a time, subject to satisfactory performance in the previous contract period.

The “e-District Project” is a Mission Mode Project (MMP) under National e-Governance Plan (NeGP) funded by Department of Electronics & Information Technology, Government of India. The project aims at integrated, seamless and online delivery of Government to Citizen (G2C) services at the district level through Common Services Centres (CSC) and other notified delivery channels e.g. the Public Facilitation Centers which have already been set up in the Offices of the District Administration and Circle Offices in Assam. To facilitate hand-holding support to the district administrations in rolling out of the said Project and to provide assistance in delivery of G2C services as well to coordinate & liaison with various stakeholders of the Project, an e-District Project Manager is required at each of the districts in the State of Assam.

SDA: The Information Technology Department, Govt of Assam is the nodal department and AMTRON is the State Designated Agency (SDA) for implementation of the said project in Assam. For the purpose of this recruitment process, SDA shall mean the Assam Electronics Development Corporation Ltd. with its Head-Quarters at Industrial Estate, Bamunimaidan, Guwahati-781021, Assam, referred to, in short, as AMTRON.

TERMS AND CONDITIONS of engagement of e-District Project Manager are as given below in details:

Name of Post/position: e-District Project Manager

Number of Posts: 1 (one)

Place of posting: Office of the District Administration, Dima Hasao district, Haflong

Reporting:

- Directly to Deputy Commissioner or any officer designated for implementation of the e-District Project by the State at district level.
- Directly to the Project in charge of the SDA
- Directly to the Project Management Unit through PMIS which has to be updated at least on a fortnightly basis

Key Functions: He/she will work to ensure that the e-District project is rolled out within the stipulated timelines in his/her district. He/She will coordinate with various stakeholders at District level, Sub-division level, Circle/Block level, System Integrator, State level officials, SDA, DeGS, SeMT, SPMU, NPMU and other stakeholders.

JOB DESCRIPTION of the e-District Project Manager is broadly divided into 2 parts as given below:

(a) Project Implementation Phase: It is expected that the e-District Manager would undertake the following tasks:

- Coordinate with State Project Management Unit (SPMU) for project reporting
- Coordinate with System Integrator (SI) personnel deployed in the district
- Facilitate acceptance of supply, installation and commissioning of hardware & peripherals deployed at all the designated offices in district level.
- 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 the State at district level
- Organizing e-District review meetings including preparation of agenda, operational support and help in drafting Minute of Meetings
- Submit reports and update status in PMIS
- Facilitate data digitization, networking, site preparation and training / workshop activities in the district
- Regular review of all the services delivered under e-District project and help in resolution of operational issues, if any.
- Study the e-District project implementation in other districts, which are doing better, for adoption of better practices.
- Synchronization with other e-Governance projects in the District.
- Managing relationship with educational Institute for study and improvement in project.
- Preparation of risk register for highlighting the risks to project
- Awareness in the district about the e-District project
- Facilitate the impact assessment study in the district
- Training to other stakeholders, as and when required
- Any other project related activities for e-District MMP
- Any other duties as assigned by State Designated Authority (SDA)/Govt. of Assam.

(b) Operations phase:

- Monitor and report the number of transactions happening in the districts under various service categories
- Monitor the service levels of the services being provided
- Escalate to the DC / or any officer designated for implementation of the e-District Project by the State at district level for cases for which services have been delayed
- Be the first point of escalations for any failure in the performance of the service
- Carry-out root-cause analysis for any service level failures
- Ensure the technical infrastructure is working as per the service levels of the System Integrator (SI)
- Co-ordinate with SI help-desk for resolution of any technical failure
- Training to other stakeholders, as and when required
- Any other e-District related activity for managing the e-District operations
- Attendance of e-District Manager will be monitored through Project Management Information System (PMIS) tool which is being deployed by the National Project Management Unit (NPMU)
- Any other duties as assigned by State Designated Authority (SDA)/Govt. of Assam.

The job description/ assignment of duties of the e-District Project Manager (e-DPM) may change from time to time, without assigning any notice. Refusal on part of an e-DPM to carry

out assigned duties shall invite disciplinary action as per procedures of the SDA/ Govt. of Assam and may lead to termination of service of the candidate.

The desired skills are as follows:

- Should have prior project management experience
- Should be computer literate with focus on knowledge and usage of Free and Open Source Software
- Should be conversant with the IT Act 2000 and its subsequent amendments and Rules thereunder
- Should be conversant with the IT Policy of Assam 2009
- Knowledge/ Experience in the domain of IT Projects, IT infrastructure deployment / software development, hardware, networking, security management in IT projects is preferred
- Should be conversant with NeGP Projects
- Should possess good people management and communication skills
- Should be result oriented and self-motivated
- Should have the local knowledge of the State/District
- Experience in computerization of organizations / departments will be an added benefit

ELIGIBILITY CRITERIA:

(i) Educational Qualification:

BSc. Tech. / B. Tech. / MCA / B.E. / MBA / M.Sc. in Computer Science Engineering or Information Technology / DOEACC 'B' Level certificate from reputed institutions with a minimum 65% of marks (relaxable to 50% in case of SC/ST candidates only) in aggregate or equivalent in the final examination.

(ii) Work Experience: A minimum of 2 years of work experience in IT / e-Governance field is preferable

(iii) Age limit: Candidate should be within minimum 18 years and maximum 38 years of age on 1-1-2015. Relaxation of maximum age limit for candidates belonging to SC and ST will be 5(Five) years as per Govt. rules.

(iv) Candidates must be fluent in English and Hindi (reading, writing and speaking) and any one of the local languages, namely Assamese/Bodo/Bengali (reading, writing and speaking).

(iv) The applicant must upload the following documents while submitting their online applications to support the eligibility criteria mentioned in (i), (ii) and (iii) above:

- Age Proof: 10th standard Admit Card/certificate for examination or birth certificate.
- Education Qualification (Graduation / Post Graduation):
Final Year mark sheets and
Degree or provisional pass certificate
- Work Experience, if any:
Appointment Letter from Last/Current Employer. The document should clearly indicate the date of joining.
- Photo identity Card: PAN card, Driving License, Passport, Voters ID card or Photo Identity card issued by the previous Employer or any other Photo ID card.

- Scan Copy of photograph of the candidate (Passport size)
- Scan copy of candidate's signature

HOW TO APPLY: A candidate may apply online through website www.amtron.in. No other mode of application is acceptable. The online registration shall close by midnight of the last date of submission of applications as mentioned below in this notification. Incomplete or wrongly filled up applications will be rejected. On submission of the online applications, the applicants will receive an acknowledgment number which he / she needs to retain for use in future. It is to be noted that submission of the online application does not automatically qualify any candidate for the position and also does not imply verification of credentials for each candidate.

Important Dates :

Start Date for submission online application: 3/9/2015

Last Date for submission online application: midnight of 6/9/2015

Calling the candidates through e-mail for viva-voce: 12/9/2015

Date of Viva-Voce: 14th September 2015

Venue of Viva-Voce: Assam Electronics Development Corporation Limited, Industrial Estate, Bamunimaidan, Guwahati-781021

All communication, henceforth, will be done through the website www.amtron.in. Candidates are advised to check the website and be updated on a regular basis.

SELECTION PROCEDURE:

Online applications of the applicants will be shortlisted on the basis of the eligibility criteria and the shortlisted candidates will be called through e-mail for a viva-voce. A Selection Committee will be constituted for the viva-voce. Selection of the candidates will be done on the basis of their Academic qualifications and their performance in viva-voce

A candidate should be ready to appear at his/her own expense at Assam Electronics Development Corporation Limited, Industrial Estate, Bamunimaidan, Guwahati – 781021 for the Viva-Voce. No request/claim for TA/DA will be entertained to appear for the viva-voce.

The candidates appearing in the viva-voce will have to produce the documents(both original and attested copy) at the time of viva-voce, to support their eligibility. Inability to produce any of the such documents at the time of interview/viva-voce, or falsification of documents, will render the applicants ineligible for selection and would not be allowed to appear for interview. If an applicant qualifies in the selection process and, subsequently, post his / her appointment, it is found that he / she does not fulfill the eligibility criteria, then his/ her services would be terminated without any notice or compensation. If at any time, it is found that the documents submitted by the applicant are not genuine then the application will be rejected and if the applicant has been appointed for the said post then the appointment will be terminated and appropriate legal action will be taken against the candidate.

AMENDMENTS/ ADDENDUM/ DELETIONS to these Terms and Conditions shall only be notified through the website. All interested candidates are required to visit the website regularly. Candidates may note that all subsequent notices, Amendments/ Addendum concerning the recruitment of the e-District Project Managers shall ONLY be posted on the

website. Failure of the candidate to go through these notifications and postings and any consequences arising of the same shall in no way make the SDA liable to bear any costs/ compensation or any benefit direct or indirect to the candidate.

TRANSFERS: The job is transferable anywhere in Assam, including temporary postings outside the District Head Quarters, for short duration, or any such duration as may be required in public interest for completion of the project to Sub Divisions, Block and Circle HQ or any other place without any guarantee of accommodation and residence.

EMOLUMENTS: Gross Rs 23004/- per month, TA/ DA as per the norms of the SDA for the 1st 11(eleven) months with a maximum of 10% increase in gross emoluments in successive contract period subject to contract renewal.

SUSPENSION: A candidate, if appointed, during currency of his/her engagement may be suspended by the appointing authority for non-performance, adoption of fraudulent means, miss-appropriation of public moneys or fund, or any other reason for which the appointed authority may deem fit that a disciplinary proceeding as per procedure of the SDA/Govt. of Assam is warranted against him/her and he/she is required to be removed from the place of assignment forthwith. Such suspension within first two years shall be deemed to be termination. During such periods of suspension, not considered termination, he/ she shall be compensated with such emoluments as admissible under SDA/ Govt. of Assam.

TERMINATION WITH ONE (1) MONTH NOTICE:The SDA may terminate the candidate from the post of e-District Project Manager for non-performance or any other reason with a notice of one month with/ without compensation of his/ her emoluments for a period maximum of 30/31 days. However, this does not prevent the SDA from terminating the candidate at any short notice or even without notice in special circumstances or in public interest. On the other hand, the candidate may serve a notice of one month in case he/ she does not want to continue in the assigned post for any reason thereof. However, in such cases, the SDA shall not bear any compensation.

PERMANENT ABSORPTION: The candidate shall have no claim for permanent absorption in AMTRON/SDA/ Govt. of Assam in any form or under any other pretext or expectation by the candidate at any time.

MORAL TURPITUDE AND OF UNSOUND MIND: A candidate if found or declared by an authority or court of law to be of unsound mind, or to be involved in any criminal/ anti-social/ anti-national activity or involved in any immoral activity shall be terminated with immediate effect without assigning any further reason or providing any compensation.

INDEMNIFICATION:The candidate shall indemnify the SDA/ Govt. of Assam for any liability/ libel/ compensation/ suit/ infringement of any provisions of law for the time being in force for any action of the candidate purported to have been committed/ omitted by him/ her at his/ her sole discretion and will.

UNDERTAKING: A candidate who has registered his/ her candidature for the post of e-District Project Manager through the website www.amtron.in in response to this Notification shall be deemed to have thoroughly read and understood the meaning and purport of the

Terms and Conditions as per this notification and shall be deemed to have signed an undertaking to the effect that he/ she is of sound mind and has read the Terms and Conditions mentioned in the Notification and shall abide by the same during the course of the selection process, and if, appointed to the post of e-District Project Manager in any district of Assam, during the currency of the appointment, including any notice period/ suspension.

Sd/-

Managing Director

Assam Electronics Development Corporation Ltd.