

Advt. No. N-21/2/2014-NeGD

Digital India Corporation
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Web Advertisement
08.03.2024

Digital India Corporation has been set up by the 'Ministry of Electronics & Information Technology, Government of India', to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man. It is a 'not for profit' Company under Section 8 of the Companies Act 2013. The Company has been spearheading the Digital India programme of the Government of India, and is involved in promoting use of technology for e-Governance/e-Health / Telemedicine, e-agriculture, e-Payments etc. The Digital India programme promotes safety and security concerns of growing cashless economy and addresses challenges confronting its wider acceptance. It also promotes innovation and evolves models for empowerment of citizens through Digital initiatives and promotes participatory governance and citizen engagement across the government through various platforms including social media.

Digital India Corporation is currently inviting applications for the following positions purely on Contract/ Consolidated basis for SEMT project:-

Sr. No.	Name of the Post	Number of Positions
1.	Head SeMT	31
2.	Senior Consultant	40
3.	Consultant	47

** The place of posting shall be subject to selection in the Stats. However, the position is transferable to other project locations, as per existing policy of Digital India Corporation.

Screening of applications will be based on qualifications, age, academic record and relevant experience. Digital India Corporation reserves the right to fix higher threshold of qualifications and experience for screening and limiting the number of candidates for interview. Only shortlisted candidates shall be invited for selection interviews. Digital India Corporation reserves the right to not select any of the candidate without assigning any reason thereof.

The details can be downloaded from the official website of DIC, NeGD, MyGov, & MeitY viz. www.dic.gov.in, www.negd.gov.in, www.mygov.in, & www.meity.gov.in

Eligible candidates may apply ONLINE: <https://ora.digitalindiacorporation.in/>

1. Job Description: Head SEMT

Job Description	
Position	Head of SeMT / Principal Consultant
Domain	Techno Program Management
Department	SeMT - State e-Mission Team
Reports To	State IT Secretary / Head of State designated Agency /President & CEO, NeGD
Job Code	PC-SEMT
No of positions	31 (Refer Annexure-I for details)

Job Objective

The Objective of this job is primarily to provide Techno-Program Management Consultancy in overall management of various e-Governance Initiatives/Missions:

- Of all the State/UT's Line Departments.
- On the various IT initiatives of the Central Ministries, MeitY/NeGD/DIC.
- Oversee the functioning of the team working directly under him/her.
- Work closely with the State IT Department / the designated State IT Nodal Agency along with NeGD for successful implementation.

The Head-SeMT would report directly to the State IT Secretary or the Head of the designated State IT Nodal agency, where the SeMT is placed, with a dotted line reporting to the Director CB and President & CEO, NeGD.

Primary Responsibilities:

Program Management

- Implementation of MMPs, Digital India Program components and other State/UTs IT projects.
- Assist in understanding and analyzing the policy guidelines issued by various central agencies/ committees/ NeGD etc.
- Ensuring that e-Governance projects are aligned with the Digital India Standards.
- Assist in overall appraisal of e-Governance projects / project management and procurement processes for the State Projects.
- Develop and establish administrative governance and monitoring framework for the State IT Department and NeGD.
- Identifying new e-Governance projects for enhancing the existing applications using latest emerging technologies.
- Provide strategic guidance, expertise, and leadership to State/UT Government Officials.
- Provide support for interdepartmental queries related to technical, architectural, inter dependency, standards, security, core ICT infrastructure.
- Manage the financial affairs of the SeMT's and provide regular inputs to Secretary State IT / NeGD.

SeMT Management

- Overall functioning of SeMT with respect to State Government requirements for implementation of e-Governance initiatives.
- Defining Roles and Responsibilities to the SeMT personnel for ensuring effective service delivery and establishing performance targets.
- Identifying gaps in SeMT personnel for need-based training.
- Mentorship to SeMT personnel based on the project/department requirements.

Capacity Building

- Assist in forming a Capacity Building Team at State Level in coordination with Capacity Building & Management Cell (CBMC), NeGD.
- Identify the training requirements and course finalization for the State with CBMC Division.
- Support the State Government in the roll out of awareness and communication of the Digital India Program.
- Ready to take expert level workshops as and when required based on the expertise.

Technology Management

- Provide technical consultancy in successful implementation & roll-out of the various e-Governance Projects of the State/UT in developing robust ICT infrastructure
- Provide support to State Government in defining the standards for application / infrastructure architecture development in line with emerging technologies.
- Analyze and ensure best Practices / Standards & Guidelines along with strategic control, security, disaster recovery and business continuity for all the existing / proposed IT Projects.
- Ensure utilization of the common infrastructure being setup under Digital India Program for projects implementation at State level.

Miscellaneous

- Assist in EoI / DPR/ RFP/ Contracts and other documents for the State / UT.
- Identify Change Management/ BPR needs of the department and formulate change management strategies.
- Provide progress report of the SeMTs to NeGD.

In addition to the above Primary Responsibilities the incumbent may be assigned any other task related to e-Governance Projects from time to time by Secretary IT of the State/ Head of Nodal Agency/ NeGD.

Profile : Head of SeMT / Principal Consultant	
Education	Desired Skills & Experience
Essential Criteria: Graduation: B.E. / B. Tech. /MCA Post Graduation: M.Tech/ M.S/ MBA Desirable Criteria: Ph.D in relevant topic	Essential • 15 plus years of experience in IT project management and implementation roles. • Executed atleast 2 projects in any of the technologies - Big Data Analytics/ Artificial Intelligence/ Machine & Deep Learning/ Blockchain Technology/ Internet of things/ Enterprise Architect/ GIS, Drone & Arial Technology/ Cloud Computing etc Desirable: • 8+ years' experience of managing a complete life cycle of large scale IT / e-Governance projects. • Certification in PMP / PRINCE2/ SCRUM or equivalent • Certification in TOGAF, ITIL, Emerging Technologies (Blockchain, AI&ML, Cloud Computing or industry-specific certification) • Experience in IT Procurement processes • Experience of working in a Government setup • In-depth knowledge of business processes, best practices, and industry standards relevant to the government domain • Exposure to diverse management techniques and capacity building. • Project Management Skills. • Strong Communication skills • Fluent with the local language of the State applied for

2. Job Description: Senior Consultant

Job Description	
Position	Senior Consultant
Domain	Techno-Program Management
Project / Department	SeMT - State e-Mission Team
Reports To	Head - SeMT /SPOC
Job Code	SC-TPM
No of positions	40 (Refer Annexure-I for details)

Job Objective

The Objective of this job is primarily to provide Techno-Program Management Consultancy in overall management of various e-Governance Initiatives/Missions:

- of all the State/UT's Line Departments.
- on the various IT initiatives of the Central Ministries, MeitY/NeGD/DIC.
- Work closely with the State IT Department / the designated State IT Nodal Agency along with NeGD for successful implementation.

The Sr. Consultant would report directly to the Head SeMT, where he/she is placed.

Primary Responsibilities:

Program Management

- Implementation of MMPs, Digital India Program components and other State/UTs IT projects.
- Assist in understanding and analyzing the policy guidelines issued by various central agencies/ committees/ NeGD etc.
- Ensuring that e-Governance projects are aligned with the Digital India Standards.
- Assist in overall appraisal of e-Governance projects / project management and procurement processes for the State Projects.
- Develop and establish administrative, governance and monitoring framework for the State IT Department and NeGD.
- Identifying new e-Governance projects for enhancing the existing applications using latest emerging technologies.
- Provide strategic guidance, expertise, and leadership to State/UT Government Officials.
- Provide support for interdepartmental queries related to technical, architectural, inter dependency, standards, security, core ICT infrastructure.
- Manage the financial affairs of the SeMT's and provide regular inputs to Secretary State IT / NeGD.

Design & Architecture

- Provide technical consultancy in successful implementation & roll-out of the various e-Governance Projects of the State/UT in developing robust ICT infrastructure
- Provide support to State Government in defining the standards for application / infrastructure architecture development in line with emerging technologies.
- Analyze and ensure best Practices / Standards & Guidelines along with strategic control, security, disaster recovery and business continuity for all the existing / proposed IT Projects.
- Ensure utilization of the common infrastructure being setup under Digital India Program for projects implementation at State level.

Technical Appraisal

- Assist in overall appraisal of e-Governance projects in State / UT including proposals from bidders.
- Assist / conduct procurement processes, technical evaluations and project management processes for the State Projects.
- Provide support for interdepartmental queries related to technical, architectural, inter dependency, standards, security, core ICT infrastructure.
- Provide support to State Government in defining the standards for application / infrastructure architecture development in line with emerging technologies.

Miscellaneous

- Assist in EoI / DPR/ RFP/ Contracts and other documents for the State / UT.
- Identify Change Management/ BPR needs of the department and formulate change management strategies.
- Provide progress report of the SeMTs to NeGD.
- Support in monitoring/ help establish suitable network/ IT infrastructure monitoring system at the State level.
- Provide progress on various e-Governance Projects in the State/UTs to the Head SeMT/SPOC.

In addition to the above Primary Responsibilities the incumbent may be assigned any other task related to e-Governance Projects from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT.

Profile : : Senior Consultant	
Education	Skills & Experience
Essential Criteria: Graduation: B.E / B.Tech / MCA Desirable Criteria: Post Graduation: M.Tech. /M.S	Essential: • Minimum 10 plus years of experience in IT Projects, covering the following - • Executed At least 1 project, in any of the technologies - Big Data Analytics/ Artificial Intelligence/ Machine & Deep Learning/ Blockchain Technology/ Internet of things/ Enterprise Architect/ GIS, Drone & Arial Technology/ Cloud Computing etc Desirable: • 3+ years' experience of managing a complete life cycle of large scale IT / e-Governance projects. • Certification in PMP/ PRINCE 2, TOGAF, ITIL, Emerging Technologies • Experience in Procurement processes (including preparation of DPR, EoI, RFP) • Experience of working in a Government set up • Exposure to diverse management techniques and capacity building. • In-depth knowledge of business processes, best practices, and industry standards relevant to the government domain • Project Management Skills. • Strong Communication skills • Fluent with the local language of the State applied for

3. Job Description: Consultant

Job Description	
Position	Consultant
Domain	Techno-Program Management
Project / Department	SeMT - State e-Mission Team
Reports To	Head - SeMT / State SPOC
Job Code	C-TPM
No of positions	47 (Refer Annexure-I for details)

Job Objective

The Objective of this job is primarily to provide Techno-Program Management Consultancy in overall management of various e-Governance Initiatives/Missions:

- a) of all the State/UT's Line Departments.
- b) on the various IT initiatives of the Central Ministries, MeitY/NeGD/DIC.
- c) Work closely with the State IT Department / the designated State IT Nodal Agency along with NeGD for successful implementation.

The Consultant would report directly to the Head SeMT, where he/she is placed.

Primary Responsibilities:

- Implementation of MMPs, Digital India Program components and other State/UTs IT projects.
- Assist in understanding and analyzing the policy guidelines issued by various central agencies/committees/ NeGD etc.
- Ensuring that e-Governance projects are aligned with the Digital India Standards.
- Assist in overall appraisal of e-Governance projects / project management and procurement processes for the State Projects.
- Develop and establish administrative, governance and monitoring framework for the State IT Department and NeGD.
- Identifying new e-Governance projects for enhancing the existing applications using latest emerging technologies.
- Provide strategic guidance, expertise, and leadership to State/UT Government Officials.
- Provide support for interdepartmental queries related to technical, architectural, inter dependency, standards, security, core ICT infrastructure.
- Provide technical consultancy in successful implementation & roll-out of the various e-Governance Projects of the State/UT in developing robust ICT infrastructure.

- Provide support to State/UT Government in defining the standards for application / infrastructure architecture development in line with emerging technologies.
- Analyze and ensure best Practices / Standards & Guidelines along with strategic control, security, disaster recovery and business continuity for all the existing / proposed IT Projects.
- Ensure utilization of the common infrastructure being setup under Digital India Program for projects implementation at State level.

Technical Appraisal

- Assist in overall appraisal of e-Governance projects in State / UT including proposals from bidders.
- Assist / conduct procurement processes, technical evaluations and project management processes for the State Projects.
- Provide support for interdepartmental queries related to technical, architectural, inter dependency, standards, security, core ICT infrastructure.
- Provide support to State/UT Government in defining the standards for application / infrastructure architecture development in line with emerging technologies.

Miscellaneous

- Assist in EoI / DPR/ RFP/ Contracts and other documents for the State / UT.
- Identify Change Management/ BPR needs of the department and formulate change management strategies.
- Provide progress report of the SeMTs to NeGD.
- Provide progress report on various e-Governance Projects in the State/UTs to the Head SeMT/SPOC.

In addition to the above Primary Responsibilities the incumbent may be assigned any other task related to e-Governance Projects from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT.

Profile : Consultant	
Education	Skills & Experience
Essential Criteria: Graduation: B.E / B.Tech / MCA Desirable Criteria: Post Graduation: M.Tech. / M.S	Essential: • 5 plus years of experience in implementing IT projects with atleast 2 years of experience in managing large IT/ e-Governance projects. Desirable: • At least 1 project in any one of the technologies - Big Data Analytics/ Artificial Intelligence/ Machine & Deep Learning/ Blockchain Technology/ Internet of things/ Enterprise Architect/ GIS, Drone & Arial Technology/ Cloud Computing • Experience of working with a Government set up. • Certification in PMP/ PRINCE2, TOGAF, ITIL, any of the above Emerging Technologies (is an added advantage. • Exposure to diverse management techniques and capacity building. • Experience in Procurement processes In-depth knowledge of industry business processes, best practices, and standards relevant to the government domain • Fluent with the local language of the State applied for • Strong Communication skills • Project Management Skills

Annexure-I

The state wise requirement (mentioned as Yes) is given below:

Description		Head SeMT	Sr. Consultant	Consultant
Total Number of Positions		31	40	47
Sr..No.	State/UT			
1	Andaman & Nicobar Islands	Yes	Yes	Yes
2	Andhra Pradesh	Yes	Yes	
3	Arunachal Pradesh	Yes	Yes	Yes
4	Assam	Yes		Yes
5	Bihar	Yes	Yes	
6	Chandigarh	Yes	Yes	Yes
7	Chhattisgarh	Yes	Yes	Yes
8	DnH&DD	Yes	Yes	Yes
9	Delhi	Yes	Yes	Yes
10	Goa	Yes	Yes	
11	Gujarat	Yes	Yes	Yes
12	Haryana	Yes		Yes
13	Himachal Pradesh	Yes	Yes	Yes
14	Jammu & Kashmir	Yes		Yes
15	Jharkhand	Yes	Yes	Yes
16	Karnataka			Yes
17	Kerala	Yes	Yes	
18	Ladakh	Yes	Yes	Yes
19	Lakshadweep	Yes	Yes	Yes
20	Maharashtra	Yes	Yes	Yes
21	Manipur		Yes	Yes
22	Meghalaya	Yes	Yes	Yes
23	Mizoram	Yes	Yes	Yes
24	Nagaland		Yes	Yes
25	Odisha	Yes	Yes	
26	Puducherry	Yes	Yes	Yes
27	Punjab	Yes		Yes
28	Rajasthan	Yes	Yes	Yes
29	Sikkim	Yes	Yes	Yes
30	Tamil Nadu	Yes	Yes	Yes

31	Telangana	Yes		Yes
32	Tripura		Yes	Yes
33	Uttar Pradesh	Yes	Yes	
34	Uttarakhand	Yes	Yes	Yes
35	West Bengal	Yes	Yes	Yes

NOTE: - The list of States having open positions is ONLY tentative and may change at the time of deployment

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General Conditions applicable to all applicants covered under this advertisement:

1. Those candidates, who are already in regular or contractual employment under Central / State Government, Public Sector Undertakings or Autonomous Bodies, are expected to apply through proper channel or attach a 'No Objection Certificate' from the employer concerned with the application OR produce No Objection Certificate at the time of interview.
2. Digital India Corporation reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
3. The positions are purely temporary in nature for the project of Digital India Corporation and the appointees shall not derive any right or claim for permanent appointment at Digital India Corporation or on any vacancies existing or that shall be advertised for recruitment by Digital India Corporation in future.
4. Digital India Corporation reserves the right to terminate the appointments of all positions with a notice of one month or without any notice by paying one month's salary in lieu of the notice period.
5. The maximum age shall be as on the last date of receipt of the applications. Screening of applications will be based on qualifications, age academic record and relevant experience.
6. In case of a query, the following officer may be contacted

Ms. Vinaya Viswanathan
Head- HR
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6 CGO, Complex Lodhi Road,
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