

District E – Governance Society , Moradabad 244 001 UP

Walk-in-interview for the post of Resource Person/District Manager will be held on 16 July 2016 at NIC , Collectorate, Moradabad UP from 9:30 AM. All applicants are supposed to submit duly filled in form (attached herewith) with self attested photocopies of desired documents . Only those candidates will be interviewed who submits their forms till 11.00 AM on 16/07/2016. In no case forms will be collected after 11 AM on 16/07/2016.

ELIGIBILITY CRITERIA FOR SELECTION OF DISTRICT LEVEL MANPOWER RESOURCES

District Manager

Following is the eligibility criteria for recruitment to the post of District Manager

1. Essential Qualifications:

- (i) B.Tech/BE (Computer Science) /MCA
- (ii) Minimum of 2 years of relevant work experience in IT/e-Governance/IT related project coordination and program management in related fields
- (iii) Should be able to communicate in English and local language
- (iv) Should be aged between 24-35 years as on 01.12.2015
- (v) Should be resident of same District

2. Desired skills

- (a) Prior project management experience
- (b) Experience in the domain of IT projects, IT infrastructure deployment/software development/hardware networking, security management in IT projects
- (c) Good people management and communication skills
- (d) Result oriented and self motivated for working in rural areas and cross reporting structure
- (e) Experience in e-Governance related projects of organisation/departments/NGO/Non Profit Organisation.
- (f) Willingness to travel across the district at the Gram Panchayats.

Their engagement will be purely on “Contractual “ basis for one year and extendable, whose salary will be placed by CSC-SPV .

ROLES AND RESPONSIBILITIES OF DISTRICT LEVEL RESOURCES

1. Supporting DeGS in program management and last mile implementation in all the Gram Panchayats within District Administration.
2. Coordinating with state teams, CSC SPV teams and National team for smooth implementation.
3. Working with DeGS for selection of VLE, CSC locations and enabling factors ensuring smooth operations of CSCs
4. These resources would be first point of contact for redressing VLEs’ issues and the issue raised at Help Desk
5. These resource would facilitate the capacity building and training activities conducted by CSC SPV and State/UT in the district for increasing sustainability of CSCs.
6. Coordinating with other state/UT departments along with State teams for enablement of more services into the CSC platform and integrating the existing services/portals into the universal CSC technological platform.
7. Conducting regular field level assessment 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 handholding support to VLE.
8. Coordinating with DeGs for review meetings on implementation progress within the district.
9. Supporting DeGS in implementation, decision making and all other activities as assigned by the DeGS
10. DeGS has all rights to cancel the candidature of any candidates or all of the candidates without assigning any reason.

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APPLICATION FORM FOR THE POST OF CSC SPV DISTRICT MANAGER AT MORADABAD					
Note:- FILL IN ONLY CAPITAL LETTERS (Use only blue ball pen) A4 size paper					
First Name *		Surname*		Gender*	
Father/Husband's Name*					
Address for Communication*	Address 1 *		State *		Photo Self Attested
	Address 2		District *		
	Pincode *				
Permanent Address *	Address 1 *		State *		
	Address 2		District *		
	Pincode *				
Date of Birth* (DD/MM/YYYY)				Age (As on 1 st April, 2013)	
Email ID*					
Contact No (Mobile)*			Contact No (Landline)		
Qualification *					
S.No.	Qualification	Name of Institution/University	Year of Passing	Marks in %/CGPA	Type (Full time/part time/distance)
1	Post Graduation				
2	Graduation				
3	12th				
4	10th				
Languages Known		Read	Write	Speak	
	Hindi				
	English				
	Other				
Work Experience					
	Name of Employer	From Date (Month/Year)	To Date (Month/Year)	Designation	Total Experience (In Months)
1					
2					
3					
Photo ID Proof*			Resident* /Domicile certificate No.		

The original copies of domicile,educational qualifications, experience certificate, Address proof and photo ID proof should be carried along at the time of interview.

Only those candidates are eligible who are resident of Moradabad District

I hereby declare that all the statements made in my application and the attached job application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage, my application is liable to be rejected and if already appointed, my services are liable to be terminated without notice.

Applicant Signature