



OFFICE OF THE COLLECTOR

(District e-Governance Society, District- Sakti (C.G.))

E-mail:- collector-sakti@cg.gov.in

// Advertisement Notice //

No./3476 DeGS/eDTM/2023

Sakti, Dated 15/09/2023

Application invited from eligible candidates for the post of e-District Manager under e- District Mission Mode project on contract basis. The post is purely temporary and selected candidate will be engaged for a period of one year extendable on year to year basis subject to satisfactory performance.

The candidates can send their Application (in prescribed priforma) to The office of Collector, District e- Governance Society, District- Sakti (C.G.) Pin-495689 on or before **22.09.2023** by speed post only.

Terms and Conditions for the Post e-District Manager (Contractual basis) – 01 Post

S.No.	Category	No. of Post	Salary	Work Duration
1	2	3	4	5
1	Unreserved	01	Rs. 30000.00 (एक मुश्त मानदेय)	01 Year

Detailed Job Description of e-District Manager (EDM)

The nature of job of the person would evolve from project implementation phase to Operations. Presently, Chhattisgarh e-Governance project is in its operation phase specifically the job description operation phase is as follows:

The EDM's is responsible for successful implementation of the project in the district. To accomplish this, it is expected that the EDM would undertake the following tasks:

- Coordinate with State Nodal Agency for project reporting.
- Coordinate with System Integrator's (SI) personnel deployed in the district.
- Submission of weekly report to District Collector on progress of District e-governance project or any officer designated for implementation of the e-governance Project by the State at district level.
- Organising e-governance projects review meetings including preparation of agenda,

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operational support and help in drafting Minute of Meetings.

- Regular review of all the services delivered under e-governance project and help in resolution of operational issues, if any.
- Study the e-governance project implementation in other districts, which are doing better, for adoption of better practices.
- Synchronisation with other e-Governance projects in the district.
- Training to other stakeholders, as and when required.
- 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 District Collector or any officer designated for implementation of the e-Governance 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 SI.
- Co-ordinate with SI helpdesk for resolution of any technical failure.
- Any other district related activity for managing the e-governance operations like Bharat Net, Bastar Net, RiPA, Godhan Nyay Yojna , Adhaar Implementation and etc.

Eligibility Criteria for the (EDM)

The essential qualification for the DeGM as per the Ministry of Electronics and Information Technology is as follows:

- Must be 21 – 40 years old as on date of publishing the advertisement.
- B.E/B. Tech. (Information Technology/Computer Science/ Electronics & Telecommunication) / MCA/ M.Sc. (Information Technology /Computer Science)
- Knowledge of English and a local language of the State for which the candidate has applied
- Minimum of Three (3+) years of work experience is mandatory in IT / e-Governance related field from recognized institute.

Selection Process

The selection process for eDistrict Manager as per the Ministry of Electronics and Information Technology is as follows:

- In the selection process following marking scheme will be used for the evaluation:

S. No	Criteria	Marks
1	Academic Qualification	BE/B.Tech/MCA/M.Sc. 50% of Academic Qualification marks
2	Work Experience	3+ years 5 marks
		5+ years 10 marks
3	Skill Test	50 marks max.

- Shortlisted applicants would be called for skill test through email based on the information provided in the online application form by them and subject to scrutiny at a later date.
- Skill test will be conducted at District Collector / District Magistrate's Office and the applicant must carry his / her original documents along with the photo ID proof at the venue.
- State Government may decide to conduct interviews at the State / Division / Regional level with mandatory participation from the District. The decision regarding this should be based on the manageability of the process and completing this activity at the earliest.
- The above criteria are indicative and if required, District Collector / District Magistrate may also choose to conduct a written test for their respective districts. In such a scenario, marks allocation will change; however, it must be ensuring that the marks are appropriately distributed for all criteria.
- Details regarding the time and date of skill test of short-listed applicants would be put on eDistrict Manager webpage and also mailed to the candidates on the email ID provided at the time of submission of application. No other form of communication i.e. either by post or otherwise would be entertained.
- The date of skill test will be final and no request will be entertained for rescheduling of these dates. i) Other instructions, if any, in this regard would also be displayed on the websites. Applicants are, therefore, advised to visit the website at regular intervals.
- Final selection or offer of employment would be made based on academic qualifications, work experience and skill test. It is expected that preference will be given to those applicants who apply for their home district.
- Final result will be shared on the website and a separate notification will be sent over the email. No other formal communication will be entertained in this regard.
- Waitlist of 05 candidates will be created and maintained.
- In case the State Government wants to follow a more elaborate process for selection for

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eDistrict. Manager such as written examination, online examination, etc. State is free to prescribe the process

- However, there are no funds allocated for the additional set of activities.

eDM Selection Process:- Date/Timing

S. No.	Description	Mode of Application/ Result	Last Date / Time
1.	Publication of Advertisement	On web site www.janjgir-champa.gov.in	15.09.2023
2.	Last date of receipt of Application	Speed post only	22.09.2023
3.	Short Listing of eligible Candidates/Scrutiny	On web site	23.09.2023
4.	Claim/Objection	By Mail Mail Id:- collector-sakti@cg.gov.in	26.09.2023 (During office hours only.)
5.	Resolution of Claim/Objection	On web site	26.09.2023
6.	Publication of list of eligible candidates for Skill Test	On web site (1:10)	27.09.2023
7.	Document verification	O/o Collectorate Sakti (C.G.)	29.09.2023
8.	Skill Test	O/o Collectorate Sakti (C.G.)	29.09.2023
9.	Publication of Merit List	On web site	29.09.2023
10.	Publication of Selection List	On web site	03.10.2023

Project activities

The function of DeGS at the district level is as follows:

- The DeGS would implement the project and ensure close linkages and coordination amongst the -various stakeholders in the Project at field level. Provide commitment and support to bring-in the process changes.
- Provide overall guidance to the Project partners at District level.
- Work closely with the System Integrator/Implementing Agency to undertake the field work, comprehend the requirements, document the observations, prepare roadmap, and redesign the processes.
- Build capacity of the staff at various levels of the district administration. DeGS and System Integrator would also work closely with the technical solution provider for developing and customizing the software, implement the technical solution
- Manage, supervise and implement backend computerization of partner Departments/Agencies.

- The DeGS as owner of the Project at district level will be responsible for proper record keeping of all the assets including software / artefacts created under the Scheme at the District level.
- Support the Common Services Centres (CSCs), throughout the district for providing G2C services. It would identify and recommend the Citizen Service Which can be provided in consultation and co-ordination with the concerned departments on priority and assist SCA in roll out of G2C services through CSCs.
- Collect user charges as fixed by the State Government and keep audited accounts of the same.
- Take all publicity measures and campaigning through media like TV, radio, newspaper, conferences, seminars, public meetings, banners and posters etc for creating awareness about transformation through e-Governance for the benefit of the rural masses.
- Explore revenue streams for the sustenance of the District eGovernance Society and assist SDA in formulating policies accordingly.
- DeGS will closely coordinate and actively support CHiPS/ state in implementing other e-Governance project in the state.
- The DeGS shall also ensure close tie-ups with all the stakeholders in the project, to provide commitment and support, help to bring-in the process changes and overall guidance to the project. The stakeholders would include district level departmental officers e.g., SSP/SP, Chief Development Officer, CEO (ZP), District Panchayati Raj Officer, District Social Welfare Officer, Chief Medical Officer, District Education Officer / Basic Shiksha Adhikari, Sub Divisional Officer / Magistrate, Tehsildar / Patwari, Block Development Officer etc.

नियत एवं शर्त :-

1. अभ्यर्थी को आवश्यक न्यूनतम शैक्षणिक अर्हता प्रमाण पत्र, अंकसूची, सक्षम प्राधिकारी द्वारा जारी जाति प्रमाण पत्र, छ.ग. मूल निवास प्रमाण पत्र, आवेदक द्वारा अपने आवेदन पत्र में उल्लेखित विवरण अनुसार आयु सत्यापन हेतु हाईस्कूल/हायर सेकेण्डरी स्कूल अथवा मैट्रिकुलेशन सर्टिफिकेट संलग्न करना आवश्यक है। समस्त दस्तावेज की स्व-प्रमाणित छायाप्रति आवेदन के साथ एवं मूल दस्तावेज सत्यापन के समय प्रस्तुत किया जाना अनिवार्य होगा।
2. छ.ग. का मूल निवास होना अनिवार्य है एवं मूल/स्थानीय निवासी होने के संबंध में सक्षम प्राधिकारी द्वारा प्रदत्त मूल निवास प्रमाण पत्र प्रस्तुत करना होगा।
3. शासकीय/अर्द्धशासकीय संस्था में कार्यरत अभ्यर्थी को अपने नियोक्ता संस्था से अनापत्ति प्रमाण पत्र आवेदन एवं अंतिम तीन माह की वेतन पर्ची/प्रमाण संलग्न करना अनिवार्य है।
4. किसी भी शासकीय/अर्द्धशासकीय सेवा में कदाकरण के आरोप में हटाए गए, ब्लैक

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लिस्टेड अथवा क्षमतापूर्वक कार्य नहीं करने के कारण सेवावृद्धि नहीं किए गए अभ्यर्थी चयन के लिए पात्र नहीं होंगे। आवेदन में संलग्न निर्धारित प्रारूप में शपथ पत्र प्रस्तुत करना अनिवार्य है।

5. अभ्यर्थी अपने आवेदन पत्र में निर्दिष्ट स्थान पर स्वयं का नवीनतम पासपोर्ट आकार के फोटो चस्पा करें।
6. किसी उम्मीदवार द्वारा अपने नाम/उपनाम में परिवर्तन किया गया हो, तो परिवर्तन संबंधी दस्तावेज शपथ पत्र की स्व-प्रमाणित छायाप्रति संलग्न करना अनिवार्य होगा। मूल दस्तावेज सत्यापन के दौरान प्रस्तुत करना होगा।
7. अपूर्ण, अस्पष्ट तथा त्रुटिपूर्ण आवेदन पत्र के संबंध में पृथक से कोई सूचना जारी नहीं की जावेगी एवं ऐसे समस्त आवेदन अमान्य कर दिए जाएंगे।
8. विज्ञापन आवेदन का प्रारूप सूचना पटल एवं www.janjgir-champa.gov.in पर भी देखा जा सकता है।
9. प्राप्त आवेदनों में से पात्र एवं अपात्र पाए गए आवेदकों की सूची कार्यालय के सूचना पटल एवं www.janjgir-champa.gov.in पर अपलोड की जाएगी। अंतिम चयन सूची जिले की वेबसाइट में प्रदर्शित की जावेगी।
10. आवेदक अपनी अर्हता की जांच स्वयं कर लें। विज्ञापन में दिए गए निर्देशों नियमों शर्तों को पूरा करने पर ही निर्धारित प्रारूप में आवेदन करें।
11. आवेदक सावधानीपूर्वक जानकारी आवेदन में अंकित करें, आवेदन त्रुटिपूर्ण/अपूर्ण होने पर आवेदक स्वयं जिम्मेदार होंगे। दस्तावेजों की कमी को प्रथम दावापत्ति के अंतिम तिथि तक पूरा किया जा सकेगा।
12. समान अंक प्राप्त होने की स्थिति में अभ्यर्थी की जन्मतिथि को आकार मानकर वरियता निर्धारित की जावेगी। जिस अभ्यर्थी की उम्र अधिक होगी, उसको वरियता प्रदान की जावेगी।
13. शैक्षणिक योग्यता/तकनीकी दक्षता की अंकसूची/प्रमाण पत्र/निवास/जाति एवं अन्य सुसंगत दस्तावेज सत्यापन के समय मूल प्रति सहित प्रस्तुत करना होगा।
14. चयन अभ्यर्थियों को जिला चिकित्सालय के चिकित्सा बोर्ड से चिकित्सा प्रमाण पत्र नियुक्ति के एक माह के भीतर प्रस्तुत करना अनिवार्य होगा।
15. कौशल परीक्षा में आमंत्रित अभ्यर्थियों का अनुपात 1:10 होगा। कौशल परीक्षा में उपस्थित होने हेतु किसी भी प्रकार का भत्ता देय नहीं होता।
16. कार्यादेश में दी गयी अवधि के भीतर चयनित उम्मीदवार को पदभार ग्रहण करना अनिवार्य होगा अन्यथा उसका चयन निरस्त मानते हुए चयन सूची अनुसार अगले उम्मीदवार को अवसर प्रदान किया जावेगा।
17. आवेदन केवल स्पीड पोस्ट के माध्यम से स्वीकार किया जावेगा अन्य किसी माध्यम से प्राप्त आवेदनों पर विचार नहीं किया जावेगा।

अनर्हता :-

1. कोई भी अभ्यर्थी जिसे महिलाओं के विरुद्ध किसी अपराध का दोषी सिद्ध ठहराया गया हो, किसी सेवा या पद पर नियुक्ति के लिए पात्र नहीं होगा।



2. प्रतीक्षा सूची घोषित परिणाम दिनांक से DeGS सोसायटी के निर्णय के अध्याधीन होगा, जो कि 01 वर्ष के लिए वैध होगी
3. अभ्यर्थी के चयन उपरांत यदि उनके द्वारा प्रस्तुत कोई जानकारी असत्य/मिथ्या पायी जाती है, तो नियुक्ति समाप्त कर दी जाएगी तथा संबंधित के विरुद्ध वैधानिक कार्यवाही की जा सकेगी।
4. DeGS सोसायटी का निर्णय अंतिम और मान्य होगा।
5. भर्ती प्रक्रिया के दौरान किसी भी प्रकार की वार पर अंतिम निर्णय लेने का अधिकारी DeGS सोसायटी के पास सुरक्षित होगा।

शर्त :-विज्ञापन में तथ्यात्मक/लिपिकीय त्रुटि चयन प्रक्रिया के दौरान किसी भी स्तर में सुधार की जा सकेगी। जिसकी विधिवत सूचना जिले की वेबसाईट में प्रकाशित होगी। ऐसे त्रुटि सुधार से चयन की प्रक्रिया अप्रभावित रहेगी। इसके संबंध में कोई भी अभ्यावेदन स्वीकार नहीं होगा।

(Approved by Collector)


Nodal Officer

District e-Governance Society

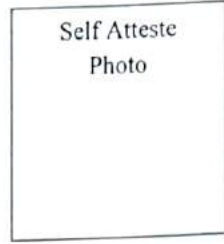
District- Sakti (C.G.)

Application Form

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To,

**The Collector & Chairperson
District e-Governance Society
District – Sakti (C.G.)**



1. Post Name :-.....
2. Name :-.....
3. Gender :-.....
4. Father/Husband's Name :-.....
5. Address for Communication :-.....
:-.....
:-.....
6. Permanent Address :-.....
:-.....
:-.....
7. Date of Birth :Month.....Day.....Year.....
8. Age (as on 01st Jan 2023) :-.....
9. E-mail ID :-.....
10. Contact No. :Mobile.....
11. Qualification :-

S.No.	Name of Examination	Name of Institution/University	Year of Passing	Mark in %	Type

12. Language Known

Language	Read	Write	Speak
English			
Other			

13. Work Experience

S. No.	Name of Employer	From Date (Month/Year)	To Date (Month)	Designation	Total Experience

14. Photo ID Proof :-.....

15. Attached Certificate

- 1.....2.....
 3.....4.....
 5.....6.....
 7.....8.....
 9.....10.....

DECLARATION

I Hereby Declare That all aforementioned Information furnished in My Profile is Genuine and True to best of my knowledge & belief.

Date :-.....

Place :-.....

(Name and Signature of Candidate)