

Advt. No. N-21/76/2023-NeGD
National e-Governance Division
Digital India Corporation
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Web Advertisement

08.10.2024

The National e-Governance Division (NeGD) is an independent business division under the Digital India Corporation, Ministry of Electronics and Information Technology. NeGD has been playing a pivotal role in supporting MeitY in Programme Management and implementation of e-Governance projects and initiatives undertaken by various Ministries/ Departments, both at the Central and State levels.

NeGD has been spearheading several innovative initiatives under the aegis of the Digital India Programme. Those have been developed keeping the vision areas of Digital India at the core- providing digital infrastructure as a core utility to every citizen, governance and services on demand and in particular, digital empowerment of the citizens of our country; some of these initiatives include DigiLocker, UMANG, OpenForge Platform, API Setu, National Academic Depository, Learning Management System.

It has myriad roles and responsibilities from supporting Central Line Ministries and State Government Departments on e-Governance projects, reviewing State Action Plans, offering support in technology management, strategy formulation & implementation of Emerging Technologies viz. AI, Blockchain, GIS etc., to facilitating digital diplomacy with focus on Indian startups and products.

NeGD has been a leader in implementation and execution of a gamut of pilot/ infrastructure/ technical/ special projects and support components to framing core policies, project appraisals, R&D, and guiding /conducting assessments, undertaking activities for building capacities of both Government officials and other stakeholders, and creating mass awareness about schemes and services under the Digital India Programme.

NeGD is currently inviting applications for the following SeMT positions on contract basis (initially for a period of 2 years) under the Capacity Building Scheme Phase III (CB 3.0), NeGD. The details are given below:

S.No.	Name of the Post	No. of Positions
1	Head SeMT	7
2	Senior Consultant	16
3	Consultant	25
	Total	48

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

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

Candidates currently employed in Central/ State Departments/ Public Sector Undertakings (PSUs) are also encouraged to apply for Consultant Level position as per eligibility and are required to submit NOC and copy of 3 years APAR/ ACR to hr.semt@semt.gov.in along with their ORA application number.

Last date for submission of application: 06.11.2024

About National e-Governance Division (NeGD)

The National e-Governance Division has been set up by the Ministry of Electronics & Information Technology as an Independent Business Division under the Digital India Corporation {erstwhile Media Lab Asia}. Since 2009, NeGD has been playing a pivotal role in supporting MeitY in Programme Management and implementation of the e-Governance Projects; providing technical and advisory support to Ministries/ Departments, both at Central and State levels along with other Government organizations. NeGD's major operational areas include programme management, project development, technology management, capacity building, awareness and communications-related activities under the flagship Digital India Programme. NeGD has developed and is managing several National Public Digital Platforms such as DigiLocker, UMANG, Rapid Assessment System, OpenForge, API Setu, Poshan Tracker, Academic Bank of Credits, National Academic Depositories, National AI Portal, MyScheme, India Stack Global, Meri Pehchaan, etc.

The roles and responsibilities of NeGD are as follows:

1. Providing strategic direction in terms of framing policies and implementation strategy for the Digital India Programme in different domains of e-Governance
2. Proactive support to Central and State Governments for Mission Mode Projects and other e-Governance projects
3. Acting as a facilitator and catalyst for the implementation of the Digital India Program by various Ministries and State Governments
4. Providing technical assistance to Central Ministries/ State Line Departments in their e-Governance projects either directly or in collaboration with professional consultants
5. Undertaking technical appraisal of e-Governance projects for examining issues like overall technology, architecture, framework standards, security policy, service delivery mechanism, sharing of common infrastructure, etc
6. Developing generic / model Expression of Interest, Request for Proposal, Standard Contracts, PPP Models and other related documents for various stages and requirements of projects for use by the States
7. Ensuring effective citizen engagement and communication with all stakeholders using offline and Social Media channels
8. Impact assessment of e-governance projects of all States / UTs
9. Recruitment, deployment and HR management of specialised resources in the State e-Governance Mission Teams in all States and UTs
10. Enhancing governance through knowledge and capacity building

More details can be seen at <https://negd.gov.in/>.

About Digital India Corporation (DIC)

The Digital India Corporation (formerly Media Lab Asia) has been set up by the Ministry of Electronics and Information Technology (MeitY), Government of India, to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man. Digital India Corporation plays the role of a leader in promoting e-Governance by taking forward the projects and activities of the Digital India Programme, to facilitate its stakeholders to realise its goals. It also provides strategic support to Ministries & Departments, both at the Central and State level for carrying forward the mission of the Digital India Programme by way of Capacity Building for e-Governance projects, promoting best practices, encouraging Public-Private Partnerships (PPP), nurturing innovation and technology in various domains.

Digital India Corporation has several Independent Business Divisions under it and these include NeGD, MyGov, Bhashini, ISM, IndiaAI and MSH.

Digital India Corporation entails following responsibilities:

1. To provide leadership and support to the Government of India through MeitY; to steer and anchor the Digital India Programme along with related policy and implementation initiatives.
2. To support MeitY about policy and implementation-related issues concerning various ongoing programmes & schemes in the ICT domain as well as new initiatives undertaken as part of the Digital India Programme.
3. To support Ministries/Departments, both at Centre and States, as well as other stakeholders in crafting e-Governance strategies, to further promote Accountability, Efficiency, Efficacy and Transparency.
4. To source talent and resources both from the market as well as within Government in the ICT domain to Ministries/ Departments on a chargeable basis under Central & State Government; a talent pool of technically skilled manpower for hardware, software, networks, cyber security and laws, standards, quality and testing, etc
5. To promote innovation and evolve models for the empowerment of citizens and also to promote participatory governance and citizen engagement across the government through various platforms including social media.
6. Each IBD under DIC has specific roles and responsibilities and operates independently for its operations under the umbrella company of DIC.

More details can be seen at <https://dic.gov.in/>

About Capacity Building Scheme Phase III

The Capacity Building Scheme (CB) Phase III (Yr. 2023) is a strategic initiative under the Digital India programme that envisions building adequate and relevant capacities at all government levels. This phase builds on the successes and lessons learned from Phase I (Yr. 2008) and Phase II (Yr. 2015), expanding its reach and incorporating advanced learning methodologies to meet the evolving needs of governance in the digital age.

Evolution of the Capacity Building Scheme

Phase I (2008-2015): The initial phase of the Capacity Building Scheme focused on creating a foundational structure for e-Governance by providing professional resources to States and Union Territories (UTs). It aimed to equip political and policy-level decision-makers with necessary capacities and establish State e-Mission Teams (SeMTs) to support e-Governance initiatives. Approximately 11,000 officers were trained, and 258 experts were onboarded to SeMTs.

Phase II (2015-2023): The second phase extended the focus to include Central Line Ministries (CLMs) and emphasized developing scalable and sustainable capacity-building efforts. This phase introduced the e-Governance Competency Framework, virtual cadres, and online learning platforms. Around 13,000 officers received training, and 145 professionals were integrated into SeMTs.

Vision and Objectives of Phase III

Vision: The Capacity Building Scheme Phase III envisions creating a digitally competent government workforce that can efficiently drive and manage digital governance initiatives across India, contributing to the broader goals of Digital India and sustainable development.

Objectives:

- Enhance the capacities and competencies of government officials at various levels through targeted training programs.
- Leverage advanced learning platform to provide continuous learning and knowledge sharing.
- Develop a pool of experts in emerging technologies to provide professional and technical expertise to support the policy-making bodies of the State / UTs, thereby strengthen digital transformation initiatives
- Foster collaboration and partnerships to exchange best practices and innovations in e-Governance.
- Promote inclusion and awareness to ensure widespread adoption and participation in digital governance.

1. Head SeMT

Domain	Techno Program Management
Project	Capacity Building Scheme 3.0
No. of Position/s	7 (Refer Annexure I for State-wise vacant positions)
Reports To	State IT Secretary / Head of State designated Agency / Director (CB)
CTC	Max 37 LPA
Salary Hike	10% on current CTC or max 37 LPA whichever is lower
Age	Age limit shall not exceed 55 years on the closing date of receipt of application

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 mentioned 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	
Education	Desired Skills & Experience
<p>Essential Criteria:</p> <p>Graduation: B.E/B.Tech/ BCA/ B.Sc (IT)/ B.Sc (CS)</p> <p>Post Graduation: M.Tech/ M.S/ MBA/ M.Sc (IT) / M.Sc (CS)</p> <p>Desirable Criteria: Ph.D in relevant topic</p>	<p>Essential</p> <ul style="list-style-type: none"> • 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 <p>Desirable:</p> <ul style="list-style-type: none"> • 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. Senior Consultant

Domain	Techno Program Management
Project	Capacity Building Scheme 3.0
No. of Position/s	16 (Refer Annexure I for State-wise vacant positions)
Reports To	Head – SeMT/ SPOC
CTC	Max 30 LPA
Salary Hike	10% on current CTC or max 30 LPA whichever is lower
Age	Age limit shall not exceed 55 years on the closing date of receipt of application

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.

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 mentioned 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	
Education	Skills & Experience
<p>Essential Criteria: Graduation: B.E/B.Tech/ BCA/ B.Sc (IT)/ B.Sc (CS)</p> <p>Desirable Criteria: Post Graduation: M.Tech./ M.S</p>	<p>Essential:</p> <ul style="list-style-type: none"> • 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 <p>Desirable:</p> <ul style="list-style-type: none"> • 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. Consultant

Domain	Techno Program Management
Project	Capacity Building Scheme 3.0
No. of Position/s	25 (Refer Annexure I for State-wise vacant positions)
Reports To	Head – SeMT/ SPOC
CTC	Max 20 LPA
Salary Hike	10% on current CTC or max 20 LPA whichever is lower
Age	Age limit shall not exceed 55 years on the closing date of receipt of application

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.

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 mentioned 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	
Education	Skills & Experience
<p>Essential Criteria:</p> <p>Graduation: B.E/B.Tech/ BCA/ B.Sc (IT)/ B.Sc (CS)</p> <p>Desirable Criteria: Post Graduation: M.Tech./ M.S</p>	<p>Essential:</p> <ul style="list-style-type: none"> • 5 plus years of experience in implementing IT projects with atleast 2 years of experience in managing large IT/ e-Governance projects. <p>Desirable:</p> <ul style="list-style-type: none"> • 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

Additional perks and incentives for 14 States / UTs under Hardship Area as per NeGD Policy for SeMT resources

- Hardship allowance for all the SeMTs placed in these 14 States – as per Govt. of India Order on Hardship Allowance.
- Paid family (Self, spouse, 2 children and 2 dependent parents) visit to hometown (to and fro expenses) once in a year.
- 10 days hotel stay during relocation / joining.
- Regular capacity building and skill development opportunities.
- A meeting with NeGD leaderships at least once in a quarter through online/ offline mode.
- A physical get together for all SeMTs in any part of the country, once in a year.

General Conditions applicable to all applicants covered under this advertisement:

- 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.
- National eGovernance Division reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
- The positions are purely temporary in nature and the appointees shall not derive any right or claim for permanent appointment with National eGovernance Division or on any vacancies existing or that shall be advertised for recruitment by National eGovernance Division in future.
- Screening of applications will be based on qualifications, age, academic record and relevant experience. NeGD 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. NeGD reserves the right not to select any of the candidates without assigning any reason thereof.
- The years of experience and maximum age shall be as on the last date of receipt of the applications.

HR Division

National e Governance Division
4th Floor, Electronics Niketan
6-CGO, Complex Lodhi Road, New Delhi – 110003
Tel: 24301931

Email: hr.semt@semt.gov.in

Annexure - I

State-wise vacant positions are as below:

S.No.	State / UT	Head SeMT	Senior Consultant	Consultant	Grand Total
1.	A&N Islands	1	2	1	4
2.	Arunachal Pradesh	1	1	3	5
3.	Assam	0	0	1	1
4.	D&NH and DD	1	1	0	2
5.	Jammu & Kashmir	0	1	0	1
6.	Ladakh	1	2	3	6
7.	Lakshadweep	0	2	1	3
8.	Manipur	0	1	2	3
9.	Meghalaya	0	1	4	5
10.	Mizoram	1	1	3	5
11.	Nagaland	0	2	2	4
12.	Puducherry	1	1	1	3
13.	Sikkim	0	1	2	3
14.	Tripura	1	0	2	3
	Grand Total	7	16	25	48

Candidates are required to specify their location preferences for atleast 3 States/ UTs.

*** The place of posting shall be subject to selection and as per the merit list. However, the position is transferable to other project locations of NeGD as per existing policy of NeGD.**