

District e Governance Society, Birbhum
Proshason Bhavan, Suri, District: Birbhum, West Bengal, PIN-731101
Email: degsbirbhum@gmail.com

NOTICE

Memo No: 39/I/31/IT

Dated: 14/07/2016

1. Applications are invited from eligible Indian Citizens domiciled in Birbhum for the contractual post of CSC District Program Management Executives by the Chairperson, District e-Governance Society, Birbhum under CSC 2.0 project.
2. Selection is to be made on merit for candidates meeting the qualifications given below through Written Examination and/ or Personal Interview to be communicated in due course.

Name	No of Posts	Qualification	Contractual Remuneration
CSC District Programme Management Executive	02 (Two)	<p>1) Essential Qualification:</p> <p>a) Graduate in any discipline</p> <p>b) Must have at least CCC level proficiency in computer from NIELIT</p> <p>c) Minimum of two (2) years of relevant work experience preferably in IT/e-Governance/IT related project coordination and program management in related fields</p> <p>d) Should be able to communicate in English and local language.</p> <p>e) Should be aged between 24-35 years as on 01.12.2015.</p> <p>f) Should be the resident of same district.</p> <p>2) Desired Skills:</p> <p>a) Prior project management experience</p> <p>b) Experience in the domain of IT projects, IT infrastructure deployment/software development, hardware, networking , security management in IT projects</p> <p>c) Good people management and communication skills</p> <p>d) Result oriented and self-motivated for working in rural areas and cross reporting structure</p> <p>e) Experience in e-Governance related projects of organisations/departments/NGO/ Non-Profit Organisation</p> <p>f) Willingness to travel across the district at the Gram Panchayats.</p>	Consolidated pay of Rs. 20,000/- per month.

3. The Job Responsibilities/ Roles for CSC District Program Management Executives will be
 - a. Supporting DeGS in Program management and last mile implementation in all the Gram Panchayats within the respective District Administration.
 - b. Coordinating with State teams, CSC SPV teams and National team for smooth implementation.
 - c. Working with DeGS for selection of VLE's, CSC locations and enabling factors ensuring smooth operations of CSCs.
 - d. These resources would be the first point of contact for redressing VLE's issues and the issues raised at the Help Desk.
 - e. These resources would facilitate the capacity building and training activities conducted by CSC SPV and State/UT in the district for increasing sustainability of CSCs.
 - f. Coordinating with other State/UT departments along with State teams for enablement of more services/portals into the universal CSC technological platform.
 - g. Conducting regular field level assessments of CSCs within the district.
 - h. Coordinating with DeGS for review meetings on implementation progress within the district.
 - i. Supporting DeGS in implementation, decision making and all other activities as assigned by the DeGS.

4. Engagement will be made on purely contractual basis for 1 (one) year period, which, may be extended upon satisfactory performance. Maximum period of engagement will be Four (4) years or till completion of CSC 2.0 project whichever is earlier.
5. If the work and/or conduct of the incumbent is found unsatisfactory, the service may be terminated before completion of the project with one month's notice. However, if the incumbent wishes to resign before completion of the engagement period, one month's prior intimation will have to be given.
6. Interested candidates meeting all the eligibility criteria can apply through the Application Form downloaded from the official website of Birbhum district (<http://www.birbhum.nic.in>) and should be sent in sealed envelopes superscribed with "**Application for CSC DPM Executive**" by speed post/ ordinary post addressed to 'The Member Secretary, DeGS & DPLO, Office of the District Magistrate, Proshason Bhavan, Suri, Birbhum, West Bengal, PIN-731101. Applications by hand will NOT be accepted.
7. Application must be submitted along with the self-attested photo-copies of the certificates in support of residence, photo-identity, qualification, age and experience as mentioned in application form.
8. Incomplete or improper applications or applications submitted without proper documents will be summarily rejected.
9. Any type of canvassing/ improper contact will result in immediate rejection of application.
10. Last Date of receiving of Applications is **01.08.2016** up-to 5:30 PM. No applications will be accepted after the expiry of submission deadline due to any cause whatsoever. Applicants are advised to apply with sufficient time in hand as any delay due to postal authorities will not be condoned.
11. Any discrepancies found between the information provided in the application form and originals furnished at the time of written test or during interview or in any subsequent stage will result in his/her candidature being summarily rejected with appropriate penal action.
12. The Selection Committee has the sole right of rejecting any or all the applications.

Sd/-
Chairperson,
District e-Governance Society, Birbhum