

**GOVT OF ARUNACHAL PRADESH
OFFICE OF THE DEPUTY COMMISSIONER
EAST KAMENG DISTRICT:: SEPPA**

NO- DEGSEK/RECRT/2015-16

Dated ,Seppa the 3rd Dec 2015

ADVERTISEMENT

District e-Governance Society East Kameng (DEGSEK) established on 1st February 2011 on the guidelines of Government of India to strengthen the support work related to e-Governance activities. In reference to Memorandum No- NIL, dated, New Delhi, the 17th November 2015, manpower support to DEGSEK has been proposed with 2 (two) district level manpower resources (2 District Managers) under CSC 2.0 scheme of GoI. The post is purely on "**contractual**" basis for one year and necessarily further extendable year-wise for a maximum period of 4 (four) years.

Applications are hereby invited from the **resident of the East Kameng District** for the 2(two) District Managers post with the below eligibility criteria.

1. **Number/Nature of vacancies:-** 2 (two) on purely contractual basis for one year and necessarily further extendable year-wise for a maximum period of 4(four) years.
2. **Monthly remuneration:-** ₹ 25,857/- (consolidated)

3. **Eligibility Criteria:-**

A. Essential Qualifications:

- i) Graduate in any Discipline
- ii) Must have at least CCC level proficiency in computer from NIELIT
- iii) Minimum of two(2) years of relevant work experience preferably in IT/e-Governance/IT related project co-ordination and program management in related fields
- iv) Should be able to communicate in English and local language
- v) Should be aged between 24-35 years as on 01.12.2015
- vi) Should be resident of East Kameng District.

B. Desired Skills:-

- i) Prior project management experience.
- ii) Experience in the domain of IT projects, IT infrastructure deployment/ software development, hardware, networking, security management in IT projects.
- iii) Good people management and communication skills.
- iv) Result oriented and self-motivated for working in rural areas and cross reporting structure.
- v) Experience in e-Governance related projects of organizations/ departments/ NGO/ Non-profit Organization
- vi) Willingness to travel across the district at Gram Panchayats.



4. Roles and Responsibilities:-

- i) Supporting DeGS in Program management and last mile implementation in all the Gram Panchayats within the respective District Administration.
- ii) Coordinating with State teams, CSC SPV (Common Service Centre Special Purpose Vehicle) teams and national team for smooth implementation.
- iii) Working with DeGS for selection of VLEs (Village Level Entrepreneur), CSC locations and enabling factors ensuring smooth operations of CSCs.
- iv) These resources would be the first point of contact for redressing VLEs' issues and the issues raised at the Help Desk.
- v) 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.
- vi) Coordinating with other State/UT departments along with State teams for enablement of more services into the CSC platform and integrating existing services/portals into the universal CSC technological platform.
- vii) Conducting regular field level assessments of CSCs within 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 hand-hold support to VLE.
- viii) Coordinating with DeGS for review meetings on implementation progress within district.
- ix) Supporting DeGS in implementation, decision making and all other activities assigned by DeGS.

5. **Method of recruitment:-** The eligible candidates will have to appear for the written/computer test to be conducted at Seppa. The Syllabus for the written/computer test will be same as of NIELIT-CCC level. Only maximum of top 5 (five) candidates will be qualified for viva-voce. To arrive the final merit list the ratio for the written/computer test and viva-voce will be 70:30.

Written/Computer Test	100 Marks
Viva-Voce	50 Marks

6. **Last date of receipt of applications and documents to be submitted with the application:-** Interested and eligible candidates may submit the application by hand in a sealed envelope at the office of DIO, NIC Seppa as per format given in the Annexure together with the following self attested documents on or before **21st December 2015**.

- i) Class X and Class XII pass certificate and graduation certificate.
- ii) Certificate for the computer proficiency with NIELIT CCC level or above.
- iii) ST and PRC certificate with domicile of East Kameng District.
- iv) Birth Certificate for age proof.
- v) 03 (three) recent passport size photos. One copy should be pasted on the application form.
- vi) No fee for the application.

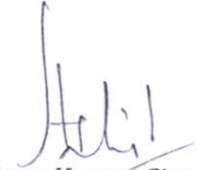


7. **Important Dates:-**

Last Date of Applying for the post	21 st December 2015
Date of Written/Computer Test	23rd December 2015 at 1000 Hrs
Viva-voce (of shortlisted candidate)	24th December 2015 at 1100 Hrs

Note:-

1. No TA/DA will be admissible to the candidate(s) for appearing in written test and viva-voce.
2. Before applying for the post, candidates are advised to go through the advertisement carefully.
3. Details about Venue of Examination and shortlisted candidates' list for the written/computer test will be available on the Notice Board of the office of the Deputy Commissioner, Seppa on 22nd December 2015 at 1500 Hrs.
4. Vacancy is completely on the guidelines received from the CSC SPV, New Delhi. Hence any alteration in the recruitment procedure, appointment will be governed as per order issued from CSC SPV, New Delhi.



(Sandeep Kumar Singh) IAS
DC cum Chairman
District e-Governance Society
East Kameng District

Memo No- DEGSEK/RECRT/2015-16

Dated ,Seppa the 3rd Dec 2015

Copy To:-

1. The ADC, Bameng/Chyangtajo/Seijosa, for wide circulation.
2. The EAC, Bana for wide circulation.
3. The DIPRO Seppa, for publication in at least two local dailies newspaper.
4. The Labour Employment Officer, Seppa, for information and necessary action.
5. The ZPC, East Kameng for wide circulation among PRI Members.
6. The DIO, Seppa for uploading it on district website.
7. Notice Board.
8. Office Copy.


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