

No.280(3)/PeGS/CSC/2015

Puducherry, the 26-02-2016

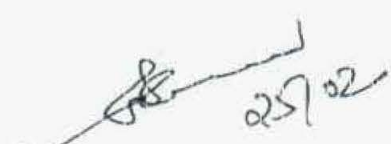
NOTIFICATION

**Recruitment of Project Manager(on contract basis) for the Common Services Centres of the
Puducherry e-Governance Society, Puducherry**

Applications are invited from the Resident of U.T. of Puducherry having Indian Citizenship in the prescribed format for filling up of 1 (one) post of Project Manager(on contract basis) for the Common Services Centres of the Puducherry e-Governance Society, Puducherry.

Name of the Post	:	Project Manager(on contract basis)
Essential Qualification	:	(i) Graduate in any discipline (ii) Must have at least Course on Computer Concepts(CCC) level proficiency in computer from National Institute of Electronics & Information Technology(NIELIT) (iii) Minimum of four(4) years of work experience preferably in IT/ e-Governance/IT related project co-ordination and program management in related fields. (iv) Should be proficient in verbal and written communication in English (v) Should be able to communicate in Local Language
Age Limit	:	Must be aged between 24-35 years as on <u>31-01-2016</u>
Domicile	:	Should preferably be the resident of U.T. of Puducherry
Remuneration	:	Rs.51,713/- per month (with 10% increment each year)
Contract period	:	Initially for 1 year(may be extended on year-to-year basis for further 3 years based on the performance appraisal)
Place of Work	:	All regions of the Union Territory of Puducherry, Headquarters at Puducherry
Method of selection	:	By Screening and interview

The application with details can be downloaded from the website <https://www.py.gov.in> or <http://dit.puducherry.gov.in> and submitted by the candidates along with the attested copies of the required certificates superscribing the envelope as "APPLICATION FOR THE POST OF PROJECT MANAGER(ON CONTRACT BASIS) – FOR COMMON SERVICES CENTRES" addressed to " The Convenor(PeGS), Puducherry e-Governance Society, No.505, Kamaraj Salai, Saram, Puducherry 605013" and shall reach this Society on or before 5.00 P.M.on **28-03-2016**


(DR. A.S. SIVAKUMAR)
DIRECTOR(IT)-CUM-CONVENOR(PeGS)

**Recruitment of Project Manager(on contract basis) for the Common Services Centres of the
Puducherry e-Governance Society, Puducherry**

Prospectus

Job Description	
Position	Project Manager(on Contract basis) for Common Services Centres project
Reports to	The Convenor(PeGS), Puducherry e-Governance Society, Puducherry
Employer	The Convenor(PeGS), Puducherry e-Governance Society, Puducherry
State	Puducherry
No. of Posititon	1 (one)
Key Function	Roll out of CSCs, Assessment, Monitoring and Improvement
Name & Address of the Employer	The Convenor(PeGS), Puducherry e-Governance Society, Revenue Complex, No.505, Kamaraj Salai, Saram Puducherry -605013

Job Objective:

The Project Manager is responsible for successful implementation and operation of the Common Services Centres project and serves as a point of co-ordination related to various activities and initiatives in the Common Services Centres Project

Primary Responsibilities

The detailed job description of the Project Manager is broadly be divided into 2 parts

- a) CSC Rollout phase – Operations phase
- b) Post CSC Rollout Phase - Assessment and Improvement phase

The nature of job would involve the person from rollout till successfull running of the CSC outlets. The Manager at the State Level would be assisted by Assistant Managers. Specifically the job description for both the phases is as follows:

- (i) Assisting and supporting SDA in Project implementation and management of the Scheme in the State.
- (ii) Coordinating with State Designated Agencies and NPMU for smooth implementation of the Scheme, including registration on online monitoring tool and Apna CSC Portal
- (iii) Collaborating with CSC-SPV, DeGS and other stake holders, to assist SDA in implementation of National level services and capacity building initiatives in the State.
- (iv) Assisting SDA to build mechanism for delivery of more and more G2C services in the State and enable integration of the same with Apna CSC portal for seamless service delivery.
- (v) Assisting SDA in regular monitoring of the service level parameters and helpdesk support for smooth resolution of VLEs concerns.
- (vi) Supporting the District e-Governance Societies(PDeGS/KDeGS)

Eligibility Criteria			
Essential Qualifications		Desired Skills	
(i)	Graduate in any discipline	(i)	Prior Project management experience
(ii)	Must have at least CCC level proficiency in computer from NIELIT	(ii)	Experience in domain of IT Projects, IT infrastructure deployment/software development, Hardware networking, security Management in IT Projects/IT enabled service project co-ordination
(iii)	Minimum of four (4) years of work experience preferably in IT/e-Governance/IT related project co-ordination and program management in related fields.	(iii)	Good people management and communication skills
(iv)	Should be proficient in verbal and written communication in English	(iv)	Result oriented and self motivated for working in rural areas and cross reporting structure
(v)	Should be able to communicate in Local Language	(v)	Experience in e-Governance related projects of Organisations/Departments/NGOs./Non-Profit Organisations
(vi)	Should be aged between 24-35 years	(vi)	Willingness to travel across the districts at the Gram Panchayats.
(vii)	Should preferably be the resident of the same State		

Place of Posting:

The place of posting will be Puducherry,

Terms and Conditions of the Fellowship*

The terms and conditions for the fellowship program of the Project Manager are as follows:

- (a) The appointment of Project Manager will be on contractual basis, contracted by Puducherry e-Governance Society. This contract would be initially for one year and this may be reviewed for extension on year-to-year basis for a further period of three years, subject to satisfactory performance and approval by Appraisal Committee.
- (b) Annual increment will be subject to the performance evaluation of the Project Manager by the respective Authority
- (c) During the contractual period, the applicant will be posted at the Office of the Convenor(PeGS) or any Officer Designated for implementation of the CSC project by the State.
- (d) The Project Manager will be required to travel to various other locations of the U.T. of Puducherry to carry out the tasks.
- (e) The Project Manager are not entitled for the reimbursement of transportation and accommodation cost incurred during his official visit.
- (f) The appointment being purely contractual in nature, the appointee shall not be entitled for any Gratuity, Provident Fund or Pension benefit.
- (g) The Project Manager is entitled to avail one day leave per month
- (h) On Completion of the tenure, Experience Certificate will be provided to the Project Manager.

* These terms and conditions of employment are indicative and the state may choose to update/modify these.

**APPLICATION FOR THE POST OF “PROJECT MANAGER (ON CONTRACT BASIS)” FOR THE
COMMON SERVICES CENTRES OF PUDUCHERRY e-GOVERNANCE SOCIETY, PUDUCHERRY**

Affix a recently
taken passport size
photograph duly
attested by any
Gazetted officer

1. Name of the Applicant :
2. Father's/Husband's Name :
3. Date of Birth :
4. Age as on 31-01-2016 :
5. Sex :
6. Marital Status :
7. Permanent Address :
8. Address for Communication :
9. Telephone/Mobile Number :
- 10 e-Mail id :
11. Nationality & Nativity :
12. Educational/Technical Qualifications :
(From SSLC onwards)

Sl. No.	Qualification	Name of the Board/University	Month & Year of Passing	Aggregate Percentage

13. Experience Details:

Sl. No.	Name of the Organisation	Designation/Post Held	Nature of Work/Domain	Period of Service From.....to	Salary drawn per month

14. List of enclosures (attested copies of documents relevant to the above columns 12 & 13 to be attached)

- i) Educational Qualifications
- ii) Experience Certificates
- iii) Character & Antecedent Certificate from previous Employer
- iv) Salary Certificate with Designation, Nature of Work from previous Employer
- v) Birth Certificate
- vi) Residence Certificate of U.T. of Puducherry

DECLARATION

I have read the provisions in the Notification carefully and hereby undertake to abide by them. Also I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the recruitment, my candidature/appointment is liable to be cancelled.

Place:
Date:

Signature of the Applicant