CIRCULAR

NO.NeGD-02/09

Dated: 16.03.2010

Subject: Applications for the post of President & CEO- NeGD-Media Lab Asia, on deputation basis

NeGD has been set up by the Department of Information Technology (DIT), Government of India as an Independent Business Division (IBD) within Media Lab Asia, a Section 25 company of Department of Information Technology. NeGD has been set up with the objective of supporting DIT in Programme Management of the National e-Governance Plan (NeGP), Capacity Building under NeGP, Strategic Planning, developing standards and including guidelines on technological matters. A brief write up of NeGD- Media Lab Asia is enclosed as **Annexure I**.

The IBD will be headed by a President & CEO, who will be Supervised by the NeGD Committee and will be periodically reporting to the Board of Directors of Media Lab Asia. It is proposed to fill the post of President & CEO by deputation basis for a period of two years or till the date of superannuation, whichever is earlier. The basic pay of the President & CEO is expected to be in the scale of Rs. *67,000-79000/-* plus DA. The pay fixation will be done as per the prescribed Government guidelines. Other benefits shall be as per NeGD norms for deputations. The eligibility criteria for the post are given in **Annexure II**.

Eligible and willing officers, who can join immediately on selection, may kindly forward their applications, in the prescribed format as specified in **Annexure III**. The applications along with NOC of the competent authority, should reach the NeGD-Media Lab Asia office at the address given below not later than 31/03/2010. (However, advance copies of applications may be sent by e-mail to cbmc@negp.gov.in) . The details of Job description are given in **Annexure IV**.

The Officer on Special Duty
NeGD-Media Lab Asia
Room No 2018, 4th floor, Electronics Niketan,
6, CGO Complex, Lodhi Road, New Delhi 110003

About NeGD

Over the past decade or so, there have been islands of e-Governance initiatives in the country at the National, State, District and even block levels. Some of them have been highly successful and are ready for replication across other States. Experiences from successes as well as the failures of the various initiatives played an important role in shaping the e-Governance strategy of the country. Hence, there was a felt need for taking a holistic view towards the entire e-Governance initiative across the country. Increasingly, it was perceived that if e-Governance was to be speeded up across the various arms of government at the national, state and local government level, a programme approach would need to be adopted, which must be guided by a common vision, strategy and approach to objectives. With this background, the **National e-Governance Plan (NeGP)** was formulated by the Government for implementation across the country.

The Government of India approved the National e-Governance Plan (NeGP), comprising of **27 Mission Mode Projects (MMPs)** and **8 components**, on **May 18, 2006** with the following vision:

"Make all Government services accessible to the common man in his locality, through common service delivery outlets and ensure efficiency, transparency & reliability of such services at affordable costs to realise the basic needs of the common man"

As part of NeGP approval, the Union Cabinet has assigned some **key tasks associated with Programme Management of NeGP** to the Department of Information Technology (DIT). These tasks, inter-alia, include:

i. Acting as a facilitator and catalyst for the implementation of NeGP by various Ministries and State Governments.

ii. Providing technical assistance to Central Ministries, State Line Ministries and Departments either directly or in collaboration with external professional consultants.

iii. Serving as a secretariat to the Apex Committee and assist it in managing the programme.

iv. Undertaking technical appraisal of all NeGP projects prior to the project being placed before the EFC/CNE to examine issues such as overall technology architecture, framework, standards, security policy, services delivery mechanism, sharing of common infrastructure etc.

v. Implementing pilot/infrastructure/technical/special projects and support components.

vi. Jointly (with DARPG), promoting initiatives for Human Resource Development, Training and Awareness building.

vii. Being responsible for framing core policies, technical assistance, R&D, awareness, impact assessment and creation of organization structures.

To enable it to discharge the above tasks related to the Program Management of NeGP, DIT, as an immediate and short term measure, had established a Program Management Unit (NeGP-PMU) in November 2005. The period following the creation of NeGP-PMU has been marked by much greater emphasis on NeGP under the National Common Minimum Programme and a far more effective monitoring of e-governance initiatives by the Apex Committee (created under NeGP), headed by the Cabinet Secretary. This has imparted a new momentum to e-Governance initiatives across the country, resulting in manifold increase in the responsibilities of DIT in general and NeGP-PMU in particular.

It therefore became imperative to create appropriate mechanism(s) so as to enable DIT to continue to discharge its increasing role and responsibilities under NeGP in an effective and efficient manner. Various alternatives were worked out and were considered at the level of the Committee of Secretaries (COS). After detailed deliberations, the COS approved that to undertake Programme Management of NeGP, an Independent Business Division (IBD) be set up within Media Lab Asia (hereinafter referred to as "MLAsia"), which is an existing organization of DIT and a not-for-profit company established under section 25 of the Companies Act. The IBD has financial and HR autonomy vis-à-vis the rest of MLAsia so that it will have operational and functional autonomy. A committee of the Board has also been constituted (the NeGD Committee) to guide, supervise and control the NeGD.

The outcome of this initiative will be establishment of an institutional mechanism to facilitate and support DIT in undertaking the tasks and enhanced responsibilities associated with Programme Management of NeGP assigned to DIT as part of NeGP approval by the Union Cabinet. Further, as NeGD will also act as a Central Agency for effective implementation of Capacity Building Scheme for State Governments. In order to ensure that skills required to execute the designated tasks are available, a judicious mix of professionals and deputations from Government would be ensured in NeGD.

Annexure-II

Part- I

Qualifications and Experience for appointment to the post of President & CEO of NeGD-Media Lab Asia on Deputation basis

Eligible Grade Pay & Experience

- Presently in Rs. 67000- 79000 or 3 years in GP of 10000 in PB 4

Educational Qualification

- B. Tech./B.E. in any stream of engineering or Post Graduation in Electronics, Computer Science, Physics or related areas from a reputed Institution OR
- MBA from a college of repute, with a basic degree in Science with inclination and ability for appreciation of technology.

Experience

- Experience : Minimum 20 years
- Experience in Technology Forecasting, Technology development, and Deployment of IT applications in various Departments& Ministries of Government of India.
- Experience in innovation management in the area of ICT, covering all aspects from identification to deployment.
- Broad scientific and technological vision and to be abreast of developments in the field of IT internationally.
- Knowledge of aspects relating to IPR, commercialization of technologies/products, product development, public private partnerships, international cooperation etc.
- Ability to lead, guide and motivate a talented team of officers towards achieving the goals of the organizations.
- Ability to attract industry sponsorship for NeGD- Media lab Asia.
- Ability to manage independently an organization of national importance.
- Ability to effectively interface with Government, industry, academic and R&D institutions.

Age: Below 56 years as on 31st March,2010

Term: Two Years.

PART I

Application for Deputation in Media Lab Asia for the Post of President & CEO

1. Post applied for   :
2. Name in full   :
3. Father's Name   :
4. Sex – Male/Female   :
5. Nationality   :
6. Date of Birth (dd/mm/yyyy)   :

   Age (As on closing date of receipt: ____Years____ Months ____ Days
   of application)

7. Date of retirement under Central /
   State Government rules   :
8. Marital status   :
9. Permanent Address   :
10. Address for correspondence   :
    Phone Nos.   Office   :
                        Residence   :
                        Email ID   :

11. Academic & Professional Qualifications:

Name of the Institute/Board/University	Year of Passing	Exam/Degree	Aggregate percentage of marks and Division	Remarks

12. Total Experience in number of Years and Months ____Years _____ Months

Employment history, in chronological order

S.No	Office/Inst./Orgn.	Post held	Period (from – to)	Pay Band & Grade Pay with present pay	Nature of duties/ responsibilities	Significant Accomplishments (If any)

Affix recent passport size photograph

13. Special Achievements   :
   (Please give details)

14. Details of present post held:
   a. Designation   :
   b. Date from which held   :
   c. Scale of pay - Pay Band & Grade Pay
      (Revised) with present pay drawn   :
   d. Whether present post is held on regular/
      tenure/deputation/temporary/permanent/
      officiating or adhoc basis and since when   :
   e. If on deputation,, please provide following
      additional details   :
      i. Details of post held on regular basis   :
      ii. Scale of pay   :
      iii. Since when is the regular post held   :
      iv. Period of appointment on deputation/contract   :
      v. Name of the parent office/organization to which you belong:

   f. Name of the Ministry/Department/Organization where employed
      with full address indicating name and designation of contact
      officer and Telephone/Fax Numbers   :

15. Additional details about present employment
    Please state whether working under
    a) Central Government
    b) State Government
    c) PSU
    d) Autonomous Bodies

16. Remarks - The candidates may indicate information with regard to:
    a) Research publications and reports and special projects

    b) Awards /Scholarships/Official appreciation

    c) Affiliation with the professional bodies/institution/societies and

    d) Any other information.

I hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons thereof.

Date: ....
Place:................

Signature: ....
Address.. ..

Part- II

No Objection Certificate to be recorded by the Office/Department while forwarding the

Application

1. Certified that the particulars given by the applicant are true, correct and complete and have been verified from the office record.
2. The applicant, if selected, will be relieved immediately.
3. It is certified that no vigilance case is pending or contemplated against him/her.
4. No major/minor penalty is in force or current against the official
5. No adverse remarks have been recorded in the candidates ACR for the last five years.
6. His integrity is beyond doubt

Date:

Signature of Head of Office/Department

Office seal

Telephone No

National e – Governance Division

Job Description

Division	NeGD
Function	President & CEO
Band	Top Management
Reports To	NeGD committee and Board of Media Lab Asia
Job Code	01

Job Objective

The objective of this job is to provide leadership and strategic direction to the organization, setting goals and objectives for the business, adding strategic value to client relationships and driving growth for the organization. The job holder will be responsible for the following:

- Providing thought leadership in the e-governance domain, in India and globally.
- Providing direction and leadership towards the achievement of the organization's vision, mission, strategy, and its annual goals and objectives.
- Advising the Board in all major decisions pertaining to the organization.
- Providing leadership assistance to Central Ministries/ State Line Departments.
- Serving as a secretariat to the Apex Committee.
- Undertaking technical appraisal of all major NeGP projects to examine issues such as overall technology architecture, framework, standards, security policy, service delivery mechanism, sharing of common infrastructure etc.
- Overall guidance in framing core policies, R&D, awareness and assessment and creation of organization structure

Primary Responsibilities

LEADERSHIP AND DIRECTION SETTING

- Enable mechanisms in NeGD on an ongoing basis to support implementation of National e-Governance Plan
- Formulate action plans for achieving the vision, mission and objectives of NeGD
- Support operations and administration of the Board by advising and informing Board members and act as the interfacing between Board and all other relevant stakeholders
- Promote a high performance work culture that reflects the organization's values
- Ensure coordination between the various arms of NeGD to meet the larger objective of effective implementation of NeGP
- Interact with external agencies like DIT, Central Line Ministries, State DITs, Nodal Agencies, NISG, Media Lab Asia, Funding Agencies etc to facilitate the smooth functioning of NeGD

Guides, Supervise and direct the following functions of National e-governance division:

1. Program Management & Monitoring

2. Impact Assessment

3. Awareness and Communication

4. Knowledge Management

5. Project Appraisal

6. Strategic Planning including Policy & Guidelines

7. Project Development

8. Technical Support & Appraisal

9. Research

10. Capacity Building Scheme and Recruitments

11. Change Management and Training

12. HR Management and Administration