

PROSPECTUS

Recruitment for the post of “District Manager (ON CONTRACT BASIS)” for implementing CSC 2.0 scheme in Puducherry District.

Job Description

Position	District Manager (on contract basis) to implement CSC 2.0 scheme.
Report to	District Collector/District Magistrate or any officer designated for PDeGS.
Employer	Puducherry District e-Governance Society.
State	Puducherry
No. of position	Two (2)
Key functions	These resources would be handholding the Village Level Entrepreneurs, travel across the district at the Gram Panchayats, support them for smooth implementation and act as a catalyst for sustainability of CSCs.
Name and address of the employer	O/o the District Collector, Vazhudavur Road, Pettaiyanchathiram, Puducherry 605 009.

Roles and Responsibilities of District Level Resources:

1. Supporting DeGS in Program management and last mile implementation in all the Gram Panchayats within the respective District Administration.
2. Co-ordinating with State teams, CSC SPV teams and National team for smooth implementation.
3. Working with DeGS for selection of VLEs, CSC locations and enabling factors ensuring smooth operations of CSCs.
4. These resources would be the first point of contact for redressing VLEs' issues and the issues raised at the Help Desk.
5. 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.
6. Co-ordinating with other State/UT department along with State teams for enablement of more services into the CSC platform and integrating existing services/portals into the universal CSC technological platform.
7. Conducting regular field level assessments of CSCs within the 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 holding support to VLE.
8. Co-ordinating with DeGS for review meetings on implementation progress within the district.
9. Supporting DeGS in implementation, decision making and all other activities as assigned by the DeGS.
10. Any other work assigned by DeGS.

Eligibility Criteria for recruitment to the post of District Manager

1. Essential Qualification:

- (i) Graduate in any Discipline
- (ii) Must have at least CCC level proficiency in computer from NIELIT (or) any Diploma /Degree/PG. Diploma in computer field
- (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. (Tamil/Telugu/Malayalam)
- (v) Should be aged between 24-35 years as on 01-10-2016.
- (vi) Should be the residents of Puducherry District (Puducherry/ Mahe/ Yanam)

2. Desired Skills:

- a) Prior project management experience.
- b) Experience in the domain of IT projects, IT infrastructure deployment/ software development hardware, networking, security management in IT projects.
- c) Good people management and communication skills.
- d) Result oriented and self motivated for working in rural areas and cross reporting structure.
- e) Experience in e-Governance related projects of organizations / departments / NGO/ Non-Profit organization.
- f) Willingness to travel across the district at the Gram Panchayats.