



## Haryana State Electronics Development Corp. Ltd

S.C.O. 109-110, SEC-17 B, CHANDIGARH-160017

Ph. 0172 – 2563076

### Advertisement

#### Requirement of District Managers for 11 districts (one in each district) for implementation of e-District Project in Haryana

We are looking for self-motivated, confident dedicated and committed District Manager for implementation of e-District Project in the State of Haryana with the following essential eligibility criteria:

Parameters	Description	Documents Required
Age	21-35 as on 01-02-2014	10 <sup>th</sup> Certificate/Passport/PAN Card
Qualification	BCA/BIT/BE/B.Tech/MCA with 60% marks or must be a graduate (any discipline with 60 % marks) with one year computer diploma with 60 % marks	Qualification certificate
Language	English and Hindi	10 <sup>th</sup> certificate or any other relevant certificate
Experience	Minimum of three(3) years of work experience preferably in IT/e-Governance related field	Bonafide experience certificate

1. The above post is on contract basis initially for 1 year (may be extended on year-to-year basis for further two years).
2. Hiring will be done on the basis of online test followed by an interview.
3. The selected candidates will be deployed at respective districts and will not be allowed to change the district during the initial contract period.
4. The remuneration is as below:

Year	Remuneration Range	Remarks
1 <sup>st</sup> Year	Rs. 23,500	
2 <sup>nd</sup> Year	Rs. 26,000	Taking into account 10% increment on previous year's remuneration
3 <sup>rd</sup> Year	Rs. 28,500	Taking into account 10% increment on previous years remuneration

5. Higher remuneration will be given to the candidates with more than 3 years of relevant experience in IT/eGovernance field. The candidates can download the application form from the Hartron website i.e. [www.hartron.org](http://www.hartron.org).
6. All the applications should be addressed to Managing Director, Hartron. The application (enclosing relevant certificates in proof of qualification and experience) along with two passport size recent photographs should be submitted/sent to the following address:  
PM, Hartron, Deployment Division  
Hartron Bhawan, Bays no. 73-76,  
Sector-2, Panchkula-134115
7. The envelope containing application form should be superscribed with “**Application for e-District Manager**”. The incomplete form will not be considered. A candidate can submit only one application form.
8. The 11 districts for which a candidate can apply: Gurgaon, Panipat, Sonipat, Kaithal, Palwal, Jind, Bhiwani, Jhajjar, Mahendragarh, Mewat and Rewari
9. **The last date for receipt of applications is 31-02-2014.**
10. All the details regarding interview venue and date will be available on website. No intimation will be sent individually to the candidates through post. Bring all the original certificates at the time of interview. However, if a large number of candidates apply for the post, a written test before the interview can be conducted.
11. The decision of the MD, Hartron in all matters relating to acceptance or rejection of an application, eligibility/suitability of candidates, etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
12. Any changes in the schedule will be displayed on website.

## DISTRICT MANAGER JOB DESCRIPTION

### Roles & Responsibilities:-

1. Coordinate, Implement and monitor electronic citizen services delivery under the name of Haryana e-Seva comprising of the e-District as well as other service delivery initiatives that has been taken up by the state.
2. Coordinate with personnel deployed in the district for Hardware and SWAN maintenance.
3. Facilitate acceptance of supply, installation and commissioning of hardware & peripherals deployed at all the designated offices in district level
4. Submission of weekly report to District Deputy Commissioner (DC) on progress of eDistrict project or any officer designated for implementation of the eDistrict Project by the DC at district level.
5. Organizing eDistrict review meetings including preparation of agenda, operational support and help in drafting Minute of Meetings.
6. Submit reports and update status in PMIS
7. Facilitate data digitization, networking, site preparation and training / workshop activities in the district
8. Regular review of all the services delivered under eDistrict project and help in resolution of operational issues, if any.
9. Spread awareness in the district about the eDistrict and citizen services delivery project
10. Facilitate the impact assessment study in the district
11. Training to other stakeholders, as and when required
12. Any other project related activities for eDistrict MMP
13. Monitor and report as may be necessary the number of transactions happening in the districts under various service categories
14. Monitor the service levels of the services being provided
15. Escalate to the DC / or any officer designated for implementation of the eDistrict Project by the State at district level for cases for which services have been delayed or where quality of services are inadequate
16. Be the first point of escalations for any failure in the performance of the service
17. Carry-out root-cause analysis for any service level failures
18. Ensure the technical infrastructure is working to effectively support electronic services delivery to citizens.
19. Co-ordinate with helpdesk for resolution of any technical failure