NOTIFICATION

No. Admn/386/1SIT/5505
Dated, the 31st August, 2017

The Government of Haryana recognizes the important role of Information and Communication Technologies (ICT) in delivery of citizen services and governance processes in an efficient and transparent manner. Recognizing this, the in-house availability of competent IT resources is the pre-requisite towards the implementation of any end-to-end e-Governance or IT project in the State.

The Government has decided to create and put in place a specialized cadre of IT professionals in the State to facilitate planning, designing, implementing and managing a wide range of IT initiatives at department/ organization levels. These resources will be on contractual basis both long term (5 yrs) and short term (3 Yrs). This policy aims to sustain internal capacities of Government Departments/ Districts by empowering them with IT specialists & professionals having expertise in different domains and by providing a uniform structure across the State.

Accordingly, the Governor of Haryana is pleased to notify a comprehensively Contractual Policy for IT Professionals in the State, copy of which is attached at **Annexure 'X'.**

This issues with the approval of Information Technology - Planning Re-engineering, Implementation, Steering & Monitoring (IT-PRISM) Committee, Government of Haryana.

Devender Singh
Principal Secretary to Govt., Haryana
Electronics & Information Technology Department

Endst. No. **Admn/386/1SIT/5506**   Chandigarh: Dated, the 31st August 2017

A copy is forwarded to the Accountant General (Haryana) for information.

Sr. Administrative Officer
for Principal Secretary to Govt., Haryana
Electronics & Information Technology Department

Endst. No. **Admn/386/1SIT/5507**   Chandigarh: Dated, the 31st August 2017

A copy is forwarded to the Controller, Printing & Stationery Department, Haryana, Chandigarh with the request that the above notification may please be published in Haryana Government (Extra ordinary) gazette immediately and 20 copies thereof be supplied to the department.

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Sr. Administrative Officer
for Principal Secretary to Govt., Haryana
Electronics & Information Technology Department

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Endst. No. **Admn/386/1SIT/5508**   Chandigarh: Dated, the 31st August 2017

A copy, alongwith its enclosure, is forwarded to all the Administrative Secretaries to Government Haryana for information and necessary action.

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Sr. Administrative Officer
for Principal Secretary to Govt., Haryana
Electronics & Information Technology Department
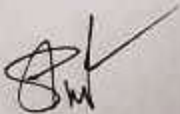
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The Governor of Haryana is pleased to make following minor amendments in the experience clause of Annexure 'F' of the "Contractual Policy for IT Professionals" issued by this Department vide notification no. Admn/386/1SIT/5505 dated 31.08.2017:-

Sr. No.	Position	No. of positions	Existing requirement Annexure F (in clause 4).	Proposed amendment in Annexure 'F' (in clause 4) of the Policy.
1.	Junior Chief Information Technology Officer	4	b)(ii) 3 years working experience with Government/ PSU. iii) 3 years experience as Head/ Executive role of an organization/ unit.	b(ii) (iii) shall be treated as deleted and clauses 'c' (vii) and (viii) shall be inserted as under: (vii) 'Working experience with Govt./PSU. (viii) 'Working Experience as Head/ Executive role of an organization/ unit.
2.	System Executive Officer	55	b)(ii) 3 years working experience with Government/ PSU. iii) 4 years experience as Head/ Executive role of an organization/ unit.	b(ii) (iii) shall be treated as deleted and clauses 'c' (vi) and (vii) shall be inserted as under: (vi) 'Working experience with Govt./PSU. (vii) 'Working Experience as Head/ Executive role of an organization/ unit.
3	Deputy System Executive Officer.	22	b)(ii) 1 year working experience with Government/ PSU. iii) 1 year experience as Head/ Executive role of an organization/ unit.	b(ii) (iii) shall be treated as deleted and clauses 'c' (vi) and (vii) shall be inserted as under: (vi) 'Working experience with Govt./PSU. (vii) 'Working Experience as Head/ Executive role of an organization/ unit.

Chandigarh dated,
the 10.05.2019

Ankur Gupta

Principal Secretary to Government Haryana,

Information Technology, Electronics and Communication Deptt.

Contractual IT Cadre Policy

BACKGROUND

The State Government is giving great emphasis on promotion of IT & e-Governance projects/ Mission Mode Projects and its applications in the Government Offices/ Boards/ Corporations/ Institutions to bring about efficiency, transparency in the delivery of the public services. In view of this, Electronics and Information Technology has already got prepared and approved the IT plans of the various Government Departments/Boards/ Corporations, etc. For implementation of these IT plans, Hartron Informatics Limited (HIL) a wholly owned subsidiary of Haryana State Electronics Development Corporation Limited has also been approved as a Nodal Agency for deploying IT professionals in various Government Departments/ Boards/Corporations on job work basis. Beside this the state is also hiring resources from NICSI, HKCL and through empanelled agencies.

The job work policy of the State was formulated in the year 2001 which was then best suited to fulfill the short-term requirements of Computer Professionals, whose association with any Department is expected to be for a limited period till the projected assignment is completed. However, this policy is not suitable to cater to the present day requirements of Government Departments/ Boards/ Corporations/etc which include multiple tasks regarding preparation, implementation & monitoring of long term IT Plans with a view to ensure improvement in the efficiency, to bring about transparency in the Government organizations and to ensure better delivery of Public Services by executing ICT applications therein. Long term mandate cannot be served by having entire work force of computer professionals working on job work basis/ short term contractual assignments as the resources keep on exploring better options and they tend to leave the assignments as and when available. The general trend of attrition is 30-40 % in IT sector.

It has been further observed that the good professionals easily get better options and thereby a vacuum is created in the implementation and rollout which overall slows the implementation and timelines which is a major risk in any government project. It is needless to say that the contractual amounts paid by the Government are nowhere a match to those being offered in the private sector. Uncertainty of the length of job work assignment further dampens the spirits of the engaged job work manpower, who see no long term future and Job security in the Government sector in addition to having low remuneration.

Therefore, a need has been felt for amending the existing job work policy and replacing it with a more futuristic, comprehensive manpower policy which provides for manpower on regular basis, job work manpower and outsourcing plans as per the e Governance Life Cycle depending upon the specific project requirements of the Government organizations and departments. Any state which has advanced in the IT

domain has put in some major structural reforms in retaining good resources. It is contemplated in the policy that all the organizations should have a skeleton professional manpower on regular basis depending upon its size and requirements. Departments can have some of their employees on contractual / need basis and some IT professionals on regular, intermediate/ middle management levels who would ensure that the knowledge and experience is retained and the project timelines don't suffer with the administrative transfers and exit of implementation Agencies/ System Integrators. These resources would be provided by the Electronics & Information Technology Department Further, all short-term/ ad-hock requirements of professionals would continue to be fulfilled by having job work manpower from HIL/ HKCL/ NICSI, etc.

Also, the project specific and innovative requirements of the department like Software development, rollout etc. would be undertaken by outsourcing to an external agency / system integrator after adopting the outsourcing procedure of the Government. The IT cadre resources shall do the monitoring and supervision of these projects being implemented by SI/ third party and shall ensure that the Exit Management is carried out in a proper way and no knowledge is lost. The SeMT shall continue to work as advisory to the state and would be an integral part of the IT Cadre in providing consultancy and overall direction to the projects.

Currently, there are 13 positions sanctioned for the State e Mission Team (SeMT) in Haryana. The salary of SeMT members is being paid by Government of India under the Capacity Building fund. In case, the scheme is closed by Government of India, these resources shall be merged in the State IT Cadre on long term contracts basis and equivalent salary will be provisioned in State Budget for maintaining these resources.

The role of NIC shall also remain the same and would continue to provide similar executive services.

As the job work policy and outsourcing procedure are already well delineated, there is a need to formulate a policy for requirement of IT professionals and creation of the IT Cadre. Accordingly, On the basis of **eGCF (e Governance Competency Framework)** document, framed by NeGD, GOI in consultation with Central line Ministries, State/UT Governments, Academia and Industry, there are 19 roles recommended in order to implement any kind of IT / e-Governance project.

These 19 roles have been further converged into five basic streams which will implement the tasks such as Program Management, Software Solution and Technology, Security Management, Hardware & Networking and Capacity Building etc.

AIMS AND OBJECTIVES:

1. To enable the various Government departments and organizations to plan, implement and manage various IT driven initiatives, besides maintenance & operation of IT infrastructure in the State;
2. To ensure coordination of the various IT initiatives of State Government Organizations including the common initiatives facilitated by the Secretariat for Information Technology;
3. To assess and facilitate the human resources requirements of various Government Departments for smooth implementation of e Governance initiatives;
4. To provide stability and continuity in the engagement of IT Manpower by creating suitable growth path and staffing plans across the Departments for such professionals within the government;
5. To provide for a mechanism for continuous induction of IT specialists from the market, so as to remain in tune with the upcoming technology trends and use this appropriately for the state's IT initiatives.

STRUCTURE AND RECRUITMENT PROCEDURE

1. In the department of IT, a full-fledged IT Division comprising of five streams/branches of technical specialties, viz.
   (a) Software Solution and Technology Branch
   (b) Hardware and Networking Branch
   (c) Program Management & Tech. Architect
   (d) Information Security Management Branch and
   (e) Capacity Building (CB) Branch,
   would be responsible for supporting e-Governance projects/ Mission Mode Projects and initiatives commonly applicable to multiple departments / organizations in the state;

2. The IT Cadre for Haryana shall be **fully Contractual**. Maximum strength would be of Contractual Employees with minimum period of 3 Yrs of Contract period (both at Top and Low Level) however; one resource (Middle Management) in each Department/ District shall be on a Long term Contract for period of 5 Yrs in order to retain knowledge & maintain continuity.

3. Now following is considered in order to frame the IT Cadre for the state:
   (a) the prevailing industry attrition scenario;
   (b) every 5 years the technology changes;
   (c) all resources be Contract in order to avoid any permanent liability;
   (d) there is huge knowledge loss if there are no long term resources in the Department/ District;

(e) there would be two types of Contractual Employees/ Agreements, one "Short Term Contract" i.e. with minimum period of 3 Yrs (both at Top and Low Level) and second shall be on a "Long term Contract" for period of 5 Yrs in Middle Management in each Department/ District in order to retain knowledge & maintain continuity;

(f) long term Contract shall be on the roles of E&IT department only and only one resource i.e. SEO/ Dy.SEO shall be deployed in Departments/ District Administration respectively;

(g) the salary of the Top level resources in IT department, respective Departments & Districts i.e. CITO/ Jt. CITO/ SEO / Dy. SEO shall be on the pay rolls of E&IT Department;

(h) the contractual resources apart from above deployed for PeMT & DeMT shall be on the pay roles of the concerned Department/ District Administration;

(i) the Contracts shall be extendable on same terms & conditions based on the satisfactory performance;

(j) industry standard of calculating remuneration for contractual resources as: Number of Years of Relevant Experience (R.Exp) + 2 (two); but not less than or equivalent to the corresponding entry level of scale of 7th pay commission;

(k) in order to retain good resources a suitable increase of 10% annual (on last drawn salary) is applicable;

(l) maximum remuneration for a particular grade/slab be fixed so as to maintain the minimum and maximum salary for a particular designation. E.g. for "Sr. Programmer" where the experience ranges from 6 to 10 years, the salary slab proposed is 8 to 12 lacs and no resource of this level will be paid more than 12 lacs;

(m) all the resources shall be shortlisted through Central HR agency like NISG/ NeGD or any other HR agency authorized by the Governemnt;

4. The **E&IT Department** shall set-up an in-house e-Governance Unit to be known as the IT Management Office (IT-MO) for the State. The constitution is as under:

(a) the IT-MO shall be headed by Chief Information Technology Officer (CITO) who shall be reporting to the Administrative Secretary of the E&IT department;

(b) as E&IT department is parent department for management of the Contractual IT Cadre, all the long term resources shall be in IT Department's structure;

(c) the E&IT department shall provide System Executive Officer and Deputy System Executive Officer to Department and District respectively and these resources shall be on the payroll of E&IT department;

(d) rest all resources shall be on short term contract (3 Yrs) i.e. top management and bottom management;

(e) the Information Security Domain/ Branch shall be maintained centrally at the IT department as under the Information Security and Management Office (ISMO) which shall be facilitating the Security needs of the State;

(f) The higher management (IT-MO) of E&IT department would be responsible for the following:

    i. Evolve and facilitate compliance with the standards, frameworks and policies;

    ii. Facilitate the governance mechanisms for IT initiatives of the state;

    iii. Serve as a platform for knowledge sharing;

    iv. Support development of roadmaps and common IT frameworks;

    v. Provide project oversight and facilitate technology solutions that would be commonly applicable to multiple departments in the state including maintaining strategic control;

    vi. Synergize and resolve conflicts arising due to project overlaps;

    vii. Recognize and manage all IT assets of the state as may be applicable from time to time;

    viii. Technical skills planning and enhancement facilitation for the State;

    ix. Help departments move up the IT maturity curve through appropriate technical interventions;

The Structure of department of E&IT is attached as **Annexure "A"**

5. Every **Other Department** shall set-up an in-house e-Governance Unit to be known as the Project e-Governance Management Team (PeMT) headed by System Executive Officer (SEO) and would further consist of:

(a) one SEO as long term contractual resource (provided by E&IT Department amongst the long term contractual staff available with E&IT department of appropriate level & experience);

(b) the SEO shall have dual reporting to the Administrative Secretary of concerned Department and CITO of the E&IT Department;

(c) at least 1 domain resource (preferably with minimum 10 years of services, who fully understand domain practices and requirements of the back office processing of the respective Department);

(d) Short term contractual professionals:

    i. 7-9 IT Professionals (for departments with **High** IT usage),

    ii. 5-6 IT Professionals (for departments with **Medium** IT usage),

    iii. 3-4 IT Professionals (for departments with **Low** IT usage);

(e) one Superintendent/ Assistant/ Accountant (as considered appropriate) to manage all records/ files/ decisions etc. for maintaining various projects;

(f) one class-IV employee;

(g) Beside this, in case, the services of IT Professionals like Web Designers, Data Entry Operators etc., are required to meet specific short terms needs, the concerned department may engage their services through

Hartron Informatics Ltd. or by way of individual contract as per existing outsource policy;

(h) SeMT Officers & NIC Officers shall always be available for overall consultation and guidance on need basis.

The Structure of PeMT at headquarters of all department is attached as **Annexure "B".**

The departments shall submit their requisition in the prescribed form enclosed as in **Annexure "B1, B2 & B3 for High, Medium & Low IT usage departments respectively"** to the E&IT department within 15 days from the date of issuance of this policy duly signed by the concerned Administrative Secretary/ HOD.

6. Every **District** shall also set-up an in-house e-Governance Unit to be known as the District e-Governance Management Team (DeMT) headed by Deputy System Executive Officer (Dy. SEO) and would further consist of:

   (a) one Dy. SEO as long term contractual resource (provided by E&IT Department amongst the long term contractual staff available with E&IT department of appropriate level & experience);

   (b) the Dy. SEO shall have dual reporting to the District Administration of concerned DIstrict and Jt. CITO of the E&IT Department as nominated by CITO;

   (c) Dy.SEO shall work in coordination with DIO NIC/ ADIO NIC as per work assigned by District Administration;

   (d) three other short term contractual IT professionals;

   (e) one class-IV employee;

   (f) beside this, in case, the services of IT Professionals like Web Designers, Data Entry Operators etc., are required to meet specific short terms needs, the concerned department may engage their services through Hartron Informatics Ltd. or by way of individual contract as per existing outsource policy;

   (g) SeMT Officers shall be available for consultation and guidance on need basis.

   The Structure of DeMT at District level is attached as **Annexure "C".**

   The departments shall submit their requisition in the prescribed form enclosed as in **Annexure "C1"** to the E&IT department within 15 days from the date of issuance of this policy duly signed by the concerned Deputy Commissioner.

7. The IT Department has already established the SeMT (State Level e-Governance Management Team) consisting of IT Professionals to provide consultancy related

to various Mission mode Projects (MMPs) and State specific IT & e-Governance projects at the State Level.

The said team shall continue to be responsible for undertaking the ground work for providing an overall direction, standardization and consistency through Programme Management of e-Governance in the State on long term contracts. The roles and responsibilities of SeMT shall continue to remain same as has been defined by Government of India as attached at **Annexure 'D"**.

8. National Informatics Centre (NIC) will continue with the "Informatics – Led - Development" programme of the Government to derive competitive advantage by implementing ICT applications in social & public administration. The following major activities shall be performed:
    (a) Setting up of ICT Infrastructure
    (b) Implementation of National and State Level e-Governance Projects
    (c) Products and Services
    (d) Consultancy to the government departments
    (e) Research and Development
    (f) Capacity Building
    (g) Provide ICT Network, "NICNET"
    (h) Steering e-Government/e-Governance applications
    (i) Maintain the services as already being maintained by NIC
    (j) Develop new applications as per the needs of the State

9. In the PeMT of departments positions proposed in each category are indicative and the departments may consider increasing/ decreasing resources depending on stage of project as per e Governance Life Cycle); however, maximum number of positions assigned to a department must not change. For example: If the department requires a specialized application development resources like Android, database application development, etc, the requirements be communicated to the E&IT department and accordingly an appropriate resource shall be provided under Software Solution & Technology domain.

While filling up the posts, the concerned Administrative Secretary shall decide on the number of positions (with domain) required for the PeMT setup, considering the existing computer/ IT staff available in the department. In case, if some resources are already available with the department for the defined PeMT, such positions can be included and accordingly the remaining requirement be communicated to the E&IT department. Also, for such positions the existing services rules/ contractual obligations at the time of hiring shall be applicable. Also such resources shall not be governed by the Service Rules of IT Cadre of E&IT Department.

10. On the basis of current IT uses and requirements and feedback received, the departments have been categorized into High, Medium and Low category based on the IT usage of the department. The list is attached at **Annexure "E"**. Further, the IT PRISM is empowered to include or exclude the departments and change the categories based on the requirements from time to time.

11. All the positions: both Long term Contract and short term Contract under various domains like Software Solution & Technology, Capacity Building, Network, Security Management and Testing & Quality Assessment for all the departments shall be shortlisted through Central HR agency like NISG/ NeGD or any other HR agency authorized by the Government and interviews shall be conducted by a notified committee for final selection. Appropriate Committee(s) for selection of resources at different levels (for concerned departments) shall be notified by the E&IT department.

12. The Job Roles & Responsibilities, Qualifications and Experience for all positions are attached at **Annexure "F"**.

13. The draft template agreement for long term & short term contractual Employment is attached at **Annexure "G"**.

Annexure 'A': Structure of IT Cadre in IT Department

Contractual	Group	Structure of IT Cadre in IT Department (Officers Oriented Structure)					Common Technical Advisory
	A	CITO (1 No) (Min R.Exp- 24 yr)					NIC/ SeMT
		Jt. CITO (7 Nos) (Min R.Exp- 21 yr)					
Long term Contract (5 yrs)	B Age 23 to 55 Years	System Executive Officer (SEO) / Unit Heads (Min R.Exp- 18 yr)					PeMT
Long term Contract (5 yrs)		Sr. System Analyst (Min R.Exp- 14 yr)	Sr. CB Officer (Min R.Exp- 14 yr)	Sr. N/W Admin (Min R.Exp- 14 yr)	Sr. Info Sec Quality Auditor (Min R.Exp- 14 yr)	Sr. Test & QA Engg. (Min R.Exp- 14 yr)	
Short term Contract (3 yrs)		System Analyst (Min R.Exp- 11 yr)	CB Officer (Min R.Exp- 11 yr)	N/W Admin (Min R.Exp- 11 yr)	Info Sec &Quality Auditor (Min R.Exp- 11 yr)	Test & QA Engg. (Min R.Exp- 11 yr)	
Short term Contract (3 yrs)		Sr. Prog. (Min R.Exp- 6 yr)	Jr. CB Officer (Min R.Exp- 6 yr)	Sr. N/W Engg (Min R.Exp- 6 yr)	Sr. Info Sec /Testing Engg. (Min R.Exp- 6 yr)	Jr. Test & QA Engg. (Min R.Exp- 6 yr)	
		Programmer (Min R.Exp- 1 yr)	Instructor (Min R.Exp- 1 yr)	N/W Engg. (Min R.Exp- 1 yr)	Info Sec /Testing Engg (Min R.Exp- 1 yr)	Tester (Min R.Exp- 1 yr)	
Domains		S/W Sol. & Tech. Branch	Capacity Building Branch	Network Branch	Security Management Branch	Testing & Quality Assessment	NIC/ SeMT (direction, standardization

Annexure-'B': Structure of PeMT at Departments (High/ Medium/ Low)

1. **High IT Usage- Department (7-10 resources):**

Contract	Group	Structure of IT Cadre				Common Technical Advisory
Long term Contract (5 yrs)	B	**System Executive Officer (SEO) / PeMT Head**				NIC/ SeMT (for providing overall direction, standardization, consistency)
Short term Contract (3 yrs)		System Analyst				
		Sr. Programmer	Sr. N/W Engineer	Jr. CB Officer	Jr. Test & QA Engg.	
		Programmer	N/W Engg.	-	-	
Domains		S/W Sol. & Tech. Branch	Network Branch	Capacity Building Branch	Testing & Quality Assessment	

2. **Medium IT Usage- Department (5-7 resources):**

Contract	Group	Structure of IT Cadre				Common Technical Advisory
Long term Contract (5 yrs)	B	**System Executive Officer (SEO) / PeMT Head**				NIC/ SeMT (for providing overall direction, standardization, consistency)
Short term Contract (3 yrs)		System Analyst				
			Sr. N/W Engineer			
		Programmer		Instructor	Tester	
Domains		S/W Sol. & Tech. Branch	Network Branch	Capacity Building Branch	Testing & Quality Assessment	

3. Low IT Usage- Department (3-5 resources):

Contract	Group	Structure of IT Cadre				Common Technical Advisory
Long term Contract (5 yrs)	B	**System Executive Officer (SEO) / PeMT Head**				NIC/ SeMT (for providing overall direction, standardization, consistency)
Short term Contract (3 yrs)		Sr. Programmer				
			N/W Engg.	Instructor	Tester	
		S/W Sol. & Tech. Branch	Network Branch	Capacity Building Branch	Testing & Quality Assessment	

Note:

1. In addition, to the above structure, the departments may take contractual positions as per their additional requirements like Web Designers/ Data Entry Operators, etc as pre HIL policy.

2. Further, the departments to facilitate the PeMT for records/files management, etc and place suitable resources like Superintendent/ Assistant/ Accountant/ Clerk, peon as case may be from their existing strength for smooth functioning.

Annexure – 'B1': IT Cadre Requisition Form – High IT Usage

Please select number of resources in each category:

1. Department Name:_____

2. System Executive Officer (SEO)/PeMT Head [Long term Contract - 5 yrs.]
   A. Required
   B. Not Required

3. System Analyst [Short term Contract - 3 yrs] - Software Solution & Technical Branch
   A. One (1)
   B. Two (2)
   C. Not Required
   3.1 Project Name [To be assigned to System Analyst (s)]

   _____

   3.2 Task List[To be assigned to System Analyst (s)]

   _____

4. Sr. Programmer [Short term Contract - 3 yrs] - Software Solution & Technical Branch
   A. One (1)
   B. Two (2)
   C. Three (3)
   D. Not Required
   4.1 Project Name(s) [To be assigned to Sr. Programmer(s)]

   _____

   4.2 Task List[To be assigned to Sr. Programmer(s)]

   _____

   4.3 Please specify Domain/Technology Required for each Sr. Programmer position (Eg: Java/J2EE, Dot Net, PHP, Oracle, MS-SQL, etc)

   _____

5. Programmer [Short term Contract - 3 yrs] - Software Solution & Technical Branch
   A. One (1)
   B. Two (2)
   C. Three (3)
   D. Not Required
   5.1 Project Name(s) [To be assigned to Programmer(s)]

   _____

   5.2 Task List[To be assigned to Programmer(s)]

   _____

   5.3 Please specify Domain/Technology Required for each Programmer position (Eg: Java/J2EE, Dot Net, PHP, Oracle, MS-SQL, etc)

   _____

6. Sr. Network Engineer [Short term Contract - 3 yrs] - Network Branch
   A. Required
   B. Not Required

7. Network Engineer [Short term Contract - 3 yrs] - Network Branch
   A. One (1)
   B. Two (2)

    C. Not Required

8. Jr. CB Officer [Short term Contract - 3 yrs] – Capacity building Branch
    A. One (1)
    B. Two (2)
    C. Not Required
9. Jr. Test & QA Engg.[Short term Contract - 3 yrs] – Testing & QA Branch
    A. One (1)
    B. Two (2)
    C. Not Required

Note:
1. The Maximum Number of Positions shall not exceed 10 in any Department with High IT Usage (1 Long term, 9 Short term)

2. The Department to have one resource in each domain mandatorily for the smooth operations of the IT Projects. In case, any domain resource is not required (due to availability of existing resources), the following details shall be mandatorily required about the existing resource(s):

    Position Not Required for   :_____
    Reason   :_____
    Position to be handled by   :_____
    Name of resource   :_____
    Qualification   :_____
    Experience No of Years   :_____
    Experience Details   :_____
    Present Deployment   :_____
    Since when employed   :_____

    Signature
    Administrative Secretary / HOD
    Date:

Annexure – 'B2': IT Cadre Requisition Form – Medium IT Usage

Please select number of resources in each category:
1. Department Name:_____
2. System Executive Officer (SEO)/PeMT Head [Long term Contract - 5 yrs.]
    A. Required
    B. Not Required
3. System Analyst [Short term Contract - 3 yrs] - Software Solution & Technical Branch
    A. One (1)
    B. Two (2)
    C. Not Required
   3.1 Project Name [To be assigned to System Analyst (s)]
   _____
   3.2 Task List[To be assigned to System Analyst (s)]
   _____
4. Programmer [Short term Contract - 3 yrs] - Software Solution & Technical Branch
    A. One (1)
    B. Two (2)
    C. Three (3)
    D. Not Required
   4.1 Project Name(s) [To be assigned to Programmer(s)]
   _____
   4.2 Task List[To be assigned to Programmer(s)]
   _____
   4.3 Please specify Domain/Technology Required for each Programmer position (Eg: Java/J2EE, Dot Net, PHP, Oracle, MS-SQL, etc)
   _____
5. Sr. Network Engineer [Short term Contract - 3 yrs] - Network Branch
    A. Required
    B. Not Required
6. Instructor [Short term Contract - 3 yrs] – Capacity building Branch
    A. One (1)
    B. Two (2)
    C. Not Required
7. Tester[Short term Contract - 3 yrs] – Testing & QA Branch
    A. One (1)
    B. Two (2)
    C. Not Required

Note:
   1. The Maximum Number of Positions shall not exceed 7 in any Department with Medium IT usage (1 Long term, 6 Short term)

   2. The Department to have one resource in each domain mandatorily for the smooth operations of the IT Projects. In case, any domain resource is not required (due to

availability of existing resources), the following details shall be mandatorily required about the existing resource(s):

Position Not Required for   :_____

Reason   :_____

Position to be handled by   :_____

Name of resource   :_____

Qualification   :_____

Experience No of Years   :_____

Experience Details   :_____

Present Deployment   :_____

Since when employed   :_____

Signature
Administrative Secretary / HOD
Date:

Annexure – 'B3': IT Cadre Requisition Form – Low IT Usage

Please select number of resources in each category:
1. Department Name:_____
2. System Executive Officer (SEO)/PeMT Head [Long term Contract - 5 yrs.]
   A. Required
   B. Not Required
3. Sr. Programmer [Short term Contract - 3 yrs] - Software Solution & Technical Branch
   A. One (1)
   B. Two (2)
   C. Three (3)
   D. Not Required
   3.1 Project Name(s) [To be assigned to Sr. Programmer(s)]

   _____
   3.2 Task List[To be assigned to Sr. Programmer(s)]

   _____
   3.3 Please specify Domain/Technology Required for each Sr. Programmer position (Eg: Java/J2EE, Dot Net, PHP, Oracle, MS-SQL)

   _____
4. Network Engineer [Short term Contract - 3 yrs] - Network Branch
   A. Required
   B. Not Required
5. Instructor [Short term Contract - 3 yrs] – Capacity building Branch
   A. One (1)
   B. Two (2)
   C. Not Required
6. Tester[Short term Contract - 3 yrs] – Testing & QA Branch
   A. One (1)
   B. Two (2)
   C. Not Required

Note:
1. The Maximum Number of Positions shall not exceed 5 in any Department with Low IT Usage (1 Long term, 4 Short term)

2. The Department to have one resource in each domain mandatorily for the smooth operations of the IT Projects. In case, any domain resource is not required (due to availability of existing resources), the following details shall be mandatorily required about the existing resource(s):

   Position Not Required for   :_____
   Reason   :_____
   Position to be handled by   :_____
   Name of resource   :_____
   Qualification   :_____

Experience No of Years   :_____
Experience Details   :_____
Present Deployment   :_____
Since when employed   :_____

<div align="center">
Signature
Administrative Secretary / HOD
</div>
Date:

Annexure-'C': Structure of DeMT at District

Structure of IT Cadre at District:

Contract	Group	Structure of IT Cadre				Common Technical Advisory
Long term Contract (5 yrs)	B	**Dy. System Executive Officer (SEO) / DeMT Head**				NIC/ SeMT (for providing overall direction, standardization, consistency)
Short term Contract (3 yrs)		Programmer	N/W Engg.	Instructor		
Domains		S/W Sol. & Tech. Branch	Network Branch	Capacity Building Branch	Testing & Quality Assessment	

Note:

1. In addition, to the above structure, the districts may take contractual positions as per their additional requirements like Web Designers/ Data Entry Operators, etc as pre HIL policy.

2. Further, the districts to facilitate the DeMT for records/files management, etc and place suitable resources like Superintendent/ Assistant/ Accountant/ Clerk, peon as case may be from their existing strength for smooth functioning.

Annexure – 'C1': IT Cadre Requisition Form – District Level

Please select number of resources in each category:

1. District Name:_____

2. Dy. System Executive Officer (D.SEO)/DeMT Head [Long term Contract - 5 yrs.]
   A. Required
   B. Not Required

3. Programmer [Short term Contract - 3 yrs] - Software Solution & Technical Branch
   A. One (1)
   B. Two (2)
   C. Three (3)
   D. Not Required

   3.1 Project Name(s)   [To be assigned to Programmer(s)]

   _____

   3.2 Task List   [To be assigned to Programmer(s)]

   _____

   3.3 Please specify Domain/Technology Required for each Programmer position (Eg: Java/J2EE, Dot Net, PHP, Oracle, MS-SQL, etc)

   _____

4. Network Engineer [Short term Contract - 3 yrs] - Network Branch
   A. One (1)
   B. Two (2)
   C. Three (3)
   D. Not Required

5. Instructor [Short term Contract - 3 yrs] – Capacity building Branch
   A. One (1)
   B. Two (2)
   C. Three (3)
   D. Not Required

Note:

1. The Maximum Number of Positions shall not exceed 4 in any District (1 Long term, 3 Short term)

2. The District Administration to have one resource in each domain mandatorily for the smooth operations of the IT Projects. In case, any domain resource is not required (due to availability of existing resources), the following details shall be mandatorily required about the existing resource:

   Position Not Required for   :_____
   Reason   :_____
   Position to be handled by   :_____
   Name of resource   :_____
   Qualification   :_____
   Experience No of Years   :_____

Experience Details   :_____
Present Deployment   :_____
Since when employed   :_____

<div align="right">
Signature
Deputy Commissioner
Date:
</div>

Annexure -'D'

SeMT Positions

Job Description	
Position	Head of SeMT
Designation	Principal Consultant
Department	SeMT/ State Nodal Agency
Reports To	State IT Secretary / Head of State designated Agency
Job Code	PC/SEMT

Job Objective

The objective of this job is to assist the State IT/ e-Governance Department in overall management of the e-Governance mission of the State. The job holder shall oversee the functioning of the SeMT team comprising professionals from the domains of Program Management, Finance, Technology and Change Management etc. He/She would work closely with the State IT/ e-Governance Department, the designated State Nodal Agency and NeGD for successful implementation of the NeGP and other e-Governance programmes of the State. The Head SeMT will report to the State IT/ e-Governance Secretary/ the designated State Nodal agency, where the SeMT is placed, with a dotted line reporting to the President & CEO, NeGD.

Primary Responsibilities

Program Management
- Drive the implementation of various MMPs, NeGP components and other State projects and highlight any issues/ slippages to higher authorities
- Ensure that the different e – governance projects being developed are in alignment with the overall objectives of NeGP
- Assist in overall appraisal of e-Governance projects.
- Develop and establish suitable program monitoring framework for the State under guidance from State IT/ e-Governance Department and NeGD
- Assist in procurement of required material/services for various e-Governance projects

SeMT Management
- Oversee the functioning of SeMT and ensure that it is able to suitably meet the requirements of the State Government in implementation of NeGP
- Prioritize and allocate available resources/ work to the SeMT personnel to ensure effective service delivery within the defined structure
- Clearly establish performance targets for the SeMT personnel in line with their assigned roles
- Identify developmental needs of the SeMT personnel and ensure that specific, need based training interventions are administered

Interagency Coordination
- Interact with the State e – Governance Apex Committee and other relevant governance bodies to identify their issues and concerns in matters related to the implementation of NeGP
- Provide inputs to the State e – Governance Apex Committee and other relevant governance bodies on various matters related to e – Governance and help them understand and analyze the policy guidelines issued by various central agencies/ committees/ NeGD etc.
- Support State e – Governance Apex Committee in resolving interdepartmental coordination issues related to technical, architectural, support, inter dependency, standards, security, core, support or shared infrastructure issues etc.

Capacity Building

- Assist the individual departments of the State Government in putting an appropriate project Management Structure and dedicated team for conceptualizing and undertaking e-Governance projects in their departments
- In close coordination with the CBMC, assist the state Government in addressing the issues related to capacity building and training requirements.

Financial Management

- Ensure financial appraisal of project reports received from the various state departments
- Manage the financial affairs of the SeMT and provide regular inputs to Secretary State IT / NeGD.

Technology Management

- Proactively use the services of the technology experts in the SeMT as well as actively seek help from the NeGD technology team, in order to provide assistance to states in technology related matters

Miscellaneous

- Ensure that the requirements of State departments in matters like preparation of EoI/ RFP/ Contracts/ PPP and other related matters are suitably addressed
- Identify Change Management needs of the department and formulate change management strategies in consultation with the State IT Department/IT Society/external consultants
- Support the State Government in the roll out of awareness and communication efforts as part of the NeGP

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by Secretary IT of the State/ Head of Nodal Agency.

Job Description	
Position	Program Management
Designation	Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head – SeMT
Job Code	C/PM

Job Objective

The objective of this job is to assist the State Government in effective program management of e-Governance projects.

Primary Responsibilities

Program Management

- Support the implementation of various MMPs and NeGP components in the State and provide inputs to NeGD
- Support the progress of the NeGP in the State and highlight any issues/ slippages to higher authorities
- Identify the critical success factors for implementation of e-Governance projects in the State.
- Develop and establish suitable program monitoring framework for the State under guidance from NeGD
- Ensure that the different e-governance projects being developed are in alignment with the overall objectives of NeGP
- Assist in procurement of required material/services for various e-Governance projects
- Assist in preparing frameworks and templates by using standardized tools
- Assist the State Government in identifying new e-Governance projects
- Provide assistance and expertise for e-Governance related training

Miscellaneous

- Ensure that the requirements of State departments in matters like preparation of EoI/ RFP/ Contracts/ PPP and other related matters are suitably addressed
- Formulate program management strategies in consultation with the State IT Department/IT Society/external consultants
- Support the State Government in the roll out of awareness and communication efforts as part of the NeGP

  In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT

Job Description	
Position	Financial Management
Designation	Senior Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head – SeMT
Job Code	SC/FM

Job Objective:

The objective of this job is to provide support to the State Government in financial appraisal of e – governance projects. The job holder is also responsible for providing support to the State Government in matters related to PPP, contracts, vendor management and other related activities.

Primary Responsibilities

Financial Management & Appraisal

- Provide guidance to project teams on long-term financial viability and sustainability of e- Governance initiatives
- Review fund utilization and provide inputs to NeGD as well as the State
- Appraisal of project reports for their financial viability and provide expert advice to ensure financial robustness of the projects

Contracts & Procurement

- Assist State Government in formulating procurement plans for e-Gov / IT projects
- Assist and provide guidelines to State Government in developing contracts, RFP, LoI, Purchase Orders etc.
- Assist State Government in financial evaluations of external agency proposals related to implementation of various e – governance initiatives
- Assist State Government in price negotiations related to IT goods/services procurement

Miscellaneous

- Liaise with NeGD to ensure resolution of any financial / procurement matters concerning the State / UT

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT.

Job Description	
Position	Financial Management
Designation	Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head – SeMT
Job Code	C/FM

Job Objective:
The objective of this job is to provide support to the State Government in financial appraisal of e-governance projects. The job holder is also responsible for providing support to the State Government in matters related to PPP, contracts, vendor management and other related activities.

Primary Responsibilities

Financial Management & Appraisal
- Provide guidance to project teams on long-term financial viability and sustainability of e-Governance initiatives
- Review fund utilization and provide inputs to NeGD as well as the State
- Appraisal of project reports for their financial viability and provide expert advice to ensure financial robustness of the projects

Contracts & Procurement
- Assist State Government in formulating procurement plans for e-Gov / IT projects
- Assist and provide guidelines to State Government in developing contracts, RFP, LoI, Purchase Orders etc.
- Assist State Government in financial evaluations of external agency proposals related to implementation of various e – governance initiatives
- Assist State Government in price negotiations related to IT goods/services procurement

Miscellaneous
- Liaise with NeGD to ensure resolution of any financial / procurement matters concerning the State / UT

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT.

Job Description	
Position	Technology Management
Designation	Senior Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head – SeMT
Job Code	SC/TM

Job Objective

The objective of this job is to assist the State Government on technological issues related to core infrastructure, MMP's and other e – governance projects

Primary Responsibilities

Design & Architecture

- In coordination with the Technology Department at NeGD, assist the State Government in defining the standards for application architecture, database design, development and infrastructure deployment
- Study the status of IT Infrastructure of State and assist the State Government in coming up with a robust IT infrastructure to support the roll out of e – governance projects
- Analyze the existing/ proposed projects in regard to strategic control, security, disaster recovery and business continuity
- Ensure that individual project level initiatives are interoperable, standardized, scalable and secure across various areas of software, hardware and infrastructure
- Partner with the PeMTs and help them in adhering to technical standards/ architecture/ product and strategic control, specifications for the e – governance projects
- Ensure utilization of the common infrastructure being setup under NeGP for projects implementation at State level

Technical Appraisal

- Conduct technical appraisal of the various project reports received from the State Departments and technical evaluation of various proposals received from bidders.

Miscellaneous

- Assist State / UT in technical evaluations of external agency proposals related to implementation of various e – governance initiatives
- Assist State / UT in price negotiations related to IT goods procurement
- Support in monitoring/ help establish suitable network/ IT infrastructure monitoring system at the State level

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT

Job Description	
Position	Technology Management
Designation	Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head – SeMT
Job Code	C/TM

Job Objective

The objective of this job is to assist the State Government on technological issues related to core infrastructure, MMPs and other e – governance projects

Primary Responsibilities

Design & Architecture

- In coordination with the Technology Department at NeGD, assist the State Government in defining the standards for application architecture, database design, development and infrastructure deployment
- Study the status of IT Infrastructure of State and assist the State Government in coming up with a robust IT infrastructure to support the roll out of e – governance projects
- Analyze the existing/ proposed projects in regard to strategic control, security, disaster recovery and business continuity
- Ensure that individual project level initiatives are interoperable, standardized, scalable and secure across various areas of software, hardware and infrastructure
- Partner with the PeMTs and help them in adhering to technical standards/ architecture/ product and strategic control, specifications for the e – governance projects
- Ensure utilization of the common infrastructure being setup under NeGP for projects implementation at State level

Technical Appraisal

- Conduct technical appraisal of the various project reports received from the State Departments and technical evaluation of various proposals received from bidders.

Miscellaneous

- Assist State / UT in technical evaluations of external agency proposals related to implementation of various e – governance initiatives
- Assist State / UT in price negotiations related to IT goods procurement
- Support in monitoring/ help establish suitable network/ IT infrastructure monitoring system at the State level

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT

Job Description	
Position	Capacity Building and Change Management
Designation	Senior Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head – SeMT
Job Code	SC/CM

Job Objective:
The objective of this job is to assist the State Government in capacity building and facilitate in business process reengineering and change management activities.

Primary Responsibilities

Capacity Building

- Identify State wide training and capacity building needs of the State Government personnel
- Develop action plans based on the capacity building roadmap and training strategy to achieve the State wide capacity building targets
- Conduct assessment of the existing training infrastructure in the State and develop action plan to improve their capacity to lead the training interventions in the State
- Assist in / liaise with identified agencies in development of course content and training programs aimed at capacity building
- On need basis assist the State in identification of additional training agencies.
- Provide support in development/ roll out of programs aimed at sensitizing the senior political and executive leadership towards e – governance initiatives

Change Management

- Provide focus on change management through efficient communication, workshops, trainings etc.
- Assist in identifying change management initiatives as part of Government Process Reengineering exercise

Business Process Reengineering and Change Management

- Assist departments in identification of capacity gaps in carrying out BPR
- Program level monitoring of the BPR initiatives being carried out by different departments
- Study best practices of other States, departments and enable sharing of knowledge to avoid duplication of effort and to shorten the learning curve
- Formulate strategy to increase the awareness among the State Departments/ PeMTs about the importance of BPR and Business Process Management
- Liaise with the BPR team at NeGD and provide critical inputs for designing guidelines and policies around various Government Process changes

Others

- Coordinate with the CBMC team at NeGD and assist them in the implementation of CB Scheme
- Support the State departments in setting up PeMTs

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT

Job Description	
Position	Capacity Building and Change Management
Designation	Consultant
Department	SeMT
Reports To	State IT Secretary / Head of State designated Agency / Head – SeMT
Job Code	C/CM

Job Objective:
The objective of this job is to assist the State Government in capacity building and facilitate in business process reengineering activities.

Primary Responsibilities

Capacity Building

- Identify State wide training and capacity building needs of the State Government personnel
- Develop action plans based on the capacity building roadmap and training strategy to achieve the State wide capacity building targets
- Conduct assessment of the existing training infrastructure in the State and develop action plan to improve their capacity to lead the training interventions in the State
- Assist in / liaise with identified agencies in development of course content and training programs aimed at capacity building
- On need basis assist the State in identification of additional training agencies.
- Provide support in development/ roll out of programs aimed at sensitizing the senior political and executive leadership towards e – governance initiatives

Change Management

- Provide focus on change management through efficient communication, workshops, trainings etc.
- Assist in identifying change management initiatives as part of Government Process Reengineering exercise

Business Process Reengineering and Change Management

- Assist departments in identification of capacity gaps in carrying out BPR
- Program level monitoring of the BPR initiatives being carried out by different departments
- Study best practices of other States, departments and enable sharing of knowledge to avoid duplication of effort and to shorten the learning curve
- Formulate strategy to increase the awareness among the State Departments/ PeMTs about the importance of BPR and Business Process Management
- Liaise with the BPR team at NeGD and provide critical inputs for designing guidelines and policies around various Government Process changes

Others

- Coordinate with the CBMC team at NeGD and assist them in the implementation of CB Scheme
- Support the State departments in setting up PeMTs

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by State IT Secretary/ Head of Nodal Agency/Head SeMT.

Annexure 'E' – Department Categorization

Name of Department	URL / Website	IT usage category (Low / Medium / High)	Remarks
Consolidation, Land Records	http://jamabandi.nic.in	High	Document checklist, Mutation orders etc. Present on website
Revenue and Disaster Management	http://revenueharyana.gov.in	High	Digital data available (batch processes involved, not completely end-to-end automated and real-time),
Dev. & Panchayats	http://harpanchayats.gov.in	High	PIP,AMP, MPR, Letters etc on website, ePanchayat MMP
Economic & Statistical Analysis	http://esaharyana.gov.in	High	Publications / Reports on website in PDF format, Lots of scope to open data to public through APIs for further usage
Higher Education	www.highereduhry.com/	High	Policies, schemes, vacancies (in PDF though) on website, End to end automated system missing, MIS project in progress, MMP also slated to come at later stage
School Education	http://www.schooleducationharyana.gov.in	High	Policies, schemes, vacancies (in PDF though) on website, End to end automated system missing, MIS project in progress, MMP also slated to come at later stage
Secondary Education	http://www.schooleducationharyana.gov.in	High	Policies, schemes, vacancies (in PDF though) on website, End to end automated system missing, MIS project in progress, MMP also slated to come at later stage
Elementary Education	http://harprathmik.gov.in	High	Schemes, Activities, Policies, Rules on website, details of schools on website with employee details,
Elections	http://ceoharyana.nic.in/	High	Electorate data, results, employee details on website, mobile application to check voter details by SMS (innovative), constituency map also present (though not smart features)
Excise & Taxation	http://haryanatax.gov.in	High	MMP in progress for end-to-end automation

Finance Department	http://finhry.gov.in	High	Pay, Pension Rules, Notifications, orders, procedures on website, eGRAS project being implemented, Need to consider comprehensive IFMS MMP scope including HRMS functions for end-to-end financial management
Treasuries & Accounts	http://hrtreasuries.gov.in	High	E-GRAS, end to IFMS autoamtion including HRMS can be done
Food & Supplies	http://haryanafood.gov.in	High	Loads of information on website (not structured well though), many systems in progress including Ration Card system, Warehouse management, digitization of FPS / beneficiaries
Health Services	http://haryanahealth.nic.in	High	HMIS in progress, Multiple systems under NHM and DGHS (need consolidation of systems)
Industries & Commerce	http://haryanaindustries.nic.in	work	Website Present, some services in online mode, project in progress for automating department functions, integration with other departments for ease in service delivery
Police	http://haryanapoliceonline.gov.in	High	MMP, online complaint registration, lost property, inform police etc.
Town & Country Plg.	http://tcpharyana.gov.in	High	Website with Policy documents, cases etc., Forms, Fees etc. Details given as PDF these can be converted to end to end automated service delivery
Urban Local Bodies	http://ulbharyana.gov.in/	High	Well structured website with lot of option for G2C service delivery, all the relevant documents, schemes, publications, news, etc. available.
Accountant General	http://aghry.gov.in	Low	Self-service options on website (Check status, submit complaint)
Archaeology & Museums	http://archaeologyharyana.nic.in	Low	Static website
Archives	http://haryanaarchives.gov.in	Low	Static website, details of donors etc., Record retention scheme On website (PDF), service PDF format there

			Prospectus for Flying training uploaded in PDF format (not integrated as end-to-end service delivery)
Civil Aviation	http://haraviation.gov.in	Low	
Fisheries	http://harfish.gov.in	Low	Static website, no services apparent from website
HIPA	http://hipaco.in/	Low	Static website, Details of trainings, seminars, workshops there, can be augmented to book centers online, end-to-end training management system
Public Relations & Cultural Affairs and grievances	http://prharyana.gov.in	Low	Structured website, relevant information, magazines etc., scope for integration with State portal, information and not service delivery specific.
Vigilance	http://haryanavigilance.gov.in	Low	Structured information on website, facility to lodge complaint through a form, toll free number there
Women & Child Dev.	http://wcdhry.gov.in	Medium	Static website, need services with complaint management, scheme management etc.
Agriculture	http://agriharyana.nic.in	Medium	Information on schemes on website
			Forms on Website, end to end service delivery not apparent
Animal Husbandry & Dairying	http://pashudhanharyana.gov.in	Medium	Details on schemes, survey, details on website,
			Details, forms in form of PDF and not real-time
Transport(Regulatory Wing)	http://haryanatransport.gov.in	Medium	Acts / Rules, Fees details and other information on website. Vahan / Sarathi systems for service delivery, Forms in PDF form to be downloaded for service delivery (can be improved to end to end)
Electronics & Information Technology	http://haryanait.gov.in	Medium	Gos, Letters, Notifications, MOUs, RFD on website, not many citizen centric services, works as facilitator for other departments
Employment	http://hrex.org/	Medium	Job portal for employers, jobseekers, overseas placement bureau, can be improved and publicised for benefit of citizens

Environment	http://harenvironment.gov.in	Medium	Forms for clearance on website (in PDF), can be improved for end to end service delivery, need integration with eBiz and other department services, Legislations & notifications on website (Can be put as FAQs) for easy understanding of citizens
Forests	http://haryanaforest.gov.in	Medium	Policies, Oders, Circulars, Rules, Acts on website (Well structured information), online park ticket also there, Good work on GIS being done
Horticulture	http://hortharyana.gov.in, http://nhm.nic.in/	Medium	Information and RFD on website, Farmer login functionality there, Links to NHM and related websites present, Statistical data present as PDF (This can be provided as APIs for benefit of stakeholders)
Home Guards & Civil Defence	http://homeguardsharyana.gov.in	Medium	Static website, enrollment form as PDF, lots of scope to automate training using eGovernance and publish DO's and Don'ts for general public
Mines & Geology		Medium	Lots of scope for automation of Mines & Minerals management, approvals and other department functions.
Indl. Trg. &Voc. Education	http://itiharyana.gov.in	Medium	Static website, lots of scope to automate placement and training activities
Irrigation	http://hid.gov.in	Medium	Static website, link to budget allocation system, works monitoring system, eTenders etc. Of NIC, information on website (though static with PDF),
Labour Commissioner	http://hrylabour.gov.in	Medium	Website present with option to register / renew shops / establishments and factories, another project in procurement stage for end to end computerization, scope to integrate with other departments (industries, employment etc.) for integrated

			end-to-end service delivery
Haryana State Legal Services Authority	http://hslsa.nic.in	Medium	Static website with good collection of articles, information on support centers, schemes etc. , Functionality of legal care & support centers can be automated
Prisons	http://haryanaprisons.gov.in	Medium	Static website, Jails and prisoner details uploaded as files, scope to automate end to end prisons functioning
PW (B&R)	http://haryanapwd.gov.in	Medium	Static website with PDFs uploaded, eProcurement portal used for tendering, scope to automate end to end functioning and monitoring of works and department functions
Public Health Engineering Department	http://wss.hry.nic.in/	Medium	Website with information, eProcurement portal used for tendering, internal systems developed, scope to further automate citizen services and end to end management and monitoring of works and schemes
Renewable Energy	http://hareda.gov.in	Medium	Structure website with information on programmes, policies, certificates etc. Certification process can be automated as service
Rural Development	http://haryanarural.gov.in	Medium	List of BPL uploaded, Dashboards present, loads of data on website which can be exposed as API for benefit of other stakeholders
Social Justice & Empowerment	http://socialjusticehry.gov.in	Medium	List of beneficiaries on website, information schemes available on website but not structured well, end to end scheme management can be automated
Wel. of SCs & BCs	http://scbchry.gov.in	Medium	Well structured website, information on schemes, using welfare scheme management

Department	Website	Priority	Remarks
			system for enrollment
Sports & Youth Affairs	http://haryanasports.gov.in	Medium	Website needs improvement, incentives and rewards may be automated
Supplies & Disposals	http://dsndharyana.gov.in/	Medium	Nodal department for implemenation of Haryana eProcurement portal, department may automate infternal fuctions like indent management, department has access to critical procurement data which can be exposed as APIs and used for analysis
Tech. Education	http://techeduhry.nic.in	Medium	Results, Brochures, Merit lists etc. On website, list of institutions, fees also there, can be integrated with employment department
Tourism	http://haryanatourism.gov.in	Medium	Structured website, online booking, eTicket etc. There.
Transport	http://hartrans.gov.in	Medium	Bus booking, uses Haryana eProcurement portal for tendering, online volve booking there
ESI		Low	

Annexure - 'F': Qualifications/ Experience for IT Cadre

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment
	1	2	3	4
1	Chief Information Technology Officer (CITO)	Short term Contract (3 Yrs)	• Will be responsible for State's IT Adoptions and its Evolution compositely spanning technical and related domains involving Program Management, Finance, Technology and Change Management for successful adoption of e-Governance in the State • Manage the Technical Aspects of the Department • Define IT Roadmap • Set program/project specific objectives & priorities • Strategize implementation • Plan, Monitor & Coordinate designated key programs/projects • Assess & evaluate various initiatives • Manage technical team and resource allocations • Coordinate with the team in the department and across departments • Manage techno-commercial issues • Manage knowledge and other state specific assets in areas covered within the work scope • Contribute to the formulation of	**a)** **Basic Qualification:** i) Master's Degree in Technology/ Engineering (M.Tech/ ME) in Electronics & Communication/ IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks. or ii) B.E/ B.Tech in Electronics and Communication/ IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks. **b)** **Experience:** Minimum 21 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 24 years' experience in case of Degree holders as indicated in (ii), in the field of e-Governance applications, Solution/ Technology Architect, IT Policy related matters, promotion of IT related Industry, Procurement of computers and accessories through centralized purchase system, development of Software applications, Project Management skills and ICT experience, Information Security, experience in Cloud Infra, IOT, Mobile platform, direction and administration of IT related activities which includes: i. 10 years experience should be in software development/ Networking/ Security Management information storage and retrieval systems, cloud Infra, related matters of IT policy & promotion of IT related industries. ii. 4 Years working experience with Government/ PSU. iii. 4 Years experience as Head/ Executive role of an organization/ unit. iv. Experience in at-least one end to end project handling of a substantially large scale c) **In addition to above, preference to :**

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment
			policy and standards as may be necessary • Interact with the various external agencies • Manage procurement, authorize payments and address techno-commercial issues as may be necessary Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by Administration	i) M.B.A from a recognized University ii) e-Governance implementation experience in any organized sector with standards & proven practices. iii) Certifications in IT field. iv) International working experience. v) Meritorious candidates with Distinction in their Basic qualification(s) vi) Preference to IIT/ IIM
3	Joint CITO	Short term Contract (3 Yrs)	• To assist the Additional CITO	a) **Basic Qualification:** i) Master's Degree in Technology/ Engineering (M.Tech/ ME) in Electronics & Communication/ IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks. or ii) B.E/ B.Tech in Electronics and Communication/ IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks. b) **Experience:** Minimum 18 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 21 years' experience in case of Degree holders as indicated in (ii), in the field of e-Governance applications, Solution/ Technology Architect, IT Policy related matters, promotion of IT related Industry, Procurement of computers and accessories through centralized purchase system, development of Software applications, Project Management skills and ICT experience, Information Security, experience in

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment
				Cloud Infra, IOT, Mobile platform, direction and administration of IT related activities which includes: i. 8 years experience should be in software development/ Networking/ Security Management information storage and retrieval systems, cloud Infra, related matters of IT policy & promotion of IT related industries. ii. 3 Years working experience with Government/ PSU. iii. 3 Years experience as Head/ Executive role of an organization/ unit. iv. Experience in at-least one end to end project handling of a substantially large scale c) **In addition to above, preference to :** i) M.B.A from a recognized University ii) e-Governance implementation experience in any organized sector with standards & proven practices. iii) Certifications in IT field. iv) International working experience. v) Meritorious candidates with Distinction in their Basic qualification(s) vi) Preference to IIT/ IIM
5	System Executive Officer	Long term Contract (5 Yrs)	• Have dual reporting to the Administrative Secretary Concerned Department and to IT department • To handle the IT operations in a department as Head PeMT. • Job Roles & Responsibilities: • To assist Chief Information Technology Officer/ Officer	a) **Basic Qualification:** i) Master's Degree in Technology/ Engineering (M.Tech/ ME) in Electronics & Communication/ IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks. or ii) B.E/ B.Tech in Electronics and Communication/ IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks.

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment

			nominated by CITO of IT department to initiate IT initiatives in respective department.
			• Readiness/ Commitment on the part of the client departments;
			• Clearly defining the objectives and deliverables i.e outcomes that would impact each identified stakeholder (Internal or external);
			• Business Process Re-engineering in view of the targeted outcomes.;
			• Preparation of IT Plans, DPR, and based on the same, a Request for Proposal (RFP), which defines the Project and its deliverables and outcome.
			• Bid Process Management;
			• Conduct UAT
			• Engagement of the Services Provider who will develop and deploy the solution and help you deploy the pilot besides ramping up to full scale operations;
			Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers
				b) Experience:
				Minimum 15 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 18 years' experience in case of Degree holders as indicated in (ii), in the field of e-Governance applications, Solution/ Technology Architect, IT Policy related matters, promotion of IT related Industry, Procurement of computers and accessories through centralized purchase system, development of Software applications, Project Management skills and ICT experience, Information Security, experience in Cloud Infra, IOT, Mobile platform, direction and administration of IT related activities which includes:
				  i. 7 years experience should be in software development/ Networking/ Security Management information storage and retrieval systems, cloud Infra, related matters of IT policy & promotion of IT related industries.
				  ii. 3 Years working experience with Government/ PSU.
				  iii. 4 Years experience as Head/ Executive role of an organization/ unit.
				
				c) In addition to above, preference to :
				  i) M.B.A from a recognized University
				  ii) e-Governance implementation experience in any organized sector with standards & proven practices.
				  iii) Certifications in IT field.
				  iv) International working experience.
				  v) Meritorious candidates with Distinction in their Basic qualification(s)

5	Dy.	Long	Have dual reporting to the concerned	**a) Basic Qualification:**

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment

	System Executive Officer	term Contract (5 Yrs)	Deputy Commissioner and to IT department
			• To handle the IT operations in a department as Head DeMT.
			• Job Roles & Responsibilities:
			  • To assist Chief Information Technology Officer/ Officer nominated by CITO of IT department to initiate IT initiatives in respective District.
			  • Readiness/ Commitment on the part of the client departments;
			  • Clearly defining the objectives and deliverables i.e outcomes that would impact each identified stakeholder (Internal or external);
			  • Business Process Re-engineering in view of the targeted outcomes.;
			  • Preparation of IT Plans, DPR, and based on the same, a Request for Proposal (RFP), which defines the Project and its deliverables and outcome.
			  • Bid Process Management;
			  • Conduct UAT
			  • Engagement of the Services Provider who will develop and deploy the solution and help you
				i) Master's Degree in Technology/ Engineering (M.Tech/ ME) in Electronics & Communication/ IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks.
				or
				ii) B.E/ B.Tech in Electronics and Communication/ IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks.
				
				b) Experience:
				Minimum 12 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 14 years' experience in case of Degree holders as indicated in (ii), in the field of e-Governance applications, Solution/ Technology Architect, IT Policy related matters, promotion of IT related Industry, Procurement of computers and accessories through centralized purchase system, development of Software applications, Project Management skills and ICT experience, Information Security, experience in Cloud Infra, IOT, Mobile platform, direction and administration of IT related activities which includes:
				  i. 6 years experience should be in software development/ Networking/ Security Management information storage and retrieval systems, cloud Infra, related matters of IT policy & promotion of IT related industries.
				  ii. 1 Years working experience with Government/ PSU.
				  iii. 1 Years experience as Head/ Executive role of an organization/ unit.
				
				c) **In addition to above, preference to :**
				  i) M.B.A from a recognized University
				  ii) e-Governance implementation experience in any organized sector with standards & proven practices.
				  iii) Certifications in IT field.
				  iv) International working experience.

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment
			deploy the pilot besides ramping up to full scale operations; Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers	v) Meritorious candidates with Distinction in their Basic qualification(s)
	Sr. Systems Analyst	Long term Contract (5 Yrs)	Have reporting to the concerned SEO/CITO/Jt.CITO as the case may be. Job Roles & Responsibilities: • Software development/ Project Management • Will be responsible for supporting conceptualizing and providing technical inputs in projects and other IT initiatives • User Requirements Definition • Analysis and design of software solution • RFP, Specifications and other technical matters pertaining to the project • Support formulate project scope and objectives • Provide technical deliverables • Resolution of user requirements design and related technical issues • Address matters related to performance/service levels,	a) **Basic Qualification:** i) Master's Degree in Technology/ Engineering (MTech/ ME) in IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks. or ii) B.E/B.Tech in IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks. iii) Hindi up to Matric Standard. b) **Experience:** Minimum 11 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 14 years' experience in case of Degree holders as indicated in (ii), in the field of e-Governance applications, Software Development (<u>User Department to specify Domain/ Technology</u>), Procurement of computers and accessories through centralized purchase system, development of Software applications on mobile platform, Project Management skills and ICT experience, Knowledge in: Information Security, working in Cloud Infra, IOT; which includes: i. 6 years experience should be in application software design & development. iii. 3 Years experience in the role of Software Team lead. c) **In addition to above, preference to :** i) M.B.A from a recognized University

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment
			acceptance, etc. • Support procurement, authorize payments and techno-commercial issues as may be necessary • UAT related activities Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers	ii) Minimum 1 Years working experience with Government/ PSU. iii) e-Governance implementation experience in any organized sector with standards & proven practices. iii) Certifications in IT field. iv) International working experience. v) Meritorious candidates with Distinction in their Basic qualification(s)
	Systems Analyst	Short term Contract (3 Yrs)	Have reporting to the concerned Senior System Analyst/ SEO as the case may be. Job Roles & Responsibilities: • Software development/ Project Management • Will be responsible for supporting conceptualizing and providing technical inputs in projects and other IT initiatives • User Requirements Definition • Analysis and design of software solution • RFP, Specifications and other technical matters pertaining to the project • Support formulate project scope and objectives • Provide technical deliverables	a) Basic Qualification: i) Master's Degree in Technology/ Engineering (MTech/ ME) in IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks. or ii) B.E/B.Tech in IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks. b) Experience: Minimum 8 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 11 years' experience in case of Degree holders as indicated in (ii), in the field of e-Governance applications, Software Development (User Department to specify Domain/ Technology), Procurement of computers and accessories through centralized purchase system, development of Software applications on mobile platform, Project Management skills and ICT experience, Knowledge in: Information Security, working in Cloud Infra, IOT; which includes: i. 4 years experience should be in application software design & development.

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment

			• Resolution of user requirements design and related technical issues
			• Address matters related to performance/service levels, acceptance, etc.
			• Support procurement, authorize payments and techno-commercial issues as may be necessary
			• UAT related activities
			
			Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers
				iii. 1 Years experience in the role of Software Team lead.
				
				c) **In addition to above, preference to :**
				  i) M.B.A from a recognized University
				  ii) Minimum 1 Years working experience with Government/ PSU.
				  iii) e-Governance implementation experience in any organized sector with standards & proven practices.
				  iii) Certifications in IT field.
				  iv) International working experience.
				  v) Meritorious candidates with Distinction in their Basic qualification(s)

	Sr. Programmer	Short term Contract (3 Yrs)	Have reporting to the concerned System Analyst/ SEO as the case may be. Job Roles & Responsibilities:
			
			• Independently carry out software development tasks assigned
			• Possess competence in specific technologies, tools and practices including good level of expertise in specific areas of technology, applications, business functions, etc.
			• Translate user and/or technical requirements to software specifications
			• Carry out technical reviews
				a) **Basic Qualification:**
				  i) Master's Degree in Technology/ Engineering (MTech/ ME) in IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks.
				  or
				  ii) B.E/B.Tech in IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks.
				b) **Experience:**
				Minimum 3 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 6 years' experience in case of Degree holders as indicated in (ii), in the field of e-Governance applications, Software Development (User Department to specify Domain/ Technology), Procurement of computers and accessories through centralized purchase system, development of Software applications on mobile platform, Project Management skills and ICT experience, Knowledge in: Information Security,

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment
			• UAT • Have good familiarity with industry accepted software engineering practices /methodologies • Develop, validate and test software components/modules with minimal supervision Any other responsibility that might be assigned as may be assigned by the superior officer Ability to integrate across multiple technologies, tools and platforms	working in Cloud Infra, IOT; which includes: i. 3 years experience should be in application software design & development (.Net or JAVA/J2EE/Websphere/PHP/DB2/MySQL/Linux/VB and MS Access/SQL and cloud computing, Server/Oracle, Mobile applications development, etc). c) **In addition to above, preference to :** i) M.B.A from a recognized University ii) Minimum 1 Years working experience with Government/ PSU. iii) e-Governance implementation experience in any organized sector with standards & proven practices. iii) Certifications in IT field. iv) International working experience. v) Meritorious candidates with Distinction in their Basic qualification(s)
	Programmer	Short term Contract (3 Yrs)	Have reporting to the concerned Sr Programmer/ System Analyst / SEO as case may be. Job Roles & Responsibilities: • carry out software development tasks assigned • Possess competence in specific technologies, tools and practices including good level of expertise in specific areas of technology, applications, business functions, etc. • Translate user and/or technical requirements to software specifications • Carry out technical reviews	a) **Basic Qualification:** i) Master's Degree in Technology/ Engineering (MTech/ ME) in IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks. or ii) B.E/B.Tech in IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks. b) **Experience:** Minimum 1 years' experience in the field Software Development (<u>User Department to specify Domain/ Technology</u>) like Net or JAVA/J2EE/Websphere/PHP/DB2/MySQL/Linux/VB and MS Access/SQL and cloud computing, Server/Oracle, Mobile applications development, etc. c) **In addition to above, preference to :** i) M.B.A from a recognized University

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment
			• UAT • Have good familiarity with industry accepted software engineering practices /methodologies • Develop, validate and test software components/modules with minimal supervision Any other responsibility that might be assigned as may be assigned by the superior officer	iii) e-Governance implementation experience in any organized sector with standards & proven practices. iii) Certifications in IT field. iv) International working experience. v) Meritorious candidates with Distinction in their Basic qualification(s)
	Sr Network Administrator	Long term Contract (5 Yrs)	Have reporting to the concerned SEO/ CITO/ Jt. CITO as the case may be. Job Roles & Responsibilities: • Network Design, Implementation and Management of LAN, WAN, Wireless and Security. Working on Routers, Switches, Wireless and Firewall. Good analytical, design and problem solving skills. • Substantial experience in operating 24/7 high-availability network infrastructure in a highly transactional environment. • Ability to lead a team to troubleshoot, apply critical thinking and find solutions in high volume situations while maintaining a calm	a) **Basic Qualification:** i) Master's Degree in Technology/ Engineering (MTech/ ME) in Electronics & Communication/ Electrical & Electronics/IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks. or ii) B.E/B.Tech in Electronics & Communication/ Electrical & Electronics/IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks. iii) Hindi up to Matric Standard. b) **Experience:** Minimum 11 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 14 years' experience in case of Degree holders as indicated in (ii), in the field of e-Governance applications specifically in Networking domain, Project Management skills and ICT experience, team handling qualities, with at least:

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment
			and collected approach • experience with network infrastructure in an operations or implementation in a large enterprise • Preparation of technical documents for Concept notes, DPR,SRS , RFP and bid process management • Architectural design of project including High Level and Low Level Design Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers	i. 6 years experience should be in Networking and related matters. iii. 3 Years experience in the role of Network Admin / Network lead. c) **In addition to above, preference to :** i) M.B.A from a recognized University ii) Experience in Network domain of a big eGov Project in any organized sector with standards & proven practices. Iii) Certifications in IT field - Networking related. Iv) International working experience. v) Meritorious candidates with Distinction in their Basic qualification(s) vi) Minimum 1 Years working experience with Government/ PSU.
	Network Administrator	Short term Contract (3 Yrs)	Have reporting to the concerned Sr Network Adm/ SEO as the case may be. Job Roles & Responsibilities: • Network Design, Implementation and Management of LAN, WAN, Wireless and Security. Working on Routers, Switches, Wireless and Firewall. Good analytical, design and problem solving skills. • Substantial experience in operating 24/7 high-availability network infrastructure in a highly transactional environment. • Ability to lead a team to troubleshoot, apply critical thinking	a) **Basic Qualification:** i) Master's Degree in Technology/ Engineering (MTech/ ME) in Electronics & Communication/ Electrical & Electronics/IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks. or ii) B.E/B.Tech in Electronics & Communication/ Electrical & Electronics/IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks. b) **Experience:** Minimum 8 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 11 years' experience in case of Degree holders as indicated in (ii), in the field of e-Governance applications specifically in Networking domain, Project Management skills and ICT experience, team

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment

			and find solutions in high volume situations while maintaining a calm and collected approach
			• experience with network infrastructure in an operations or implementation in a large enterprise
			• Preparation of technical documents for Concept notes, DPR,SRS , RFP and bid process management
			• Architectural design of project including High Level and Low Level Design
			Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers
				handling qualities, with at least:
				  i. 4 years experience should be in Networking and related matters.
				  iii. 1 Years experience in the role of Network Admin / Network lead.
				
				c) **In addition to above, preference to :**
				  i) M.B.A from a recognized University
				  ii) Experience in Network domain of a big eGov Project in any organized sector with standards & proven practices.
				  Iii) Certifications in IT field - Networking related.
				  Iv) International working experience.
				  v) Meritorious candidates with Distinction in their Basic qualification(s)
				  vi) Minimum 1 Years working experience with Government/ PSU.

	Sr. Network Engineer	Short term Contract (3 Yrs)	Have reporting to the concerned Sr Network Adm/ Network Adm/ SEO as the case may be. Job Roles & Responsibilities:
			
			• Network Design, Implementation and Management of LAN, WAN, Wireless and Security. Working on Routers, Switches, Wireless and Firewall. Good analytical, design and problem solving skills.
			• Substantial experience in operating 24/7 high-availability network infrastructure in a highly
				a) **Basic Qualification:**
				  i) Master's Degree in Technology/ Engineering (MTech/ ME) in Electronics & Communication/ Electrical & Electronics/IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks.
				  or
				  ii) B.E/B.Tech in Electronics & Communication/ Electrical & Electronics/IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks.
				
				b) **Experience:**
				  Minimum 3 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 6 years' experience in case of Degree holders as

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment

			transactional environment.
			
			• Ability to lead a team to troubleshoot, apply critical thinking and find solutions in high volume situations while maintaining a calm and collected approach
			• experience with network infrastructure in an operations or implementation in a large enterprise
			• Preparation of technical documents for Concept notes, DPR,SRS , RFP and bid process management
			• Architectural design of project including High Level and Low Level Design
			
			Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers
				indicated in (ii), in the field of e-Governance applications specifically in Networking domain, Project Management skills and ICT experience, team handling qualities, with at least:
				  i. 3 years experience should be in Networking and related matters.
				
				c) In addition to above, preference to :
				  i) M.B.A from a recognized University
				  ii) Experience in Network domain of a big eGov Project in any organized sector with standards & proven practices.
				  Iii)Certifications in IT field - Networking related.
				  Iv) International working experience.
				  v) Meritorious candidates with Distinction in their Basic qualification(s)
				  vi) Minimum 1 Years working experience with Government/ PSU.

	Network Engineer	Short term Contract (3 Yrs)	Have reporting to the concerned Sr. Network Engineer/ Sr Network Adm/ Network Adm/ SEO as the case may be. Job Roles & Responsibilities: • Network Design, Implementation and Management of LAN, WAN, Wireless and Security. Working on Routers, Switches, Wireless and Firewall.	**a) Basic Qualification:** i) Master's Degree in Technology/ Engineering (MTech/ ME) in Electronics & Communication/ Electrical & Electronics/IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks. or ii) B.E/B.Tech in Electronics & Communication/ Electrical & Electronics/IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment

			Good analytical, design and problem solving skills.
			• Substantial experience in operating 24/7 high-availability network infrastructure in a highly transactional environment.
			• Ability to lead a team to troubleshoot, apply critical thinking and find solutions in high volume situations while maintaining a calm and collected approach
			• experience with network infrastructure in an operations or implementation in a large enterprise
			• Preparation of technical documents for Concept notes, DPR,SRS , RFP and bid process management
			• Architectural design of project including High Level and Low Level Design
			
			Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers
				60% marks.
				
				b) **Experience:**
				  Minimum 1 years' experience in the field of Networking domain.
				
				c) In addition to above, preference to :
				  i) M.B.A from a recognized University
				  ii) Experience in Network domain of a big eGov Project in any organized sector with standards & proven practices.
				  Iii)Certifications in IT field - Networking related.
				  Iv)International working experience.
				  v) Meritorious candidates with Distinction in their Basic qualification(s)
				  vi) Minimum 1 Years working experience with Government/ PSU.

	Sr Infosec Quality	Long term Contract	Have reporting to the CISO as notified by the State. Shall work in coordination CITO/ Jt.	a) **Basic Qualification:** i) Master's Degree in Technology/ Engineering (MTech/ ME) in E&C/ IT/ Computers/ Computer Science from a recognized University or

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment

	Auditor	(5 Yrs)	CITO as the case may be. Job Roles & Responsibilities:
			
			• Maintaining and updating the threat landscape for the organisation on a regular basis
			• Establishing a cyber security program and business continuity programme
			• Ensuring review of the Information Security Policy
			• Reviewing and updating the cyber security policy
			• understanding of threat landscape
			• Facilitate interaction of CISO with regulatory bodies and external agencies that could be of help to maintain information security
			
			Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers
				institution with minimum 60% marks.
				or
				ii) B.E/B.Tech in E&C/ IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks.
				iii) Hindi up to Matric Standard.
				
				b) **Experience:**
				Minimum 11 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 14 years' experience in case of Degree holders as indicated in (ii), in the field of Information Security domain, perform activities like: Log review, analysis , Vulnerability Assessment & Penetration Testing , Web Application Security Assessment , Software Development Lifecycle (SDLC) Audit and periodic Code Reviews, Information Security Audit, secure software development process , Citizen / customer data privacy, Configuration Management, Change Management, Incident Management and Problem Management, network security, security in information storage and retrieval Systems, Project Management skills and ICT experience, team handling qualities, with at least:
				  i. 8 years experience should be in Information Security and related matters.
				  ii. Certification as CISSP/ CISM or equivalent
				c) **In addition to above, preference to :**
				  i) M.B.A from a recognized University
				  ii) Security Implementation in e-Governance Applications
				  iii) Any other Certifications in Information Security
				  iv) International working experience.
				  v) Meritorious candidates with Distinction in their Basic qualification(s)

	Infosec Quality	Short term	Have reporting to the CISO / Sr. Infosec Quality Auditor as the case may be. Job	a) **Basic Qualification:** i) Master's Degree in Technology/ Engineering (MTech/ ME) in E&C/ IT/

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment

	Auditor	Contract (3 Yrs)	Roles & Responsibilities:
			
			• Maintaining and updating the threat landscape for the organisation on a regular basis
			• Establishing a cyber security program and business continuity programme
			• Ensuring review of the Information Security Policy
			• Reviewing and updating the cyber security policy
			• understanding of threat landscape
			• Facilitate interaction of CISO with regulatory bodies and external agencies that could be of help to maintain information security
			
			Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers
				Computers/ Computer Science from a recognized University or institution with minimum 60% marks.
				or
				ii) B.E/B.Tech in E&C/ IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks.
				
				b) **Experience:**
				Minimum 8 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 11 years' experience in case of Degree holders as indicated in (ii), in the field of Information Security domain, perform activities like: Log review, analysis , Vulnerability Assessment & Penetration Testing , Web Application Security Assessment , Software Development Lifecycle (SDLC) Audit and periodic Code Reviews, Information Security Audit, secure software development process , Citizen / customer data privacy, Configuration Management, Change Management, Incident Management and Problem Management, network security, security in information storage and retrieval Systems, Project Management skills and ICT experience, team handling qualities, with at least:
				    i. 5 years experience should be in Information Security and related matters.
				    ii. Certification as CISSP/ CISM or equivalent
				c) **In addition to above, preference to :**
				    i) M.B.A from a recognized University
				    ii) Security Implementation in e-Governance Applications
				    iii) Any other Certifications in Information Security
				    iv) International working experience.
				    v) Meritorious candidates with Distinction in their Basic qualification(s)

	Sr Infosec/T	Short term	Have reporting to the CISO / Sr. Infosec Quality Auditor/ Infosec Quality Auditor	a) **Basic Qualification:** i) Master's Degree in Technology/ Engineering (MTech/ ME) in E&C/ IT/

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment

	esting engineer	Contract (3 Yrs)	as the case may be. Job Roles & Responsibilities:
			
			• Maintaining and updating the threat landscape for the organisation on a regular basis
			• Establishing a cyber security program and business continuity programme
			• Ensuring review of the Information Security Policy
			• Reviewing and updating the cyber security policy
			• understanding of threat landscape
			• Facilitate interaction of CISO with regulatory bodies and external agencies that could be of help to maintain information security
			
			Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers
				Computers/ Computer Science from a recognized University or institution with minimum 60% marks.
				or
				ii) B.E/B.Tech in E&C/ IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks.
				b) Experience:
				Minimum 3 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 6 years' experience in case of Degree holders as indicated in (ii), in the field of Information Security domain, perform activities like: Log review, analysis , Vulnerability Assessment & Penetration Testing , Web Application Security Assessment , Software Development Lifecycle (SDLC) Audit and periodic Code Reviews, Information Security Audit, secure software development process , Citizen / customer data privacy, Configuration Management, Change Management, Incident Management and Problem Management, network security, security in information storage and retrieval Systems, Project Management skills and ICT experience, team handling qualities, with at least:
				    i. 3 years experience should be in Information Security and related matters.
				    ii. Certification as CISSP/ CISM or equivalent
				c) **In addition to above, preference to :**
				    i) M.B.A from a recognized University
				    ii) Security Implementation in e-Governance Applications
				    iii)Any other Certifications in Information Security
				    iv) International working experience.
				    v) Meritorious candidates with Distinction in their Basic qualification(s)

	Infosec/Testing engineer	Short term Contract	Have reporting to the CISO / Sr. Infosec Quality Auditor/ Infosec Quality Auditor/ Sr Infosec/Testing engineer as	**a) Basic Qualification:** i) Master's Degree in Technology/ Engineering (MTech/ ME) in E&C/ IT/ Computers/ Computer Science from a recognized University or

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment

		(3 Yrs)	the case may be. Job Roles & Responsibilities:
			
			• Maintaining and updating the threat landscape for the organisation on a regular basis
			• Establishing a cyber security program and business continuity programme
			• Ensuring review of the Information Security Policy
			• Reviewing and updating the cyber security policy
			• understanding of threat landscape
			• Facilitate interaction of CISO with regulatory bodies and external agencies that could be of help to maintain information security
			
			Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers
				institution with minimum 60% marks.
				or
				ii) B.E/B.Tech in E&C/ IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks.
				
				b) Experience:
				Minimum 1 years' experience in the field of Information Security domain, perform activities like: Log review, analysis , Vulnerability Assessment & Penetration Testing , Web Application Security Assessment , Software Development Lifecycle (SDLC) Audit and periodic Code Reviews, Information Security Audit, secure software development process , Citizen / customer data privacy, Configuration Management, Change Management, Incident Management and Problem Management, network security, security in information storage and retrieval Systems.
				c) **In addition to above, preference to :**
				  i) M.B.A from a recognized University
				  ii) Security Implementation in e-Governance Applications
				  iii) Certifications in Information Security
				  iv) International working experience.
				  v) Meritorious candidates with Distinction in their Basic qualification(s)

	Sr Test and QA Engg.	Long term Contract (5 Yrs)	Have reporting to the concerned SEO/ CITO as the case may be. Job Roles & Responsibilities: • Software development & Testing • User Requirements Definition, &	**a) Basic Qualification:** i) Master's Degree in Technology/ Engineering (MTech/ ME) in E&C/IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks. or

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment

			Create test plans for the Application
			• Will be responsible for supporting conceptualizing and providing technical inputs in projects and other IT initiatives
			• Plan for UAT and other forms of testing
			• Analysis and design of software solution
			• RFP, Specifications and other technical matters pertaining to the project
			• Support formulate project scope and objectives
			• Provide technical deliverables
			• Resolution of user requirements design and related technical issues
			• Address matters related to performance/service levels, acceptance, etc.
			• Support procurement, authorize payments and techno-commercial issues as may be necessary
			• Assist in quality policy
			• Managing the team
			
			Any other responsibility that might be necessary to be taken up as part of this job role including those that are
				ii) B.E/B.Tech in E&C/IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks.
				iii) Hindi up to Matric Standard.
				
				b) **Experience:**
				
				• Minimum 11 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 14 years' experience in case of Degree holders as indicated in (ii), in the field of Software Testing (<u>User Department to specify Domain/ Technology</u>). Experience in activities like: User Requirements Definition, & Create test plans for the Application and perform activities like: Functional Testing, Logical Testing, Security Testing, VAPT etc, Creation/ testing of use cases, Defect and root cause analysis, log analysis, preparing FRS/ SRS,etc with Project Management skills and ICT experience, team handling qualities, with at least:
				  i. 8 years experience should be in Software Development & Testing in domains like (.Net or JAVA/J2EE/Websphere/PHP/DB2/MySQL/Linux/VB and MS Access/SQL and cloud computing, Server/Oracle, Mobile applications development, etc).
				  ii. Certification in Application/ Software Testing
				
				c) **In addition to above, preference to :**
				  i) M.B.A from a recognized University
				  ii) Testing in e-Governance Applications
				  iii) International working experience.
				
				  iv) Meritorious candidates with Distinction in their Basic qualification(s)

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment
			assigned by superior officers	
	Test and QA Engg.	Short term Contract (3 Yrs)	Have reporting to the concerned Sr Test and QA Engg./ SEO as the case may be. Job Roles & Responsibilities: • Software development & Testing • User Requirements Definition, & Create test plans for the Application • Will be responsible for supporting conceptualizing and providing technical inputs in projects and other IT initiatives • Plan for UAT and other forms of testing • Analysis and design of software solution • RFP, Specifications and other technical matters pertaining to the project • Support formulate project scope and objectives • Provide technical deliverables • Resolution of user requirements design and related technical issues • Address matters related to performance/service levels, acceptance, etc. • Support procurement, authorize payments and techno-commercial issues as may be necessary	a) **Basic Qualification:** i) Master's Degree in Technology/ Engineering (MTech/ ME) in E&C/IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks. or ii) B.E/B.Tech in E&C/IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks. b) **Experience:** Minimum 8 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 11 years' experience in case of Degree holders as indicated in (ii), in the field of Software Testing (User Department to specify Domain/ Technology). Experience in activities like: User Requirements Definition, & Create test plans for the Application and perform activities like: Functional Testing, Logical Testing, Security Testing, VAPT etc, Creation/ testing of use cases, Defect and root cause analysis, log analysis, preparing FRS/ SRS,etc with Project Management skills and ICT experience, team handling qualities, with at least: i. 5 years experience should be in Software Development & Testing in domains like (.Net or JAVA/J2EE/Websphere/PHP/DB2/MySQL/Linux/VB and MS Access/SQL and cloud computing, Server/Oracle, Mobile applications development, etc). ii. Certification in Application/ Software Testing c) **In addition to above, preference to :** i) M.B.A from a recognized University ii) Testing in e-Governance Applications

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment
			• Assist in quality policy • Managing the team Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers	iii) International working experience. iv) Meritorious candidates with Distinction in their Basic qualification(s)

	Jr. Test and QA Engg.	Short term Contract (3 Yrs)	Have reporting to the concerned Sr Test and QA Engg/ Test and QA Engg./ SEO as the case may be. Job Roles & Responsibilities:
			• Software development & Testing
			• User Requirements Definition, & Create test plans for the Application
			• Will be responsible for supporting conceptualizing and providing technical inputs in projects and other IT initiatives
			• Plan for UAT and other forms of testing
			• Analysis and design of software solution
			• RFP, Specifications and other technical matters pertaining to the project
			• Support formulate project scope and objectives
			• Provide technical deliverables
			• Resolution of user requirements
				a) **Basic Qualification:**
				   i) Master's Degree in Technology/ Engineering (MTech/ ME) in E&C/IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks.
				   or
				   ii) B.E/B.Tech in E&C/IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks.
				
				b) **Experience:**
				
				Minimum 3 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 6 years' experience in case of Degree holders as indicated in (ii), in the field of Software Testing (<u>User Department to specify Domain/ Technology</u>). Experience in activities like: User Requirements Definition, & Create test plans for the Application and perform activities like: Functional Testing, Logical Testing, Security Testing, VAPT etc, Creation/ testing of use cases, Defect and root cause analysis, log analysis, preparing FRS/ SRS,etc with Project Management skills and ICT experience, team handling qualities, with at least:
				   i. 3 years experience should be in Software Development & Testing in domains like(.Net or JAVA/J2EE/Websphere/PHP/DB2/MySQL/Linux/VB and MS Access/SQL

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment
			design and related technical issues • Address matters related to performance/service levels, acceptance, etc. • Support procurement, authorize payments and techno-commercial issues as may be necessary • Assist in quality policy • Managing the team Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers	and cloud computing, Server/Oracle, Mobile applications development, etc) ii. Certification in Application/ Software Testing c) **In addition to above, preference to :** i) M.B.A from a recognized University ii) Testing in e-Governance Applications iii) International working experience. iv) Meritorious candidates with Distinction in their Basic qualification(s)
	Tester	Short term Contract (3 Yrs)	Have reporting to the concerned Sr Test and QA Engg/ Test and QA Engg./ Jr. Test and QA Engg. or SEO as the case may be. Job Roles & Responsibilities: • Software development & Testing • User Requirements Definition, & Create test plans for the Application • Plan for UAT and other forms of testing • Analysis and design of software solution • Resolution of user requirements design and related technical issues • Address matters related to performance/service levels,	a) **Basic Qualification:** i) Master's Degree in Technology/ Engineering (MTech/ ME) in E&C/IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks. or ii) B.E/B.Tech in E&C/IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks. b) **Experience:** Minimum 1 years' experience in activities like: User Requirements Definition, & Create test plans for the Application and perform activities like: Functional Testing, Logical Testing, Security Testing, VAPT etc, Creation/ testing of use cases, Defect and root cause analysis, log analysis, preparing FRS/ SRS,etc with experience in Software Development &

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment

			acceptance, etc.
			• Support procurement, authorize payments and techno-commercial issues as may be necessary
			• Assist in quality policy
			• Managing the team
			
			Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers
				Testing in domains like (.Net or JAVA/J2EE/Websphere/PHP/DB2/MySQL/Linux/VB and MS Access/SQL and cloud computing, Server/Oracle, Mobile applications development, etc)
				
				c) **In addition to above, preference to :**
				  i) M.B.A from a recognized University
				  ii) Testing in e-Governance Applications
				  iii) International working experience.
				
				  iv) Meritorious candidates with Distinction in their Basic qualification(s)

	Sr CB Officer	Long term Contract (5 Yrs)	Have reporting to the concerned SEO/ CITO as the case may be. Job Roles & Responsibilities:
			
			• Identify State wide training and capacity building needs of the State Government personnel
			• Develop action plans based on the capacity building roadmap and training strategy to achieve the State wide capacity building targets
			• Conduct assessment of the existing training infrastructure in the State and develop action plan to improve their capacity to lead the training interventions in the State
				a) **Basic Qualification:**
				  i) Master's Degree in HR/Management or Technology/ Engineering (MTech/ ME) in E&C/ IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks.
				  or
				  ii) B.E/B.Tech in IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks. with PG Diploma in Management / HR
				  iii) Hindi up to Matric Standard.
				
				b) **Experience:**
				  Minimum 11 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 14 years' experience in case of Degree holders as indicated in (ii), in the field of e-Governance change management and capacity building, trainings, conducting workshops, IEC, with Project Management skills and ICT experience, team handling qualities, with at

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment

			• Assist in / liaise with identified agencies in development of course content and training programs aimed at capacity building
			• On need basis assist the State in identification of additional training agencies.
			• Provide support in development/ roll out of programs aimed at sensitizing the senior political and executive leadership towards e – governance initiatives
			• Assist departments in identification of capacity gaps in carrying out GPR/ BPR
			• Study best practices of other States, departments and enable sharing of knowledge to avoid duplication of effort and to shorten the learning curve
			Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers
				least:
				   i. 7 years experience should be in Capacity Building and related matters.
				   ii. 2 Years working experience with Government/ PSU at Sr. position.
				
				c) **In addition to above, preference to :**
				i) CB activities for implementation any large scale e-Governance project.
				ii) Certifications in IT field - Project Management/ Change Management related.
				iii) International working experience.
				iv) Meritorious candidates with Distinction in their Basic qualification(s)

	CB Officer	Short term Contract (3 Yrs)	Have reporting to the concerned SEO/ Sr. CB Officer as the case may be. Job Roles & Responsibilities: • Identify State wide training and capacity building needs of the State	a) **Basic Qualification:** i) Master's Degree in HR/Management or Technology/ Engineering (MTech/ ME) in E&C/ IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks. or ii) B.E/B.Tech in IT/Computers/Computer Science or Master in Computer

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment

			Government personnel
			• Develop action plans based on the capacity building roadmap and training strategy to achieve the State wide capacity building targets
			• Conduct assessment of the existing training infrastructure in the State and develop action plan to improve their capacity to lead the training interventions in the State
			• Assist in / liaise with identified agencies in development of course content and training programs aimed at capacity building
			• On need basis assist the State in identification of additional training agencies.
			• Provide support in development/ roll out of programs aimed at sensitizing the senior political and executive leadership towards e – governance initiatives
			• Assist departments in identification of capacity gaps in carrying out GPR/ BPR
			• Study best practices of other States, departments and enable sharing of knowledge to avoid duplication of effort and to shorten the learning curve
				Application from a recognized University or institution with minimum 60% marks. with PG Diploma in Management / HR
				
				b) **Experience:**
				 Minimum 8 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 11 years' experience in case of Degree holders as indicated in (ii), in the field of e-Governance change management and capacity building, trainings, conducting workshops, IEC, with Project Management skills and ICT experience, team handling qualities, with at least:
				    i. 5 years experience should be in Trainings/ Capacity Building and related matters.
				
				c) **In addition to above, preference to :**
				  i) CB activities for implementation any large scale e-Governance project.
				  ii) Certifications in IT field - Project Management/ Change Management related.
				  iii) International working experience.
				  iv) Meritorious candidates with Distinction in their Basic qualification(s)
				  v) 1 Years working experience with Government/ PSU in CB related activities.

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment
			Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers	

	Jr. CB Officer	Short term Contract (3 Yrs)	Have reporting to the concerned SEO/ Sr. CB Officer/ CB Officer as the case may be. Job Roles & Responsibilities:
			
			• Identify State wide training and capacity building needs of the State Government personnel
			• Develop action plans based on the capacity building roadmap and training strategy to achieve the State wide capacity building targets
			• Conduct assessment of the existing training infrastructure in the State and develop action plan to improve their capacity to lead the training interventions in the State
			• Assist in / liaise with identified agencies in development of course content and training programs aimed at capacity building
			• On need basis assist the State in identification of additional training agencies.
			• Provide support in development/ roll out of programs aimed at sensitizing the senior political and executive
				a) **Basic Qualification:**
				  i) Master's Degree in HR/Management or Technology/ Engineering (MTech/ ME) in E&C/ IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks.
				  or
				  ii) B.E/B.Tech in IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks. with PG Diploma in Management / HR
				
				b) **Experience:**
				  Minimum 3 years' experience in case of Post Graduate Degree holders as indicated in (i) above/ 6 years' experience in case of Degree holders as indicated in (ii), in the field of e-Governance change management and capacity building, trainings, conducting workshops, IEC, with Project Management skills and ICT experience, team handling qualities, with at least:
				   i. 3 years experience should be in Trainings/ Capacity Building and related matters.
				
				c) **In addition to above, preference to :**
				  i) CB activities for implementation any large scale e-Governance project.
				  ii) Certifications in IT field - Project Management/ Change Management related.
				  iii) International working experience.
				  iv) Meritorious candidates with Distinction in their Basic qualification(s)
				  v) 1 Years working experience with Government/ PSU in CB related

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment
			leadership towards e – governance initiatives • Assist departments in identification of capacity gaps in carrying out GPR/ BPR • Study best practices of other States, departments and enable sharing of knowledge to avoid duplication of effort and to shorten the learning curve Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers	activities.
	Instructor	Short term Contract (3 Yrs)	Have reporting to the concerned SEO/ Sr. CB Officer/ CB Officer/ Jr. CB Officer as the case may be. Job Roles & Responsibilities: • Identify State wide training and capacity building needs of the State Government personnel • Develop action plans based on the capacity building roadmap and training strategy to achieve the State wide capacity building targets • Conduct assessment of the existing training infrastructure in the State and develop action plan to improve their capacity to lead the training interventions in the State	a) **Basic Qualification:** i) Master's Degree in HR/Management or Technology/ Engineering (MTech/ ME) in E&C/ IT/ Computers/ Computer Science from a recognized University or institution with minimum 60% marks. or ii) B.E/B.Tech in IT/Computers/Computer Science or Master in Computer Application from a recognized University or institution with minimum 60% marks. with PG Diploma in Management / HR b) **Experience:** Minimum 1 years' experience in the field of e-Governance change management and capacity building, trainings, conducting workshops, IEC, etc c) **In addition to above, preference to :** i) CB activities for implementation any large scale e-Governance project.

Sr. No.	Designation of posts	Contract term	Nature of duties/ Roles	Academic qualifications and experiences, if any for direct recruitment
			• Assist in / liaise with identified agencies in development of course content and training programs aimed at capacity building • On need basis assist the State in identification of additional training agencies. • Provide support in development/ roll out of programs aimed at sensitizing the senior political and executive leadership towards e – governance initiatives • Assist departments in identification of capacity gaps in carrying out GPR/ BPR • Study best practices of other States, departments and enable sharing of knowledge to avoid duplication of effort and to shorten the learning curve Any other responsibility that might be necessary to be taken up as part of this job role including those that are assigned by superior officers	ii) Certifications in IT field - Project Management/ Change Management related. iii) International working experience. iv) Meritorious candidates with Distinction in their Basic qualification(s)

DRAFT AGREEMENT
<For Individual Contract>
THIS AGREMENT is made on this _____ day of _____, 2017 between:

The Governor of Haryana acting through the Electronics & Information Technology Department, (hereinafter referred to as the 'Department', which expression shall, unless excluded by or repugnant to the context, be deemed to include its successors in office and assignees) of the first part;

and

Sh. _____ S/o Sh. _____ resident of _____ District _____ of the second part, hereinafter referred to as "second party".

WHEREAS the services of the Second Party are required for _____ _____ _____

AND WHEREAS the Second Party has expressed its keen desire for rendering services to the Department as specified above under this agreement and the Department has found him to be worthy of engagement for delivery of such services;

AND WHEREAS both the parties have agreed to enter into this agreement on the terms and conditions appearing hereinafter;

NOW, THEREFORE, THIS AGREEMENT WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES AS UNDER:-

Terms of Appointment/ Engagement on Contract

(1)   The Second Party agrees to abide by the rules and regulations as laid down in relation to conduct, discipline & other matters. He/She will always be required to conduct himself/herself accordingly.

(2)   That the Second Party i.e. Sh./ Smt/ _____ is hereby engaged as _____ on contract for a period of _____ years **<three or five years as the case may be>** effective **from _____ to _____** subject to the terms and conditions herein contained.

(3)   That Shri _____ shall be paid a consolidated remuneration of Rupees --------/-p.m. (Rupees --------only) including all allowances like medical expenses, conveyance expense, Entertain expenses and mobile expenses etc. All taxes, if any, shall be responsibility of the second party. In addition to the above, the incumbent shall be entitled to reimbursement of any expenditure incurred on travels outside the headquarters on official duties as per his/her entitlement provided by the Government from time to time.

(4) This contract engagement may be extended based on performance as per the ACRs of the Second Party, work & conduct of the professional, and the requirement of his/her services by the Department.

(5) That extension of this contract for the subsequent years/terms would entail an assessment of the work & conduct and performance of the _____<Designation> during the preceding years/ term.

(6) In the event of both the parties agreeing to the extension of this contract, the consolidated remuneration fixed for the preceding year may be increased by a sum up to 10% of the remuneration fixed for the preceding year.

(7) That the Department may not renew or extend this contract further beyond the contract period of three or five years <as the case may be> year in case the Professional's services are no longer required or his performance and work & conduct during this contract period is not observed to be satisfactory.

(8) That this contract may be terminated pre-mature by the Department with a notice of two months to the Second Party in case the performance of the Second Party is not found to be meeting the prescribed standards and deliverables or any mis-conduct on its part. The Department may dispense with the said notice of two month by paying an amount equal to Two month's remuneration in lieu of the notice period.

(9) That in case the Second Party decides to leave the assignment during the period of this contract, it will have to give Two months' advance notice or deposit an amount equivalent to two months contract remuneration in lieu thereof.

(10) That the Second Party may be required to work at _____ or alternate locations anywhere within the State of Haryana as required and decided by the Department.

(11) That the job responsibilities and performance indicators shall be worked out by the controlling officer. The employee shall strive to match his/ her performance with such performance indicators so as to ensure that the assigned responsibilities are achieved with in the agreed time frames to the best satisfaction of the department.

(12) That the Second Party shall not accept or undertake any employment, whether full-time or part-time, as a Director/ Partner/ Member/ Employee of any other organization/ entity engaged in any form of business activity during the contract period without a prior written consent.

(13) That the role assigned during the employment with the Department includes Information Security responsibilities. This includes adherence to maintenance of information security artefacts as required by the Information Security Policy of Department. The Department shall own all Intellectual Property Rights in respect of any IP (i.e. reports, S/W design, drawings, information, data, charts, presentations, documents etc.) arising out of this agreement.

(14) Further, Second party agrees not to disclose any confidential information to outsiders; in case any such incidence is reported, the First party can impose

penalty and can invoke termination of contract along with suitable judicial action permissible under Law.

(15) That the second party shall handover the charge of letter of Authority or Identity Card issued to him/ her or any property/ material of the Department in his/her possession on cessation of this contract.

(16) That the Second Party shall be entitled to avail 10 days casual leave per annum and 10 days Sick leave on "Medical Grounds" as per Government Instructions/ Rules during the period of contract. Any leave beyond this period would entail prorated deduction from his/her contract remuneration.

(17) That any dispute or difference, whatsoever, arising between the parties to this Agreement in relation to this contract engagement shall be resolved by the Parties through mutual consultation, in good faith and using their best endeavor. However, if this is not feasible, Parties may refer the dispute to a sole Arbitrator to be appointed by the mutual consent and the decision of the arbitrator shall be final and binding on both parties.

(18) In case of the death of a person, any part of his/her unpaid remuneration shall be paid to his/ her nominee/ legal heirs.

In witness whereof the department and the second party above have hereunto subscribed their hands on the day, month and year first mentioned above in the presence of following witnesses:-

Sr. No.	For the First Party (On behalf of the Governor of Haryana)	For the Second Party
1	Signature	Signature
2	Name	Name
3	Designation	Designation
4	Date	Date
	Witnessed by:	**Witnessed by:**
1	Signature	Signature
2	Name	Name
3	Designation	Designation
4	Date	Date