



GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER:::UDALGURI
(e-District Cell)

E-mail ID:-dc-udalguri@nic.in

Telephone No. 03711-

224433

ADVERTISEMENT

In pursuance of **Notification No IT.206830/3 Dated 20.10.2023** of the Additional Chief Secretary to the Govt. of Assam, Information Technology Department, Dispur, applications are invited from interested candidates for the contractual post of 1 (one) District Project Manager (DPM) & 2 (two) District Technical Support Staff (DTSS) under District e-Governance Society(DeGS) as per following terms & conditions:

Description	For the post of DPM	For the post of DTSS
Period of engagement	11 (Eleven) months.	11 (Eleven) months.
Remuneration	Rs. 22,000/- per month (Fixed)	Rs. 14,000/- per month (Fixed)
Place of engagement	DC's Office, Udalguri and DC's amalgamated establishments.	
Qualification	Graduate in any Discipline with working knowledge in computer. Minimum 2 years of experience in IT field & having knowledge of computer operations.	10+2 or Diploma in IT with minimum one year of working experience in IT field.
Age	The maximum age for applying is 41 years as on 1st January, 2023. The age limit shall be relaxed upto 8 years for applicants who has been serving at similar positions under the district administration of Udalguri or any other district in the state.	The maximum age for applying is 41 years as on 1st January, 2023. The age limit shall be relaxed upto 8 years for applicants who has been serving at similar positions under the district administration of Udalguri or any other district in the state.
Date of examination	The date & venue for the written examination of the above mentioned post will be intimated later on.	

Terms & Conditions:

I/165087/2024

1. **The engagement is purely on CONTRACTUAL basis** and the incumbent would not have any claim to permanent retention under the DeGS he/she is currently serving or any other DeGS in the State or to any claim for permanent absorption in the District Administration or to any organizations under the IT Department.
2. Details of the Terms and Conditions is available at udalguri.assam.gov.in

How to apply:

1. Interested candidates may submit application (in standard form of application) along with resume and testimonials from the 10 A.M. of 15/02/2024 to 05:00 P.M. of 28/02/2024 at the Drop Box kept in the First Floor (DC's Office, Udalguri) during working hours. No application will be received thereafter.
2. Candidates may also submit their application (in standard form of application) along with resume and testimonials at dc-udalguri@nic.in from 10 A.M. of 15/02/2024 to 05:00 P.M. of 28/02/2024 (**Hard copy of application and testimonials has to be submitted on the day of examination. Failing to do so will result in forfeiture of candidature.**)
3. All Notices regarding the recruitment process will be published in District Website & Notice Board of DC's Office, Udalguri. Candidates are advised to regularly visit the district website.

Examination Procedure:

1. A two-tier selection procedure shall be adopted for recruitment to the position of DPS & DTSS viz. Written + P.I. would each carry 50 marks.

Signed by
Sadnek Singh
Date: 14-02-2024 16:13:50
District Commissioner,
Udalguri.

Memo No.E-67054/eGOV-12/27/2023-eGOV-UDL/73-A

Copy to:

1. The Additional Chief Secretary to Govt. of Assam, IT Dept., for favour of kind information.
2. The Additional Secretary to Govt. of Assam, IT Dept., for kind information.
3. The District Information and Public Relations Officer, Udalguri for information and necessary action. He is requested to publish the Advertisement in at least one English and one vernacular newspaper.
4. The Notice Board, DC's Office, Udalguri.
5. Office copy.

(e-Signed)
District Commissioner,
Udalguri.

Terms of Reference (ToR) for the positions of DPM & DTSS

❖ Duties & Responsibilities

- The primary duties of the District Project Manager (DPM) would be to assist and support the District Manager (DITEC) of Udalguri District in the multifarious e-Governance activities and initiatives in the district. If there is currently no District Manager, he shall directly report to the ADC (e-Governance) or any other officer as decided by the Chairman of the DeGS.
- The primary duties of the District Technical Support Staff (DTSS) would be to assist and support the DPM of Udalguri District in the multifarious e-Governance activities and initiatives in the district.

❖ Assignment Duration

- The contract of the DPM & DTSSs with the DeGS shall be for 11 (eleven) months which may be extended for next term based on the satisfactory performance and good conduct of the DPM & DTSSs to be evaluated by a performance appraisal on the 10th month of the ongoing contract. The successful continuity of contract terms shall be allowed till the time the incumbent is 60 years old.
- On successful renewal for the next term, the DPM & DTSSs shall be eligible for increment on his/her existing remuneration by a percentage as decided by the Governing Body of the DeGS in-line with the Bye Laws or Rules & Regulations of the society with final approval of the IT Department with concurrence from Finance Department.
- **The engagement is purely on CONTRACTUAL basis** and the incumbent would not have any claim to permanent retention under the DeGS, he/she is currently serving or any other DeGS in the State or to any claim for permanent absorption in the District Administration or to any organizations under the IT Department.

❖ Selection Criteria

- A two-tier selection procedure shall be adopted for recruitment to the position DPM & DTSSs by the DeGS or the District Administration comprising of a written exam of multiple-choice questionnaire followed by a personal interview. The written exam and PI would each carry 50 marks.
- The maximum age for applying for the position of the DPM & DTSSs shall be 41 years old as on 1st January, 2023. This age limit shall be relaxed for applicants who has been serving under similar position

under the District Administration, Udalguri or any other District Administration in the State, by number of years of service offered upto a maximum of 8 years.

- For candidates who has been serving under similar position under District Administration, Udalguri or any other District Administration in the State, 2 marks for each year of service offered would be awarded (upto a maximum 16 marks) in the personal interview.

❖ **How to apply**

- Interested candidates may submit application (in standard form of application) along with resume and testimonials from the 10 A.M. of 15/02/2024 to 05:00 P.M. of 28/02/2024 at the Drop Box kept in the First Floor (DC's Office, Udalguri) during working hours. No application will be received thereafter.
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- All Notices regarding the recruitment process will be published in District Website & Notice Board of DC's Office, Udalguri. Candidates are advised to regularly visit the district website.

Signed by

Sadnek Singh

Date: 14-02-2024 16:12:59
District Commissioner,
Udalguri.