

NIELIT, Chandigarh

Details of roles and responsibilities for the posts advertised in the “HINDUSTAN TIMES ” (Chandigarh Edition) and

“DAILY AJIT “ Dated 08-06-2016 for the post of District Manager

**Role and responsibilities of the District Manager to be deployed on contract basis with
CSC e-Governance Services India Ltd (CSC-SPV)**

1. Supporting DeGS in Program management and last mile implementation in all the Gram Panchayats within the respective District Administration.
2. Experience in sales & marketing and field work is desired.
3. Willingness to travel across the district at the Gram Panchayats to set up new CSCs and extend support to existing CSCs.
4. Coordinating with State teams, CSC SPV teams and National team for smooth implementation of the project.
5. Working with DeGS for selection of VLEs, CSC locations and enabling factors ensuring smooth operations of CSCs.
6. These resources would be the first point of contact for redressing VLEs' issues and the issues raised at the Help Desk.
7. These resources would facilitate the capacity building and training activities conducted by CSC SPV and State/UT in the district for increasing sustainability of CSCs.
8. Co-ordinating with other State/UT departments along with the State teams for enablement of more services into the CSC platform and integrating existing services/portals into the universal CSC technological platform.
9. Conducting regular field level assessments of CSCs within the district. It is proposed to provide Geo-Tagged application support to these resources for undertaking regular field visits of CSCs within their operational district providing a hand-holding support to VLE.
10. Co-ordinating with DeGS for review meetings on implementation progress within the district.
11. Supporting DeGS in implementation, decision making and all other activities as assigned by the DeGS.