

GOVERNMENT OF MANIPUR
SECRETARIAT: RURAL DEVELOPMENT & PANCHAYATI RAJ DEPARTMENT

N O T I C E

Imphal, the 2nd January, 2014

No.1/12/2012-RD(MGNREGA): The Rural Development & Panchayati Raj Department, Government of Manipur invites applications from eligible willing candidates for engagement as State Project Manager (1 post) / State Technology Consultant (1 post) / District Project Managers (4 posts) / Additional District Project Managers (4 posts) / Office Assistant (1 post) on contract basis for a period of one year for positions at State Project Management Unit and District Project Management Units on payment of monthly remuneration ranging between Rs. 7200 and Rs. 13900, plus Performance Based Honorarium. Details including application format are available for download at www.manipur.gov.in. The last date for receipt of applications by authorized offices at State / districts is 3 pm on 14.01.2014.


(Ningthoujam Geoffrey)
Joint Secretary (RD&PR)

Copy to:

1. Deputy Commissioner (Bishnupur/Thoubal/Imphal East/Imphal West) – **Copy of detail notification is enclosed herewith for kind information and necessary action.**
2. Editor, Sangai Express (English edition) / Poknafam – he/she is requested to kindly publish the above notification for two days and submit bills in triplicate for early payment.
3. OSD(IT), Government of Manipur – he is requested to webcast a copy of the notification above along with copy of the detailed advertisement and application format enclosed herewith in the State portal.
4. Assistant News Editor, AIR/DDK/ISTV- he/she is requested for according publicity of the notification as news items.
5. Office file.

No.1/12/2012-RD(MGNREGA)
GOVERNMENT OF MANIPUR
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N O T I F I C A T I O N
Imphal, the 2nd January, 2014

1. Background:

Panchayati Raj Institutions (PRIs) in India are an indigenous concept of local self governance which promotes decentralized governance by participation of the ordinary public in their own governance. The Ministry of Panchayati Raj, Government of India as part of its mandated responsibility to strengthen the Panchayati Raj Institutions across, has been taking steps to introduce e-governance program in the PRIs all over the country. The e-Panchayat Mission Mode Project is a project initiated by the MoPR in this regard under the National e-Governance Program in all the PRIs of the country. The project aims at the internal computerization of panchayats & its processes to make effective use of IT in various activities, namely, Planning, Budgeting, Accounting, Monitoring & Processing & Delivery of Citizen Centric Services to the rural populace. The initiative consists of 12 core applications, which constitute the Panchayat Enterprise Suite (PES) package. In this regard, the 12 core e-Panchayat applications under e-Panchayat MMP will be rolled out by setting up state and district level Programme Management Units (PMUs) called State Programme Management Unit (SPMU) and District Programme Management Units (DPMUs) respectively. These PMUs are intended to provide management, technical and handholding support at the State and district levels to ensure effective and timely roll out of e-Panchayat MMP.

2. Positions and Compensation Structure:

To set up the PMUs, the Rural Development & Panchayati Raj Department, Government of Manipur invites applications from eligible willing candidates for engagement as Resource Persons on contract basis for a period of one year for positions at State Programme Management Unit (SPMU) and District Programme Management Units (DPMU) on payment of monthly remuneration against positions as detailed in Table A:

TABLE A

Sl. No.	Name of position of Resource Person	Monthly Remuneration (in Rs.)			No. of positions	Reservation
		FD norms	(PIC) Performance Based Honorarium	Maximum		
1	State Project Manager, SPMU, Manipur	9300+4600	9850	23750	1	UR
2	State Technology Consultant, SPMU, Manipur	9300+4400	9300	23000	1	UR
3	Office Assistant, SPMU, Manipur	5200+2000	800	8000	1	UR
4	District Project Manager, DPMU, Bishnupur	9300+4300	6900	20500	1	UR
5	Additional District Project Manager, DPMU, Bishnupur	9300+4200	6000	19500	1	UR
6	District Project Manager, DPMU, Imphal East	9300+4300	6900	20500	1	UR
7	Additional District Project Manager, DPMU, Imphal East	9300+4200	6000	19500	1	UR



8	District Project Manager, DPMU, Imphal West	9300+4300	6900	20500	1	UR
9	Additional District Project Manager, DPMU, Imphal West	9300+4200	6000	19500	1	UR
10	District Project Manager, DPMU, Thoubal	9300+4300	6900	20500	1	UR
11	Additional District Project Manager, DPMU, Thoubal	9300+4200	6000	19500	1	UR

3. Terms of Engagement:

3.1 The Resource Person would be engaged by the Department for undertaking works as per time bound responsibilities assigned to them towards rolling out ePanchayat PES.

3.2 He/she would be required to perform his/her duties efficiently and diligently and to the best of his/her ability.

3.3 He/she would not be allowed to engage in any trade, business, and profession on his/her own account that can delay the completion of his/her assignment.

3.4 He/she would be required to proceed to any part of Manipur or elsewhere outside Manipur and to perform such duties as may be assigned to him/her relating to the assignment.

3.5 The engagement, subject to satisfactory performance, will be for a period of twelve months with effect from the date of joining.

3.6 He/she would be required to update the Department / district authorities about the progress as and when asked by the Department / district authorities.

3.7 In case he/she is found to be involved/engaged in any activity/campaign/protest, etc. either directly or indirectly that is against the interest of the Department, the Department will be free to terminate his/her services with immediate effect.

3.8 He/she would be paid remuneration on the last working day of the month at the earliest. Remuneration would consist of two components: 1) Remuneration at FD(PIC) norms; and 2) Performance Based Honorarium (PBH). PBH will be based on assessment of performance against set criteria linked to the scheme.

3.9 He/she would be entitled to Casual Leave of 8 (eight) days in a calendar year with prior sanction of the Department, and would also be entitled to 2 days of Earned Leave per month.

3.10 He/she would have six working days in a week (Monday – Saturday) and be entitled to enjoy holidays as per notified General Holidays of the Government of Manipur.

3.11 All materials produced or acquired during the period of engagement - written, graphic, film, magnetic tape, electronic form or otherwise would remain the property of the Department. The Department would retain the exclusive right to publish or disseminate reports arising from such materials.

3.12 The Department would provide him/her with all the necessary support including material supply, office space, equipment, etc. to enable him/her to complete the assignment during the contract period.



3.13 He/she would be expected to carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, have due regard to the nature and purpose of the assignment.

3.14 It would be binding on him/her that all knowledge and information not within the public domain, which may be acquired while carrying out this assignment shall be for all time and purposes regarded as strictly confidential and held in confidence and would not be directly or indirectly disclosed to any person whatsoever, except with the written permission of the Department.

4. Eligibility criteria:

4.1 Age of the applicant should be 35 years or below as on 01.01.2014, relaxable by 3 years for OBC (Non creamy layer) and by 5 years for SC/ST candidates.

4.2 For posts at Sl. Nos. 1, 2 and 3 of Table A, candidates hailing from any part of the State of Manipur may apply. For all other posts, a candidate must be a resident of the same district as the post for which he/she is applying.

4.3 The essential educational qualification for various categories of positions are at Table B:

TABLE B

Sl. No.	Category of position	Educational qualification
1	State Project Manager	1) B.E. or B. Tech. or MCA with minimum 60% marks 2) MBA with minimum 60% marks
2	State Technology Consultant	1) BE or B Tech or MCA with minimum 60% marks
3	District Project Manager	1) BCA or BSc (Computer Science) or BSc (IT) with minimum 60% marks
4	Additional District Project Manager	1) BCA or BSc (Computer Science) or BSc (IT) with minimum 60% marks
5	Office Assistant	1) Any Graduate with high level typing skills and working knowledge of Word, Excel and PowerPoint

5. Scoring scheme:

5.1 Marks will be assigned as per the following scoring scheme:

Sl. No.	Category of position	Relevant levels of educational considered for scoring	Weights to % of marks obtained at each level
1	State Project Manager	Matriculation	15
		HSSLC/10+2	10
		BE/ BTech/ MCA	40
		MBA	25
		Additional Qualification*	10
2	State Technology Consultant	Matriculation	25
		HSSLC/10+2	15
		BE/ BTech/ MCA	50
		Additional Qualification*	10
3	District Project Manager	Matriculation	25
		HSSLC/10+2	15

		BCA / BSc (Computer Science) / BSc (IT)	50
		Additional Qualification*	10
4	Additional District Project Manager	Matriculation	25
		HSSLC/10+2	15
		BCA / BSc (Computer Science) / BSc (IT)	50
		Additional Qualification*	10
5	Office Assistant	Matriculation	25
		HSSLC/10+2	10
		Graduation	25
		Typing speed#	20
		A minimum of 6 months' Certificate Course in Computers involving Word, Excel and PowerPoint	10
		Additional Qualification*	10

#5.2 A speed-cum-accuracy test will be held for eligible candidates in respect of post of Office Assistant on a date to be notified separately. Candidates are advised to check www.manipur.gov.in for updates / notifications in this regard.

*5.3 Credits for Additional Qualification will be assigned as follows:

Additional qualification, attained by candidate	Scores assigned to additional qualification
Any 1 year PG diploma	1
Any PG degree	1
M Phil	2
Ph D	3
Work Experience of atleast 2 years at any level	3
Total weightage for additional qualification	10

6. Duration:

Period of engagement shall be up to 12 months only.

7. Mode of Application:

7.1 Interested candidates may send their CV in the enclosed application format (**ANNEXURE A**) accompanied by one copy each of the following documents (7.1.1 to 7.1.6) duly attested by a gazetted government servant with legible seal of office:

7.1.1 Matriculation certificate as proof of age;

7.1.2 Mark sheet from matriculation till the highest educational qualifications;

7.1.3 Degree certificate from Matriculation till highest educational qualifications;

7.1.4 Experience Certificate certifying work experience for a minimum of 2 years from previous / current employer(s) under seal and signature (in case, candidate has work experience and seek credits for the same);

7.1.5 Attested certificate from an institute for computer proficiency for the post of Office Assistant;



7.1.6 Two passport size colour photographs, one of which is to be pasted onto the application format;

7.1.7 Duly attested copy of Caste/Backward Class/Tribe Certificate issued by a competent authority in support of claim for SC/ST/OBC status, in case age relaxation is being sought;

7.1.8 Duly attested copy of Resident Certificate issued by competent authority in connection with application for posts at Sl. 4-21 of Table A;

7.2 Incomplete application forms will be summarily rejected during scrutiny and no correspondence will be entertained in this regard.

7.3 In case, an applicant is desirous of applying to more than one post, then separate application forms are to be submitted against each post applied for, accompanied by application processing fee for each form so submitted.

7.4 The duly filled applications should be enclosed in A4 size envelope marked "Application for engagement as Resource Person for position of (name of position) under e-Panchayat MMP under RD & PR Department, Government of Manipur" with name & postal address of applicant; and the same should be submitted along with an application processing fee of Rs. 200 /- at the following address in person/through an authorized representative between 11 am to 3 pm on any working day:

For posts at sl. nos. 1, 2 and 3 of Table A:	To (Ningthoujam Geoffrey) Joint Secretary (RD & PR), Old Secretariat (South Block) Babupara, Imphal-795001, Manipur
For all other posts:	To Deputy Commissioner (name of concerned district applied for)

7.5 The last date for receipt of application is on or before 3 pm on 14.01.2014. No application received after this designated date & hour will be entertained.

8. Notification of selected candidates:

List of selected candidates will be notified online at www.manipur.gov.in.

9. Warning:

Attempt to use extraneous influences in the selection process will invite automatic disqualification and /or criminal proceedings.


(Ningthoujam Geoffrey)
Joint Secretary (RD&PR)

Copy to:

1. Deputy Commissioner (Bishnupur/Thoubal/Imphal East/Imphal West) – **for kind information and necessary action.**
2. OSD(IT), Government of Manipur – he is requested to webcast a copy of the notification above along with application format enclosed herewith in the State portal.
3. Office file.

ANNEXURE A

APPLICATION FORMAT FOR ENGAGEMENT AS UNDER RD&PR DEPARTMENT, GOVERNMENT OF MANIPUR (Note: One application form is to be submitted against each post applied for)

To

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(Please refer para 7.4 for notification)

Subject: Application for position of (please strike off inapplicable positions): State Project Manager / State Technology Consultant / Office Assistant / District Project Manager, (name of district) / Additional District Project Managers, (name of district)

Sir/Madam,

I hereby apply for the position as in subject above. My particulars are as follows:

1. Name :
2. Father's name :
3. Mother's name :
4. Date of birth :
5. Age as on 01.01.2014 :
6. Whether SC/ST/OBC :
7. Domicile :
8. Nationality :
9. Present address :
10. Permanent address :
11. Contact / postal address:
(This will be the address to which all postal communications, if required, will be sent)
12. Contact
(Land line/Mobile No) :
13. Email address :
14. Educational Qualifications:

Photograph of
applicant self
attested

Sl. No.	Level	University/ Board	School/ Institute	Examination	Year of passing	Percentage marks obtained
1	Matriculation					
2	Intermediate					
3	Graduation					
4	PG Degree					
5	PG Diploma					
6	M. Phil.					
7	PhD					
8	Any other(s)					
9	(i)					
	(ii)					
	(iii)					
	(iv)					

15. Work experience:

Sl. No.	Organization/ Institute	Period		Nature of Works undertaken	Supporting documents enclosed
		From	To		

16. Document submitted along with this application:

Annexure No.	Name of document
B	
C	
D	
E	
F	
G	
H, etc. (as required)	

Signature of applicant:.....

Name of applicant:

Date:

Place:

