



GOVERNMENT OF KARNATAKA
Centre for e-Governance, DPAR (e-Governance)
Room No. 146, 2nd Gate, M. S. Building, Bengaluru - 560001
Phone: 080 – 2237 3840: FAX - 080 - 22373841

CEG/39/ADM/2015

Date: 26-11-2015

OFFICE MEMORANDUM

Filling up of positions of Project Director-KSWAN, Project Officer e - Procurement and Accounts Manager for Procurement in Centre for e-Governance in Bengaluru on deputation basis.

1. Centre for e-Governance is in the process of filling up the above mentioned positions on deputation in Centre for e-Governance, Bengaluru.
2. The initial period of deputation shall be for 3 years extendable by a further period of 2 years. The terms and conditions of deputation will be governed by Karnataka Civil Service Rules. In case of Central Govt. employees, the terms and conditions will be as per DOPT guidelines under Foreign Service deputation conditions.
3. Details of the above mentioned positions are available in www.Karnataka.gov.in/ceg , as per the Annexure 1 and Annexure-2 appended below. Post viewing the details of the listed positions on the web portal, the applications may be sent by post or hand delivery to Chief Executive Officer, Centre for e-Governance, Room No.146, Gate no. 2, M.S.Building, Ambedkar Veedhi, Bengaluru – 560001 after obtaining NOC from the controlling authority.
4. The last date for receiving the application is **05-01-2016**.

Chief Executive Officer
Centre for e-Governance

Annexure - 1

Vacancy position circular for the position in Centre for e-Governance, Bengaluru

Sl. No.	Name of the Post	Total Vacancy	Service Group	Pay Scale	Field of Selection	Desired Qualification/Experience
1	Project Director - KSWAN	1	A	On their own scale.	On deputation from Central Government/State Govt./PSUs	<ul style="list-style-type: none"> • Must be a Engineering graduate with 10 years of work experience in senior Management (Group A service in case of Govt) or E7 Scale or above in case of PSUs. • Proficiency in computers and data networks is preferred. • Experience in handling administrative matters.
2	Project Officer – e-Procurement	1	A	On their own scale.	On deputation from Central Government/State Govt./PSUs	<ul style="list-style-type: none"> • Must be a graduate • Must be a central/State Government Employee PSU's/Boards and Corporations and must have put in minimum 10 years of service. • Must have at least 3 years of on the job experience in handling task on e-Procurement portal on a day to day basis. • Must be familiar with KTTP Act, Rules, Circulars and Standard tender documents of Karnataka. • Must have exposure to the correspondence on Contracts, with Contractors, Vendors and Suppliers. • Must be familiar with financial delegation of powers for different procurements. • Must have experience in handling Invoices, Measurement books and familiar with formats, business mandated by Government of Karnataka. • Must be familiar with the registration rules of different variety of contractors like Limited companies, Joint Ventures, Partnership Firms etc. • Must have Knowledge of financial transaction of current banking system. • Knowledge of computer programming in any language is desired.
3	Accounts Manager - Procurement	1	B	On their own scale.	On deputation from Central Government/State Govt./PSUs	<ul style="list-style-type: none"> • Must be a graduate with 5 years of experience in the accounts wing of any department of Govt. of Karnataka. • Preference will be given to graduate in Commerce/Accounts. • Proficiency in computers with Accounts/Business management software's like Tally. • Experience in handling Administrative matters.

Annexure 2

PROFORMA

Application for deputation in Centre for e-Governance, Bengaluru

1. Post applied for :
2. Name of the Applicant :
3. Date of Birth :
4. Whether belongs to SC/ST :
5. Present place of posting :
6. Parent Organization :
7. Service to which belongs to :
8. Educational Qualification :
 - a. Academic :
 - b. Professional :
9. Present post and pay scale of the present post :
10. Date from which the present post is held on regular basis :
11. Details of experience / employment of last three postings (attach seperate sheet if required)

Office / Institution	Post Held	From	To	Scale of pay	Nature of duties

12. Knowledge of computer :
13. Remarks :

Signature of the Candidate :
Address :
Mobile No. :
E-Mail id :
Date :

NOC from the controlling authority

Shri/Smt/Miss is employed in this office asfrom till date. This department / office has no objection to his/her taking up employment with Centre for e-Governance. If selected for the above post, this office will relieve the aforesaid employee immediately.

Signature
Controlling/Administrative authority
Telephone/Fax/email

N.B

1. A pay certificate indicating the present scale of pay of the applicant duly attested by the DDO may be attached along the application.
2. To be countersigned by the Controlling Authority.