

N-22/12/2021-NeGD
Digital India Corporation
Ministry of Electronics & Information Technology

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Guidelines for recruitment of personnel on Sabbatical / Secondment

1. Object and Purpose

Digital India Corporation is a not-for-profit Company set up by Ministry of Electronics and Information Technology (MeitY), Govt. of India, under Section 8 of Companies Act 2013. Earlier the company was known as 'Media Lab Asia'. It has been renamed as 'Digital India Corporation' w.e.f. Sep 8, 2017.

Digital India Corporation (DIC) leads and guides in realizing the vision, objectives and goals of the Digital India program. It provides the strategic support to Ministries/Departments of Centre/States for carrying forward the mission of Digital India by way of Capacity Building for e-Governance projects, promoting best practises, encouraging Public-Private Partnerships (PPP), nurturing innovation and technology in various domains. To ensure autonomy and viability of the organisation in the long run, DIC, will also collaborate and mobilise partnerships with the industry, to evolve revenue-based models for service delivery.

To undertake these functions, DIC attracts talented resources both from within government and market. The judicious mix of talent ensures that Government is equipped with a broad spectrum of resources for successful design of Digital India related projects. The details of responsibilities assigned to DIC is given at Annexure 1.

Given the nature of responsibilities assigned to DIC, DIC needs to attract talent from technology, law, policy, marketing, social science, and administrative spheres. All these talents may not be necessarily available with the Government. Hence DIC is willing to take people from industry and academia to work with it on sabbatical or secondment from their parent organisations.

The objective and purpose of this effort is to lay down general principles and guidelines for taking personnel on sabbatical or secondment from their parent organisations.

2. Definition

Unless the Context requires otherwise, following words shall have the meaning attributed to them in this rule for the purpose of these Rules.

- (1) "DIC" means Digital India Corporation
- (2) "Parent Organisation" means the organisation in which the person on sabbatical is employed with and receives his/her remuneration from.



- (3) "Applicant on Sabbatical/ secondment or Applicant" is a person who wants to give services to and work with DIC, on a full-time or part time basis while on sabbatical from a Parent Organisation, without seeking any remuneration from DIC:
- (4) "Area of Expertise" means the subject or area in which the Applicant possesses expertise.

3. Identification of Persons on Sabbatical

Applicant on sabbatical/ secondment working with a Parent Organisation and seeking to work with DIC by taking a sabbatical or requesting secondment from their Parent Organisation shall apply to DIC in the format set out in the Annexure 2 hereto.

4. Criteria and Methodology for Selection

DIC will follow the following methodology for deciding if an Applicant can be accepted to work with DIC:

- (1) DIC shall first determine if the services of the Applicant are needed in the Area of Expertise of the person.
- (2) Thereafter, based on the application, if DIC is satisfied that the Applicant possesses requisite specialized skills, experience and qualifications, has related professional experience, has satisfactory background and references and that there is no conflict of interest between the Applicant on Sabbatical working for DIC and any other work the Applicant on Sabbatical may be engaging in either for gain or as a volunteer, then DIC will issue an offer letter along with the specific role for the Applicant on Sabbatical and the reporting structure. The Applicant on sabbatical will convey acceptance by signing the offer letter and the non-disclosure and confidentiality agreement of DIC.
- (3) The Applicant should have the necessary approvals and authorizations from the Parent Organisation in order to be on sabbatical and work with DIC. These approvals must be provided to DIC prior to the Applicant joining DIC.
- (4) The Applicant shall disclose to DIC if there exists or there is a likelihood of any conflict of interest between the Parent Organisation and DIC. In case of a conflict of interest on any matter or a likelihood of conflict-of-interest DIC shall ensure that the Applicant is not placed in a position to influence any decision making on the relevant matter of conflict.



5. Code of Conduct

A person on Sabbatical/Secondment, appointed by DIC, shall observe the following Code of Conduct, which shall include, but not be limited to, the following:

- (1) S/he shall follow the Rules and regulations of DIC that are in general applicable to the employees of the DIC.
- (2) S/he shall follow the confidentiality protocol of DIC and shall not reveal to any person or organisation confidential information on DIC, its work and its policies.
- (3) In general, he/she may not represent DIC vis a vis third parties. Some Applicants may specifically be authorised to interact with third parties on behalf of DIC depending on the nature of their roles and responsibilities.
- (4) Interaction with third parties, if permitted by DIC, should be need based; in particular no person shall interact with or represent DIC to the media (print and electronic).
- (5) S / he may, with the prior permission of DIC, present their work to academic bodies and at seminars and conferences. However, even for this purpose information that is confidential to DIC cannot be revealed under any circumstances.
- (6) Any papers and documents written and/or published by the Applicant should carry the caveat that the views are his/her personal views of the and do not represent or reflect the views of DIC.
- (7) S / he shall develop work plans and work schedules in consultation with their supervisor and will adhere to the same.
- (8) S / he will conduct themselves professionally in his relationship with DIC and the public in general.
- (9) S / he will be required to submit a report of his work prior to leaving DIC.

6. Closure of Sabbatical

Either the person on Sabbatical/ Secondment or DIC may close the relationship under any one of the following situations:

- (1) DIC may disengage the person if DIC is of the view that his/her services are no more required.
- (2) In general, DIC may close the services of the person on sabbatical at any time without assigning any reasons and with immediate effect.
- (3) In general, if the person on sabbatical decides to disengage from DIC,



he should provide two weeks' prior notice. However, DIC may in certain cases, particularly persons on a long-term sabbatical/secondment, prescribe a notice period of up-to one month. Notice period may be waived from time to time by the supervisor depending on the role of the person on sabbatical/secondment.

- (4) Upon closure, the person on sabbatical must hand over to DIC, any papers, equipment or other assets which might have been given to him by DIC in course of his work with DIC. This will include any badges or ID Cards which may have been issued to him.
- (5) If it comes to the notice of DIC that the person whose services have been closed by DIC continues to act in a manner which gives an impression that he is still working for DIC, DIC shall be free to take appropriate legal action against such person.

7. Power to Remove Difficulties

DIC shall have the power to remove any difficulty which comes in the way of implementation.



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Digital India Corporation has the following broad responsibilities:

- To provide leadership and support to Government of India through MeitY; to steer and anchor the Digital India Programme along with related policy and implementation initiatives.
- To support MeitY with regards to policy and implementation related issues concerning various ongoing programmes & schemes in the ICT domain as well as new initiatives undertaken as part of the Digital India Programme.
- To support Ministries/Departments, both at Centre and States, as well as other stakeholders in crafting e-Governance strategies, to further promote Accountability, Efficiency, Efficacy and Transparency.
- To source talent and resources both from the market as well as within Government in ICT domain to Ministries/ Depts. on chargeable basis under Central & State Government; a talent pool of technically skilled manpower for hardware, software, networks, cyber security and laws, standards, quality and testing, etc.
- To promote innovation and evolve models for empowerment of citizens and also to promote participatory governance and citizen engagement across the government through various platforms including social media.

2. DIC has 3 broad divisions viz.:

(1) Technology Development & Deployment Division (TDDD)

The vision of TDD Division is to bring the benefits of innovative solutions for socio-economic uplift at the grass root level of the society with mission to bring the benefits of Information & Communication Technologies (ICT) in certain focused areas viz. Healthcare, Education, Livelihood Enhancement (Agriculture, Crafts, MSMEs) and Empowerment of Persons with Disabilities (Divyangjan). The division works on the paradigm of collaborative research in its task of developing technologies and bringing them to the daily lives of people.

The division has created a niche for itself in the area of taking the technologies from lab to land and "IT for Masses". The division has strength & 17+ years of experience in understanding the needs of the field, conceptualization, project formation, development & deployment of technologies / products & services. Keeping the same in view, the projects undertaken by TDD division, are based on the grass-root requirements and relevant to its cause with the objective to empower citizens in general and gender, minorities, farmers, artisans, tribes, persons with disabilities (Divyangjan) etc. in particular through innovative ICT applications. The division has demonstrated decent capabilities in identifying the potential of certain technologies reasonably early. The technologies, developed by the division, have received a lot of recognition as evident from numerous National & International awards it



has received. In addition to its core activities, the Division is also implementing Visvesvaraya PhD Scheme in Electronics and IT with the objective to give thrust to R&D, create innovative ecosystem and Enhance India's competitiveness in these knowledge intensive sectors.

For more information, visit <https://dic.gov.in>

(2) **National e-Governance Division (NeGD)**

NeGD is an Independent Business Division (IBD) established by MeitY within DIC to undertake Programme Management of National eGovernance Plan (NeGP), having the following features:

This Division enjoys complete financial and HR autonomy from the rest of DIC.

- Government personnel in NeGD are taken on deputation to DIC.
- NeGD has its own head as President and CEO.
- The selection process for both Government and private sector personnel is common for ensuring uniform quality and suitability of personnel.
- Government funds for managing specific e-Governance projects / programmes as identified by MeitY are transferred directly to the Division, subject to extant rules in this regard.

NeGD acts as one of the key catalysts and integrators for initiatives under Mission Mode Projects and support components under NeGP 2.0 across the country. NeGD is also expected to proactively support central ministries / departments / state governments in propagation of their e-Governance initiatives.

For more information, visit <https://www.negd.gov.in>

(3) **MyGov**

MyGov platform is a unique path breaking initiative which was launched on July 26, 2014 by the Hon'ble Prime Minister of India. It is a unique first of its kind participatory governance initiative involving the common citizen at large. The idea of MyGov brings the government closer to the common man by the use of online platform creating an interface for healthy exchange of ideas and views involving the common citizen and experts with the ultimate goal to contribute to the social and economic transformation of India. In its short span of existence till date, MyGov platform has been more than successful in keeping the citizens engaged on important policy issues and governance, be it Clean Ganga, Girl Child Education, Skill Development and Healthy India to name a few. There is no doubt that this platform has made inroads in diminishing the gap which has traditionally existed between the citizen and the Government.

For more information, visit <https://www.mygov.in/>



Application form for persons on Sabbatical/ Secondment from Parent Organization to work for DIC

1. Covering Letter with the following information (not more than 500 words)
 - a. Area of Expertise of the person
 - b. Why they would like to work with DIC
 - c. How DIC would benefit from the person working with DIC
2. Curriculum Vitae
3. Two references

