

**GOVERNMENT OF TELANGANA**  
**OFFICE OF THE COMMISSIONER ESD (MeeSeva), ITE&C, HYDERABAD**  
[Revised-Notification No. 2985/ESD/DD\(Admin/EDM Recruitment/2026](#)  
[Date. 24.06.2026](#)

Office of the Commissioner ESD, ITE & C Department, Government of Telangana hiring one suitable candidate for the vacant position of **eDistrict Manager for Mahabubabad District purely on contractual basis**. The details are as under:

<b>Position</b>	<b>eDistrict Manager</b>
<b>District</b>	District Collectorate, Mahabubabad
<b>No. of Positions</b>	(1) position (purely on contract basis)
<b>Remuneration</b>	RS.32,000/- per Month (all Inclusive) with progressive increase for every 2 years based on performance
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• <b>Any Postgraduate (MCA/M.Tech/MSc/MBA) or B.Tech</b></li> <li>• Minimum of 2 Years Experience in IT Projects, IT Infrastructure Deployment, Software Development, Hardware, Networking, Security Management in IT projects / IT-enabled Service Project Coordination.</li> </ul>
<b>Desired Skills</b>	<ul style="list-style-type: none"> <li>• Proficient in Verbal and written communication in English &amp; Well Versed with local Language</li> <li>• Prior Project Management experience</li> <li>• Result Oriented and self-Motivated for working in Rural Areas and cross reporting Structure</li> <li>• Experience in eGovernance related projects of organizations/Departments</li> <li>• Should have good People Management Skills</li> <li>• Willingness to Travel across the district at the Gram Panchayath/ work in the late nights &amp; holidays (if required)</li> <li>• 24-44 Years of Age as on 01.07.2026.</li> </ul>
<b>Native</b>	<ul style="list-style-type: none"> <li>• Candidate should be a native of erstwhile Warangal District (Mahabubabad, Warangal, Jayashankar Bhupalpally, Jangaon, Hanumakonda, and Mulugu Districts.)</li> <li>• The selected candidate should stay in the district headquarters for any time accessibility for district administration.</li> </ul>
<b>Contract</b>	<ul style="list-style-type: none"> <li>• This contractual engagement shall not amount to any employment obligation on regular basis after cessation of their contractual engagement or during the period of their contractual engagement</li> <li>• The minimum service to be rendered is one year. In case if the joined person wants to resign the job within one year for any reason, he/she will be liable to pay an amount of Rs. 50,000/- through a DD in the name of "COMMISSIONER ESD MEESEVA"</li> </ul>

## **Roles & Responsibilities:**

- Address citizen grievances received through grievance portals, call centers, social media, and other platforms.
- Promote awareness of MeeSeva services and recommend integration of new G2C, G2B, B2C, and B2B services.
- Provide regular updates and content for social media activities related to MeeSeva and ITE&C services.
- Ensure Aadhaar PEC centers function from authorized government premises and facilitate establishment of new PEC centers wherever required.
- Coordinate Aadhaar enrolment and update activities, including UIDAI 18+ enrolments and special enrolment camps.
- Implement ESD rules and carry out all directions issued by ESD officials effectively at the district level.
- Ensure uninterrupted delivery of citizen services at MeeSeva centers and coordinate immediate resolution of service disruptions.
- Maintain proper records and documentation of inspections, meetings, trainings, complaints, and correspondence.
- Assist district administration in implementation of new e-Governance initiatives and digital service delivery mechanisms.
- Coordinate with technical teams and service providers for issue resolution, system maintenance, and infrastructure support.
- Ensure confidentiality, security, and proper handling of citizen data and official information.
- Monitor availability and functionality of biometric devices, printers, scanners, internet connectivity, UPS systems, and other infrastructure at centers.
- Encourage adoption of digital payments and cashless transactions at MeeSeva centers.
- Facilitate smooth rollout of new services, software updates, and government schemes through MeeSeva.
- Submit analytical reports and performance feedback to ESD Headquarters and District Administration for policy and operational improvements.
- Support disaster recovery and emergency response activities related to MeeSeva service continuity during unforeseen situations.
- Ensure transparency, accountability, and citizen-friendly service delivery across all MeeSeva centers in the district.
- Coordinate with law enforcement or concerned authorities in cases of fraud, misuse, unauthorized activities, or violation of ESD guidelines.
- Monitor public feedback and suggest improvements for enhancing citizen satisfaction and operational efficiency.
- Assist in verification and validation activities related to MeeSeva center operations, VLE credentials, and service delivery standards.
- Resolve grievances and technical issues related to Aadhaar services with support from the UIDAI RO office.
- Upload inspection reports for Aadhaar operator activation and 2nd Step Verification on the MeeSeva portal. Act as the primary district-level support and escalation point for technical issues faced by MeeSeva VLEs and departments.

- Monitor MeeSeva centers to prevent overcharging and ensure strict compliance with ESD guidelines, including display of rate charts and grievance contact details.
- Conduct regular monthly review meetings, quarterly interactive sessions, and training/workshops for VLEs, departmental staff, and officials.
- Monitor Service Level Agreements (SLAs), zero/low-transaction centers, and overall centre performance; initiate corrective actions and submit periodic reports.
- Visit MeeSeva and Aadhaar PEC centers regularly, conduct inspections, and submit inspection/SOP-based reports within prescribed timelines.
- Ensure timely submission of reports related to renewals, ownership transfers, complaints, inspections, and other operational matters.
- Maintain prompt communication and coordination with VLEs, officials, departments, Tahsildars, and district administration through all communication channels.
- Any other works assigned by ESD officials and District Administration.

The selection process will be based on a merit evaluation comprising marks obtained in the highest educational qualification (with additional weightage for post-graduation), relevant work experience, specialized course certifications, and performance in the interview.

Initially, the top **20 shortlisted candidates** will be invited to attend the interview at the **Office of the Commissioner, ESD (MeeSeva), Road No. 7, Banjara Hills, Hyderabad.** The schedule details are:

S.No	Particulars	Date & Time	Venue/Website
1	Publishing of Revised Notification	24.06.2026	ESD office & District Collectorate & Website
2	Submission of Online application	25.06.2026 to 13.07.2026	<a href="https://meeseva.telangana.gov.in">https://meeseva.telangana.gov.in</a>
3	Starting Time	25.06.2026 from 10.00 AM onwards	
4	Closing Time	13.07.2026 at 5.00 PM	
5	Call letter for Interview	18.07.2026	Through email
6	Interview date & time	22.07.2026 at 11.30 AM	ESD office, Hyderabad

## **Important Note:**

Candidates are advised to keep the original copies of all relevant certificates readily available at the time of application. They must produce the same during the interview, if shortlisted and called by the Office of the Commissioner, ESD (MeeSeva), for verification purposes.

The following scanned copies of documents are submitted at the time of filling of application through online:

- ❖ Original Address proof (**Aadhar card only**) \*
- ❖ Original Photo Id proof
- ❖ Original Marks Memos only
- ❖ Original Experience letters (Year wise) and (**offer letter & relieving letters**) \*
- ❖ Original Identity card of previous organization and payslips

## **COMMISSIONER ESD's Decision to be Final:**

The decision of the Commissioner ESD in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be, conduct of interview and at all the consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects and binding on all concerned, under the powers vested with it under Article 315 and 320 of the Constitution of India. Commissioner ESD also reserves its right to alter and modify time and conditions laid down in the notification for conducting the various stages up to selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the Commissioner ESD at any stage.

**Hyderabad**  
**Date:24.06.2026**

**Sd/-**  
**Commissioner ESD**