



सत्यमेव जयते

GOVERNMENT OF INDIA  
LAKSHADWEEP ADMINISTRATION  
LAKSHADWEEP INFORMATION TECHNOLOGY SERVICES SOCIETY  
20<sup>th</sup> June 2018

**NOTIFICATION**

Application are invited from the Local Entrepreneur (herein after called as Village Level Entrepreneur or VLE in short) for setting-up & running of **Common Service Centers** (CSC) called "Aashraya" in the location(s) identified as per the enclosed Annexure-I for delivery of various citizen centric service (ex: B2C, G2C, G2B etc.) to be provided by Lakshadweep Administration and/or other entities. An overview of the CSC scheme is enclosed as Annexure-II.

**General instructions and conditions for the selection of VLE**

1. The minimum age of eligible entrepreneurs should be 20 years and the minimum educational qualification should be Graduate and a computer course certificate from a recognized institution.
2. Duly filled in application in the prescribed format enclosed as Annexure-III should be forwarded to the CEO, LITSS, Kavaratti, Lakshadweep within 30 days from date of notification, with all relevant documents.
3. One applicant can give preference for all the proposed VLE location(s) within his/ her own native island, as notified in this Notification, in the application form being submitted.
4. A VLE **cannot** be allotted more than one CSC.
5. Infrastructure required to be set up by each VLE is given Annexure-IV.
6. CSC shall be provided internet connectivity through LSWAN.
7. The selected candidates have to register their center in digital seva portal of the Government of India within one month of selection.

**Selection Process**

A two-level process shall be undertaken for the selection on process. The weightage proposed is:

#	Level	Weightage
1	Screening of application based on the objective information	50%
2	Test or Interview to measure Social Entrepreneurship	50%

Screening will be done as per prefixed criteria in Annexure-V. A minimum of 30 marks out of a total of 100 marks would be required for passing the screening. All candidates selected after screening will be called for the test or interview at selected centers to assess their social entrepreneurship aptitude. Based on the weightage on Screening and test/interview, candidates shall be selected to be VLE for operating the CSCs Aashraya.

Ankur Meshram **DANICS**  
Director **IT** | CEO **LITSS**

**Copy:**

1. Lakshadweep portal
2. Chairperson, VDP in all islands
3. DC/SDO in islands for wide publicity
4. Assistant Executives, LITSS in Islands for publicity
5. Director, IPR with request to publish in the immediate in Lakshadweep Times

# ANNEXURE I

*Locations identified for filling vacancy*

#	Island	Location	Ward numbers of the area
1	Minicoy	Central	4, 5, 6
2	Kadmat	North	1,2,3,4
3	Bitra	Central	Any ward

## ANNEXURE II

### *About Common Services Centers*

Common Services Centers (CSC) are one of the crucial enablers of the Digital India Program. They are the access points for delivery of various e-governance and business services to citizens in rural and remote areas of the country. It is a pan-India network catering to regional, geographic, linguistic and cultural diversity of the country, thus enabling the Government's mandate of a socially, financially and digitally inclusive society. CSCs offer assisted access of e-services to citizens with a focus on enhancing governance, delivering essential government and public utility services, social welfare schemes, financial services, education and skill development courses, health and agriculture services and digital literacy, apart from a host of B2C services. CSC e-Governance Services India Limited, a Special Purpose Vehicle, has been set up by the Ministry of Electronics & IT under the Companies Act, 1956 to oversee the implementation of the CSC scheme. CSC SPV provides a centralized collaborative framework for delivery of services to citizens through CSCs, besides ensuring systemic viability and sustainability of the Scheme. The Lakshadweep Information Technology Services Society (LITSS), Lakshadweep is the State Designated Agency(SDA) for implementation of CSC Scheme in UT of Lakshadweep.

### **CSC 2.0 SCHEME**

The CSC 2.0 Scheme was initiated in August 2015 to improve access to technology and digital services for citizens in rural and remote areas of the country. CSC 2.0 Scheme proposes expansion of self-sustaining CSC network till Gram Panchayats by setting up more than 2.5 lakh CSCs within four years; at least one CSC in every Gram Panchayat. This would include strengthening and integrating 1,00,000 CSCs already operational under the existing CSC Scheme and creating additional 1.5 lakh CSCs in Gram Panchayats. CSC 2.0 Scheme would lead to consolidation of service delivery through a universal technological platform at all the CSCs across the nation, thereby making the e-services, particularly G2C services, accessible anywhere across the country.

### **KEY FEATURES OF CSC 2.0**

1. It aims at establishing a self-sustaining network of 2.5 lakh CSC in Gram Panchayats under Pillar 3 of the Digital India Program, i.e. 'Public Internet Access Program'.
2. CSC 2.0 is envisaged as a transaction and service delivery-based model, delivering a large bouquet of e-services through a single delivery platform.
3. The CSC network to be strengthened by ensuring standardization of available services and capacity building of all stakeholders involved.
4. Manpower resources to be provided to the SDAs as well as District e-Governance Society (DeGS) for enabling them to perform their roles and responsibilities, such as assistance, co-ordination for execution of project till delivery of e-governance services, monitoring and assessment. Help Desk support will also be provided by CSC SPV.
5. One of the key objectives of the Scheme is to increase the sustainability of VLEs by sharing maximum commission earned through delivery of e-services and encouraging women as VLEs.

# ANNEXURE III

*Application form for the selection of VLE*

Name of Location

Address of proposer CSC "Ashraya":

**Part A - PROFILE**

1. Name of Applicant: .....
2. Address for communication
  - a. House Name: .....
  - b. Street: .....
  - c. Post office: ..... Pin Code.....
3. Panchayat/sub division: .....
4. Whether a permanent resident for the last 2 years: Yes  No
5. Email: .....
6. Phone no. & Mobile no: .....
7. Gender: Male  Female  Transgender/Others
8. Age & Date of Birth: .....
9. Do you belong to SC/ST category? : Yes  No

**Part B - EDUCATION**

10. Education: Post-Graduate  Graduate  Diploma
11. Professional Degrees? Yes  No  (Engineering/Medicine/MBA/MCA/LLB etc)
  - a. If yes, please specify: .....
12. Computer Education (Government approved program)
  - a. Post Graduate Diploma in Computer Application: .....
  - b. Graduate .....
  - c. Certificate Course: .....
  - d. Basic Computer Awareness: .....
  - e. Others: .....
13. Undergone any Entrepreneurship Development Program: Yes  No 
  - a. If yes
    - i. Name of the Agency: .....
    - ii. Duration of program: .....

**PART C - EMPLOYMENT STATUS**

14. Employment status
  - a. Self-employed
  - b. Unemployed
  - c. Employed in private firms
  - d. Retired
15. If you are self-employed/employed indicate your years of experience: ..... months
16. Do you own Internet cafe/Computer Centre: Yes  No



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- B. Please provide the details of the project cost (for new units) in Rs. : .....
1. Cost of computers, printer, scanner, UPS Etc. : .....
  2. Cost of furniture and fixtures : .....
  3. Cost of electrification : .....
  4. Cost of telephone connection : .....
  5. Preliminary expenses : .....
  6. Miscellaneous expenses : .....
  7. Working capital : .....
  8. Your proposed total project cost in Rs. : .....

C. Please highlight the advantages and limitations of your locality in making your centre socially relevant and economically sustainable when answering this question

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**Declaration**

I hereby declare that the above given information are true and correct to the best of my knowledge.

<b>Name</b>	<b>Signature</b>
<b>Place</b>	<b>Date</b>

*If the information furnished above is found to be false at the time of Verification, application is liable to be rejected.*

## ANNEXURE IV

*Infrastructure required to be setup by selected VLE*

#	Description of items	Minimum Quantity
01	Desktop Computers: CPU-3.2 GHz or better, 2GB RAM minimum, 500GB HDD min, USB port, Ethernet port, PS2 KB & Mouse, OS: Win7 or higher	3 (Mandatory)
02	Antivirus Software	1 (Mandatory)
03	Printer: LaserJet, Mono(600x600), A4, Networking, Duplex, USB etc.	1 (Mandatory)
04	Web Cam	1 (Mandatory)
05	Individual UPS or Single UPS for all accessories	1 (Mandatory)
05	LAN Network	1 (Mandatory)
07	Digital Camera	1 (Optional)
08	A4, Flatbed/ADF Scanner	1 (Mandatory)
09	Lamination equipment-4”	1 (Optional)
10	AC-Windows or Split unit	1 (Optional)
11	Building Area:	200 Sq.Ft or more (Mandatory)
12	Name Board Display	1 (Mandatory)
13	Working Hours Display	1 (Mandatory)

## ANNEXURE IV

## Selection Criteria - Scoring Guideline

#	PARTICULARS	Total Marks																																																																												
PART A	<p>NAME: _____</p> <p>ADDRESS: _____</p> <table border="1"> <thead> <tr> <th colspan="3">PARTICULARS</th> <th>MAX SCORE</th> </tr> </thead> <tbody> <tr> <td colspan="3">RESIDENCE</td> <td>17</td> </tr> <tr> <td>PARTICULARS</td> <td>TOTAL MARKS</td> <td>% OF MARKS IN PART</td> <td></td> </tr> <tr> <td>Permanent Resident / Native of the island</td> <td>10</td> <td>25</td> <td></td> </tr> <tr> <td>Continuously residing in the island for the past two years- If Yes</td> <td>7</td> <td>17.5</td> <td></td> </tr> </tbody> </table> <p><i>Score on all options can be possible</i></p> <table border="1"> <thead> <tr> <th colspan="3">GENDER</th> <th>MAX SCORE</th> </tr> </thead> <tbody> <tr> <td>PARTICULARS</td> <td>TOTAL MARKS</td> <td>% OF MARKS IN PART</td> <td>5</td> </tr> <tr> <td>Female</td> <td>5</td> <td>12.5</td> <td></td> </tr> <tr> <td>Male</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Transgender</td> <td>5</td> <td>12.5</td> <td></td> </tr> </tbody> </table> <p><i>Only one option can be scored</i></p> <table border="1"> <thead> <tr> <th colspan="3">AGE</th> <th>MAX SCORE</th> </tr> </thead> <tbody> <tr> <td>PARTICULARS</td> <td>TOTAL MARKS</td> <td>% OF MARKS IN PART</td> <td>10</td> </tr> <tr> <td>20-25</td> <td>4</td> <td>10</td> <td></td> </tr> <tr> <td>25-40</td> <td>10</td> <td>25</td> <td></td> </tr> <tr> <td>&gt;40</td> <td>6</td> <td>15</td> <td></td> </tr> </tbody> </table> <p><i>Only one option can be scored</i></p> <table border="1"> <thead> <tr> <th colspan="3">RESERVATION</th> <th>MAX SCORE</th> </tr> </thead> <tbody> <tr> <td>PARTICULARS</td> <td>TOTAL MARKS</td> <td>% OF MARKS IN PART</td> <td>8</td> </tr> <tr> <td>SC/ST</td> <td>8</td> <td>20</td> <td></td> </tr> <tr> <td>Others</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>Only one option can be scored</i></p>	PARTICULARS			MAX SCORE	RESIDENCE			17	PARTICULARS	TOTAL MARKS	% OF MARKS IN PART		Permanent Resident / Native of the island	10	25		Continuously residing in the island for the past two years- If Yes	7	17.5		GENDER			MAX SCORE	PARTICULARS	TOTAL MARKS	% OF MARKS IN PART	5	Female	5	12.5		Male				Transgender	5	12.5		AGE			MAX SCORE	PARTICULARS	TOTAL MARKS	% OF MARKS IN PART	10	20-25	4	10		25-40	10	25		>40	6	15		RESERVATION			MAX SCORE	PARTICULARS	TOTAL MARKS	% OF MARKS IN PART	8	SC/ST	8	20		Others				40
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PART D	PARTICULARS		MAX SCORE	20
	DO YOU OWN A BUILDING/PREMISES IN THE PROPOSED LOCATION HAVING AN AREA OF EQUAL TO OR MORE THAN 200S Q FEET		20	
	PARTICULARS	TOTAL MARKS	% OF MARKS IN PART	
	Yes	20	100	
	<i>Only one option can be scored</i>			