



Advt. No. ISM-11/6/2022-ISM-DIC

Digital India Corporation
Electronics Niketan Annexe, 6, CGO Complex Lodhi Road,
New Delhi – 110003
Tel.: +91 (11) 24360199, 24301756
Website: www.dic.gov.in

Web Advertisement
25.05.2023

Digital India Corporation has been set up by the 'Ministry of Electronics & Information Technology, Government of India', to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man. It is a 'not for profit' Company under Section 8 of the Companies Act 2013. The Company has been spearheading the Digital India programme of the Government of India, and is involved in promoting use of technology for e-Governance/e-Health / Telemedicine, e-agriculture, e-Payments etc. The Digital India programme promotes safety and security concerns of growing cashless economy and addresses challenges confronting its wider acceptance. It also promotes innovation and evolves models for empowerment of citizens through Digital initiatives and promotes participatory governance and citizen engagement across the government through various platforms including social media.

Digital India Corporation is currently inviting applications for the following position purely on Contract/ Consolidated basis.

Sr. No.	Name of the Post	No. of Vacancies
1.	Multi-Tasking Staff	2

** The place of posting shall be in New Delhi but transferable to project locations of Digital India Corporation as per existing policy of Digital India Corporation.

Screening of applications will be based on qualifications, age, academic record and relevant experience. Digital India Corporation reserves the right to fix higher threshold of qualifications and experience for screening and limiting the number of candidates for interview. Only shortlisted candidates shall be invited for selection interviews. Digital India Corporation reserves the right to not to select any of the candidates without assigning any reason thereof.

The details can be downloaded from the official website of DIC, NeGD, MyGov, & MeitY viz. **www.dic.gov.in**, **www.negd.gov.in**, **www.mygov.in**, & **www.meity.gov.in**

Eligible candidates may apply ONLINE: <https://ora.digitalindiacorporation.in/>

LAST DATE FOR RECEIPT OF APPLICATIONS:

31.05.2023



1. Multi-Tasking Staff (MTS)

Position	Multi-Tasking Staff (MTS) (2)
Key Responsibilities	<ul style="list-style-type: none">• Physical maintenance of files and records• General cleanliness & upkeep of the division• Carrying files & other papers within the building• Photocopying, scanning• Other non-clerical work• Assisting in routine office work like diary, dispatch, etc. including on computer• Delivering of Dak (inside & outside the building)• Watch & ward duties• Opening & closing of rooms• Cleaning of rooms• Dusting of furniture etc.• Cleaning of building, fixtures, etc.• Work related to his ITI qualification, if it exists• Driving of vehicles, if in possession of a valid driving license• Upkeep parks, lawns, potted plants, etc.• Any other work assigned by superior authority. <p>The above list of duties is only illustrative and not exhaustive. The company is free to add to the list, duties of similar nature ordinarily performed by officials at this level.</p>
Eligibility Criteria	<ul style="list-style-type: none">• The candidates must have passed the 12th (Secondary School Certificate) or equivalent from a recognized Board.• Minimum one year of experience.• Experience working in the government sector will be preferred.• Basic oral & written communication skills• Basic knowledge of Microsoft Office Suite• Excellent coordination and follow-up skills.• Ability to follow confidentiality guidelines.• Must be a Team player.
Remuneration	INR 25,000 per month all-inclusive on a consolidated basis
Period of Contract	One Year, can be renewed on yearly basis
Application Link	Click here to submit your application



General Conditions applicable to all applicants covered under this advertisement:

1. Those candidates, who are already in regular or contractual employment under Central / State Government, Public Sector Undertakings or Autonomous Bodies, are expected to apply through proper channel or attach a 'No Objection Certificate' from the employer concerned with the application OR produce No Objection Certificate at the time of interview.
2. Digital India Corporation reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
3. The positions are purely temporary in nature for the project of Digital India Corporation and the appointees shall not derive any right or claim for permanent appointment at Digital India Corporation or on any vacancies existing or that shall be advertised for recruitment by Digital India Corporation in future.
4. Digital India Corporation reserves the right to terminate the appointments of all positions with a notice of one month or without any notice by paying one month's salary in lieu of the notice period.
5. The maximum age shall be as on the last date of receipt of the applications. Screening of applications will be based on qualifications, age academic record and relevant experience.
6. In case of a query, the following officer may be contacted

Ms. Vinaya Viswanathan
Head- HR
Digital India Corporation
Electronics Niketan Annexe,
6 CGO, Complex Lodhi Road,
New Delhi – 110003
Phone No. 011-24303500, 24360199