

Advt. N-22030/6/2022-DIC-Part (1)

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
06th March 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.	Executive -HR	01

** 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:

10.03.2023

Job Description:

Position: Executive-HR

Job Responsibilities

- Involved in End - End Recruitment activities for all the projects. Posting, Sourcing, Shortlisting, Interview coordination, offer, follow-ups etc.
- Screening and shortlisting the profiles according to the requirement
- The role involves end-to-end recruitment
- Conducting Telephonic Interviews (to check Communication skills, project experience, cost, notice period and other related factors).
- Scheduling the interview.
- Working with Managers on all staffing-related issues, such as recruitment, selection of the candidates, salary negotiations and closing the candidates.
- Keeping in touch with the offered candidates and keeping them well informed till the time they join.
- Maintain daily, weekly & monthly reports.
- Searching the profile in the database for a new candidate for checking duplications to maintain the effective database.
- Maintain each and every candidate's profile with full details like education, contact details, technical comments, HR comments, Reference check, background verification etc.
- The individual should be hands-on with IT recruitment and open to occasional out-station travel.

Essentials:

- Candidates who can join asap need only apply
- Should have at least 1 year of experience HR

Educational Qualifications:

Essential: Graduation in any stream

Desirable: PG- MBA/PGDM – in HR or equivalent

Salary: Salary will be commensurate with the Qualifications, experience and skills of the candidate

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