

**Adv. No.N-21/49/2021-NeGD**

**DIGITAL INDIA CORPORATION**

A section 8 Company, Ministry of Electronics and Information Technology, Govt. of India  
**Delhi Office:** Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road,  
New Delhi - 110003 Tel.: +91 (11) 24360199 / 24301756  
Website: [www.dic.gov.in](http://www.dic.gov.in)

**WEB ADVERTISEMENT**

**09<sup>th</sup> November, 2022**

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 positions purely on Contract/ Consolidated basis.

Sr. No.	Positions	No. of positions
1.	Business Analyst	2
2.	Lead Business Analyst	1
3.	UX Designer	1
4.	UI Designer	1
5.	Technical Architect	1
6.	Security Tester	1
7.	Quality Analyst	2
8.	Development Lead	1
9.	Developer Full Stack	4
10.	Developer Backend Core	3
11.	Sr Executive Assistant	1

\*\* 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, and 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 MeitY & DIC, NeGD viz. [www.meity.gov.in](http://www.meity.gov.in) & [www.dic.gov.in](http://www.dic.gov.in), and [www.negd.gov.in](http://www.negd.gov.in)

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

### 1. Job Title- Business Analyst

<b>Division</b>	NeGD
<b>Designation</b>	Business Analyst
<b>No. of Vacancies</b>	2
<b>Project</b>	UMANG
<b>Reports To</b>	Lead BA

#### Overview

The job holder will handle the on-boarding of various services of Central/State departments on UMANG and post Go Live will monitor and ensure that services run smoothly on UMANG.

The role would include responsibility of day to day monitoring of the UMANG services which includes department applications, services and components of UMANG and management of partner agencies and other stakeholders and in case of any fault in services he/she has to take up issues with respective stakeholder with a view to restore the services quickly.

He/ She may be used in other projects of Digital India, as and whenever required.

#### Job Descriptions

##### On Boarding

- Develop relationship with departments to bring their important services on UMANG. Coordinate with concerned Government officials and all vendors to make the chosen services Live.
- Sound knowledge of API integration and API testing
- Expertise in FRS and API document creation

##### Monitoring

- Interact with quality audit partner to monitor testing bugs and their resolution by the implementing agency
- Bring out regular progress assessment reports with qualitative inputs and flagging off any deviations/issues that would need to be looked into by the higher authorities
- Assist in any other work incidental to the monitoring and implementation of UMANG

##### Support

- Coordinate with different central and state agencies whose applications are integrated with UMANG.
- Post delivery of services, keep in touch with departments to resolve any operational issue and endeavor to keep the services up and running
- Develop and manage relationships with integrated departments on UMANG in order to better understand the issues in service delivery and take steps to ensure customer delight.
- Ensure that issues/complaints raised through various channels (including social media, Play store etc.) are addressed

##### Reporting

- Prepare reports, presentations for both internal and external distribution on project progress
- Assess and support on meeting contractual obligations of partner agencies and any other requirements necessary to department applications on UMANG
- Maintain adherence to project timelines and ensure quality of output/deliverables
- Provide requisite support for necessary audits (SLA, Security etc.) by third party auditor/s

<b>Required Profile</b>	
Essential Qualification	<ul style="list-style-type: none"><li>• Graduation /B.E/ B. Tech and equivalent</li><li>• Qualification can be relaxed in case of exceptional candidates</li></ul>
Required Experience	<ul style="list-style-type: none"><li>• 2+ years' experience in Software/Networking Project Management/Operations, Enterprise-Wide systems integration/implementation projects</li><li>• MS-Office, MS Project, JIRA etc.</li><li>• Good Communication skills (Oral and Written)</li></ul>

<b>2. Job Title- Lead Business Analyst</b>	
<b>Division</b>	NeGD
<b>Designation</b>	Lead Business Analyst
<b>No. of Vacancies</b>	1
<b>Project</b>	UMANG
<b>Reports To</b>	Program Head

### **Overview**

The job holder will handle the on-boarding of various services of Central/State departments on UMANG and post Go Live will monitor and ensure that services run smoothly on UMANG.

The role would include responsibility of day to day monitoring of the UMANG services which includes department applications, services and components of UMANG and management of partner agencies and other stakeholders and in case of any fault in services he/she has to take up issues with respective stakeholder with a view to restore the services quickly.

He/ She may be used in other projects of Digital India, as and whenever required.

### **Job Descriptions**

#### **On Boarding**

- Develop relationship with departments to bring their important services on UMANG. Coordinate with concerned Government officials and all vendors to make the chosen services Live.
- Sound knowledge of API integration and API testing
- Expertise in FRS and API document creation

#### **Monitoring**

- Interact with quality audit partner to monitor testing bugs and their resolution by the implementing agency
- Bring out regular progress assessment reports with qualitative inputs and flagging off any deviations/issues that would need to be looked into by the higher authorities
- Assist in any other work incidental to the monitoring and implementation of UMANG

#### **Support**

- Coordinate with different central and state agencies whose applications are integrated with UMANG.
- Post delivery of services, keep in touch with departments to resolve any operational issue and endeavor to keep the services up and running
- Develop and manage relationships with integrated departments on UMANG in order to better understand the issues in service delivery and take steps to ensure customer delight.
- Ensure that issues/complaints raised through various channels (including social media, Play store etc.) are addressed

### Reporting

- Prepare reports, presentations for both internal and external distribution on project progress
- Assess and support on meeting contractual obligations of partner agencies and any other requirements necessary to department applications on UMANG
- Maintain adherence to project timelines and ensure quality of output/deliverables
- Provide requisite support for necessary audits (SLA, Security etc.) by third party auditor/s

### Required Profile

Essential Qualification	<ul style="list-style-type: none"> <li>• Graduation /B.E/ B. Tech and equivalent</li> <li>• Qualification can be relaxed in case of exceptional candidates</li> </ul>
Required Experience	<ul style="list-style-type: none"> <li>• 5+ years' experience in Software/Networking Project Management/Operations, Enterprise-Wide systems integration/implementation projects</li> <li>• MS-Office, MS Project, JIRA etc.</li> <li>• Good Communication skills (Oral and Written)</li> </ul>



### 3. Job Title- UX Designer

<b>Division</b>	NeGD
<b>Designation</b>	UX Designer
<b>No. of Vacancies</b>	1
<b>Project</b>	UMANG
<b>Reports To</b>	Product Manager

#### Overview

The job holder will be responsible for designing frontend interfaces and interaction designs of the UMANG frontend.

He/ She may be used in other projects of Digital India as well, whenever required.

#### Job Description

- Carry out UX research, creation of wireframes and prototypes and information architecture for different types of applications
- Create UI and UX design guidelines and standards that can be used to improve the overall User Experience of these applications
- Handhold different departments integrated with to while implementing these guidelines
- Translating business requirements to product design
- Collect, organize, analyze, and disseminate significant amounts of information with attention to detail
- Discuss and communicate capabilities, opportunities, and recommendations to both technical and non-technical audiences
- Work with UI designers to implement attractive designs
- Liaise & coordinate with internal NeGD teams and relevant external agencies to come up with solutions for critical problems and issues being faced during implementation

#### REQUIRED PROFILE

<b>Essential Qualification</b>	B.E/B. Tech./ MCA or Graduate with relevant experience
<b>Required Experience</b>	<ul style="list-style-type: none"><li>• 1+ years of proven UX designer- Interaction, Visual and Motion design</li><li>• Proficient and should have hands-on experience UX design tools such as AdobeXD, Figma etc..</li><li>• Must have working knowledge of the UX landscape, emerging trends,</li></ul>



	<p>tools and technologies</p> <ul style="list-style-type: none"><li>• Experience working in an Agile development environment using methodologies like Scrum and tools like JIRA, Confluence</li><li>• Proficient understanding of code versioning tools - Git</li></ul>
<b>Desirable Certifications</b>	<ul style="list-style-type: none"><li>• Certification UX Design (e.g., Google)</li></ul>





#### 4. Job Title- UI Designer

<b>Division</b>	NeGD
<b>Designation</b>	UI Designer
<b>No. of Vacancies</b>	1
<b>Project</b>	UMANG
<b>Reports To</b>	Product Manager

#### Overview

NeGD is looking for experienced and talented UI designers to design and shape user-centric products and experiences. The job holder will be responsible for designing frontend interfaces, social media content and other digital content of the UMANG.

He/ She may be used in other projects of Digital India as well, whenever required.

#### Job Description

- Plan and implement new user interface designs and changes in current designs of UMANG's frontend interfaces on mobile and web
- Create elements of visual designs, style guides while working with UX team to create wireframes and prototypes for web and mobile interfaces
- Create UI guidelines and standards (color scheme, typography, other visual elements) that can be used to improve the overall UI of the applications
- Handhold different departments integrated with to while implementing these guidelines
- Translating business requirements and create visual designs accordingly
- Collect, organize, analyze, and disseminate significant amounts of information with attention to detail
- Discuss and communicate capabilities, opportunities, and recommendations to both technical and non-technical audiences
- Work with UX designers to implement attractive designs
- Liaise & coordinate with internal NeGD teams and relevant external agencies to come up with solutions for critical problems and issues being faced during implementation

#### REQUIRED PROFILE

<b>Essential Qualification</b>	B.E/B. Tech./ MCA
--------------------------------	-------------------



Required Experience	<ul style="list-style-type: none"><li>• 1+ years of proven UI designer</li><li>• Proficient and should have hands-on experience UI design tools such as AdobeXD, Figma etc..</li><li>• Must have working knowledge of the UI/UX landscape, emerging trends, tools and technologies</li><li>• Experience working in an Agile development environment using methodologies like Scrum and tools like JIRA, Confluence</li><li>• Proficient understanding of code versioning tools - Git</li></ul>
Desirable Certifications	<ul style="list-style-type: none"><li>• Certification UI Design (e..g. Google)</li></ul>



## 5. Job Title- Technical Architect

<b>Division</b>	NeGD
<b>Designation</b>	Technical Architect
<b>No. of Vacancies</b>	1
<b>Project</b>	UMANG
<b>Reports To</b>	Engineering Head

### Overview

The job holder will be responsible to design the structure of our IT systems for UMANG platform and oversee programs to ensure the proper architecture is implemented.

He/ She may be used in other projects of Digital India as well, whenever required.

### Job Description

- Working closely with senior stakeholders to understand business requirements and help translate these into technical requirements for the development team
- Breaking down large scale projects into manageable chunks
- Working out which IT products to use based on research and implementation feasibility
- Explaining to designers and developers what's required and overseeing the progress
- Planning and documenting technical specifications for features or system design
- Designing, building and configuring applications to meet business process and application requirements
- Directing the development team in the design and development,
- Mentoring junior team members

### REQUIRED PROFILE

<b>Essential Qualification</b>	B.E./B. Tech./ MCA or Graduate with relevant Experience
<b>Required Experience</b>	<ul style="list-style-type: none"><li>• 5+ years of proven software development experience in IT</li><li>• Proven experience as a Technical Architect</li><li>• Hands-on experience with software development and system administration</li><li>• Understanding of strategic IT solutions</li><li>• Proficient and should have hands-on experience in Java Technology Stack, Hibernate, Spring and Spring Boot etc</li></ul>



	<ul style="list-style-type: none"><li>● Knowledge of Linux, WSO2, Tomcat, Kafka, Nginx, Docker, Kubernetes, ELK, Postgres</li><li>● Experience in cloud technologies and deployment</li><li>● Excellent communication skills</li><li>● Must have working knowledge of the general API landscape, architectures, trends, and emerging technologies.</li><li>● Experience in database design and management</li><li>● Experience working in an Agile development environment using methodologies like Scrum and tools like JIRA, Confluence</li></ul>
Desirable Certifications & Experience	<ul style="list-style-type: none"><li>● Experience of working for a government set up/ project is desirable</li><li>● Professional certifications would be a plus</li></ul>



## 6. Job Title- Security Tester

<b>Division</b>	NeGD
<b>Designation</b>	Security Tester
<b>Project</b>	UMANG
<b>Reports To</b>	QA Lead

### Overview

The job holder will be responsible to work closely with development teams) to ensure that UMANG platform is secure.

He/ She may be used in other projects of Digital India as well, whenever required.

### Job Description

- Participate in and support application security reviews and threat modeling, including code review and dynamic testing
- Own and perform application security vulnerability management
- Regularly perform security checks and troubleshooting
- Identify problems in a timely manner
- Suggest and implement solutions for improvement
- Track existing processes and offer solutions for improvement
- Implement new processes with the goal to optimize company's security system
- Support and consult with product and development teams in the area of application security
- Assist in creation of security training.
- Assist in development of automated security testing to validate that secure coding best practices are being used
- Perform regular audits and provide reports
- Monitor company's server traffic and tickets

### REQUIRED PROFILE

<b>Essential Qualification</b>	B.E/B. Tech./ MCA or Graduate with relevant Experience
--------------------------------	--



<b>Required Experience</b>	<ul style="list-style-type: none"><li>● 1+ years of proven software development and testing experience in IT</li><li>● 0+ years of experience in the field of System Security or similar role</li><li>● Certification, such as CCNA or OWSE</li><li>● Knowledge of potential attack vectors such as XSS, injection, hijacking, social engineering, and so on</li><li>● Knowledge of networking protocols, such as TCP/IP</li><li>● Knowledge and experience with HTTP and HTTPS, as well as their underlying implementations</li><li>● Knowledge of Content Delivery Networks</li><li>● Basic programming knowledge</li></ul>
<b>Desirable Certifications &amp; Experience</b>	<ul style="list-style-type: none"><li>● Experience of working for a government set up/ project is desirable</li></ul>



## 7. Job Title- Quality Analyst

<b>Division</b>	NeGD
<b>Designation</b>	Quality Analyst
<b>No. of Vacancies</b>	2
<b>Project</b>	UMANG
<b>Reports To</b>	QA Lead

### Overview

The job holder will be responsible for software testing and maintaining quality of the UMANG platform deployed by NeGD and the goal will be to ensure quality of various UMANG components/sub-components.

He/ She may be used in other projects of Digital India as well, whenever required.

### Job Description

- Write clear and comprehensive test plans
- Design automated test scripts that are reusable
- Maintain documentation related to test cases per feature
- Should be able to understand the requirement and design test procedures and test cases for automated software testing
- Analyzing users stories and/use cases/requirements for validity and feasibility
- Derive /write test cases, use cases from scenarios for the new feature additions in the product.
- Anticipate/Identify and collect test data related to test cases if needed.
- Execute all the test cases and report defects, define severity and priority for each defect
- Investigate product quality in order to make improvements to achieve better customer satisfaction.
- Verify the fixed defects and track them to closure
- Execute all levels of testing (System, Integration, and Regression)
- Work independently and within a team, without too much supervision and help from seniors and QA lead

### Required Profile

<b>Essential Qualification</b>	B.E/B. Tech./ MCA
<b>Required Experience</b>	<ul style="list-style-type: none"><li>• 3+ years of proven software development and testing experience in IT</li><li>• 2+ years of experience in mobile and web app functional testing</li><li>• Hands-on experience with functional testing</li></ul>



	<ul style="list-style-type: none"><li>• Experience with automated testing using Selenium or any other tool is a plus</li><li>• Proficient understanding of software QA methodologies</li><li>• Experience working in an Agile development environment using methodologies like Scrum and tools like JIRA, Confluence</li><li>• Proficient understanding of code versioning tools - Git</li></ul>
<b>Desirable Certifications &amp; Experience</b>	<ul style="list-style-type: none"><li>• Experience of working for a government set up/ project is desirable</li><li>• Professional certifications would be a plus</li></ul>





## 8. Job Title- Development Lead - Backend

<b>Division</b>	NeGD
<b>Designation</b>	Development Lead - Backend
<b>Project</b>	UMANG
<b>Reports To</b>	Engineering Head

### Overview

The job holder will be responsible for leading the software development team for UMANG platform deployed by NeGD and is expected to work closely with senior stakeholders to understand business goals and ensure that the development team & technologies used are aligned with these while also ensuring quality and timely delivery.

He/ She may be used in other projects of Digital India as and whenever required.

### Job Description

- Working closely with senior stakeholders to understand business requirements and help translate these into technical requirements for the development team
- Knowledge of Linux, API Gateway, Tomcat, Kafka, Nginx, Docker, Kubernetes, ELK, Postgres
- Planning and documenting technical specifications for features or system design
- Designing, building and configuring applications to meet business process and application requirements
- Directing the development team in the design, development, coding, testing and debugging of applications
- Writing testable, scalable and efficient code and leading code reviews
- Mentoring junior team members and ensuring they adhere to determined software quality standards
- Work with Jenkins and CI tools to automate dev, build, deployment and testing
- Team handling
- Code review practices
- Proposing new architecture
- Advanced knowledge of software architecture.
- Experience with software design and web programming.
- High-level project management skills.
- Ability to solve complex software system issues.
- Conducting system performance tests.
- Troubleshooting design flaws and system bottlenecks.

### Required Profile



Essential Qualification	B.E/B. Tech./ MCA or Graduate with relevant Experience
Required Experience	<ul style="list-style-type: none"><li>• 5+ years of proven software development experience in IT</li><li>• Proficient and should have hands-on experience in Java, Hibernate, Spring and Spring boots etc.</li><li>• Minimum 3 years of experience in Spring Boot</li><li>• Must have working knowledge of the general API landscape, architectures, trends, and emerging technologies.</li><li>• Knowledge of modern authorization mechanisms, such as JSON Web Token and OAuth2</li><li>• Experience in database design and management</li><li>• Experience working in an Agile development environment using methodologies like</li><li>• Scrum and tools like JIRA, Confluence</li><li>• Proficient understanding of code versioning tools - Git</li></ul>
Desirable Certifications & Experience	<ul style="list-style-type: none"><li>• Experience of working for a government set up/ project is desirable</li><li>• Professional certifications would be a plus</li></ul>



### 9. Job Title- Developer/Sr. Developer (Full Stack)

<b>Division</b>	NeGD
<b>Designation</b>	Developer/Sr. Developer (Full Stack)
<b>No. of Vacancies</b>	4
<b>Project</b>	UMANG
<b>Reports To</b>	Development Lead

#### Overview

The job holder will be responsible for full stack software development and operations of the UMANG platform deployed by NeGD and the goal will be to ensure quality and timely delivery and feature roll outs.

He/ She may be used in other projects of Digital India as well, whenever required.

#### Job Description

- Design, build, deploy and maintain advanced applications and APIs (scalable web services) - REST, SOAP, using Java, Hibernate, Spring and Spring Boot etc.
- Collaborate with cross-functional teams to define, design, and ship new features.
- Review and analyze business requirements and provide technical feasibility and estimates
- Developing frontend website architecture.
- Designing user interactions on web pages.
- Proficiency with fundamental front-end languages such as HTML, CSS, and JavaScript.
- Familiarity with JavaScript frameworks such as Angular JS, React js
- Work with outside data sources and APIs integration.
- Work on bug-fixing and improving application performance.
- Continuously discover, evaluate, and implement new technologies to maximize development efficiency.
- Work with Postgres and Cassandra as a backend database (other DBs may be added on to the stack)
- Work with caching database components as Redis
- Work with Jenkins and CI tools to automate dev, build, deployment and testing
- Writing JUnit/integration test cases to validate the code quality and code coverage
- Work independently and within a team, without too much supervision and help from seniors and tech lead.
- Must have the understanding of messaging queue- Kafka, Rabbit MQ
- Must have the understanding of web server – Tomcat, AWS containerization
- Good to have the knowledge of AWS components, cloud front, API Gateway, Athena, ECS, etc.



## Required Profile

Essential Qualification	B.E/B. Tech./ MCA or Graduate with relevant Experience
Required Experience	<ul style="list-style-type: none"><li>• 0+ years of proven software development experience in IT</li><li>• Proficient and should have hands-on experience in Java, Spring and Spring Boot.</li><li>• Hands-on experience of working on Angular/React javascript frameworks</li><li>• Must have working knowledge of backend architectures, trends, and emerging technologies.</li><li>• Knowledge of modern authorization mechanisms, such as JSON Web Token and OAuth2</li><li>• Experience working in an Agile development environment using methodologies like Scrum and tools like JIRA, Confluence</li><li>• Proficient understanding of code versioning tools - Git</li></ul>
Desirable Certifications & Experience	<ul style="list-style-type: none"><li>• Experience of working for a government set up/ project is desirable</li><li>• Professional certifications would be a plus</li></ul>



10. Job Title- Developer/Sr. Developer (Backend - Core)	
<b>Division</b>	NeGD
<b>Designation</b>	Developer/Sr. Developer (Backend - Core)
<b>No. of Vacancies</b>	3
<b>Project</b>	UMANG
<b>Reports To</b>	Development Lead

### Overview

The job holder will be responsible for software development and operations of the UMANG platform deployed by NeGD and the goal will be to ensure quality and timely delivery and feature roll outs.

He/ She may be used in other projects of Digital India as well, whenever required.

### Job Description

- Design, build, deploy and maintain advanced applications and APIs (scalable web services) - REST, SOAP, using Java, Hibernate, Spring and Spring Boot etc.
- Collaborate with cross-functional teams to define, design, and ship new features.
- Review and analyze business requirements and provide technical feasibility and estimates
- Work with outside data sources and APIs integration.
- Work on bug-fixing and improving application performance.
- Continuously discover, evaluate, and implement new technologies to maximize development efficiency.
- Work with Postgres and Cassandra as a backend database (other DBs may be added on to the stack)
- Work with caching database components as Redis
- Work with Jenkins and CI tools to automate dev, build, deployment and testing
- Writing JUnit/integration test cases to validate the code quality and code coverage
- Work independently and within a team, without too much supervision and help from seniors and tech lead.
- Must have the understanding of messaging queue- Kafka, Rabbit MQ
- Must have the understanding of web server – Tomcat, AWS containerization
- Good to have the knowledge of AWS components, cloud front, API Gateway, Athena, ECS, etc.

### Required Profile

<b>Essential Qualification</b>	B.E/B. Tech./ MCA or Graduate with relevant Experience
<b>Required Experience</b>	<ul style="list-style-type: none"><li>• 0+ years of proven software development experience in IT</li></ul>



	<ul style="list-style-type: none"><li>• Proficient and should have hands-on experience in Java, Spring and Spring Boot.</li><li>• Hands-on experience of working with backend tech stack such as Kafka, Redis</li><li>• Must have working knowledge of the general API landscape, architectures, trends, and emerging technologies.</li><li>• Knowledge of modern authorization mechanisms, such as JSON Web Token and OAuth2</li><li>• Experience working in an Agile development environment using methodologies like Scrum and tools like JIRA, Confluence</li><li>• Proficient understanding of code versioning tools - Git</li></ul>
Desirable Certifications & Experience	<ul style="list-style-type: none"><li>• Experience of working for a government set up/ project is desirable</li><li>• Professional certifications would be a plus</li></ul>



### 11. Job Title- Sr. Executive Assistant

<b>Division</b>	NeGD
<b>Designation</b>	Sr. Executive Assistant
<b>No. of Vacancies</b>	1
<b>Project</b>	UMANG
<b>Reports To</b>	Program Head

#### Overview

To provide administrative support, maintain various documents, arranging timely payments of UMANG infra bills etc.

He/ She may be used in other projects of Digital India as well, whenever required.

#### Job Description

- Assist Director (UMANG) for jobs to be assigned on day to day basis.
- Handling daily administrative work in coordination with UMANG PMU/ Project Team. Any other ad-hoc administrative jobs assigned from time to time.
- To maintain overall bills processing, office assets, etc. Ensuring timely payment for bills of telecom services company etc. for smooth operations of all facilities.
- Coordination with NeGD team for various Admin works of UMANG project team.
- Assist in preparing reports & documentation for top management.

#### Required Profile

<b>Essential Qualification</b>	Graduate in any discipline
<b>Required Experience</b>	<ul style="list-style-type: none"><li>• 3-6 years</li><li>• Good interpersonal skills.</li><li>• Experience in handling miscellaneous administrative/ activities, commercial activities.</li><li>• Coordination with multiple stakeholders</li><li>• Good communications skills – written as well as oral</li><li>• Working on PC with proficiency in MS Office Suite Applications, e.g., Word, Excel, PPT etc.</li></ul>



## **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. The years of experience mentioned as requirement shall be of post-qualification for all posts.
3. 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.
4. The positions are purely temporary in nature for the project of Digital India Corporation and the appointees shall not derive
5. e 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.
6. 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.
7. 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.
8. In case of a query, the following officer may be contacted

**Ms. Vinaya Viswanathan**

Lead Consultant- HR

Electronics Niketan Annexe,

6-CGO Complex Lodhi Road, New Delhi – 110003

Phone No. 011-24303500, 24360199

**dicadmin-hr@digitalindia.gov.in**