

# Digital India Corporation

Office Address: 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)

## RECRUITMENT

Digital India Corporation requires **One Programme Coordinator, One Application Developer (Web), One Application Developer (Software), One Program Executive and One Designer** purely on contract basis on consolidated salary for fixed project duration.

For more details

visit

[www.dic.gov.in](http://www.dic.gov.in)

(Applications should be submitted strictly in the specified format only)

**Last date for receipt of application: 27<sup>th</sup> November, 2020**

*Sr. GM (Admin./ HR)*

**Advt. No. DIC/9(1)/DigiNER-Manpower/20/001****Digital India Corporation**

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website: [www.dic.gov.in](http://www.dic.gov.in)**Web Advertisement  
13<sup>th</sup> November, 2020**

**Digital India Corporation** has been set up by the Ministry of Electronics and Information Technology (MeitY), Government of India, to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man. The objective of Digital India Corporation is to bring the benefits of Information and Communication Technologies (ICT) and other advanced technologies to the common man. Digital India Corporation has been incorporated under Section 8 of the Companies Act as a 'not for a profit company' without having a share capital and limited by guarantee.

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

Name of the Post/Code	No. of Vacancies	Educational Qualifications	Experience Required
Programme Coordinator/ DLPC-01	01	1. Post-Graduate Degree with 2 years of post-qualification experience in relevant area Or 2. Graduate Degree with minimum 4 years of post-qualification experience in relevant area	1. Ability for management and monitoring of R&D projects in the area of ICT for development sector (Agriculture, Handloom & Handicrafts and Livelihood Programs) 2. Strong documentation skill (English) 3. Good communication skill (Written and Verbal) 4. Demonstration and presentation abilities 5. Preparation of Operational Standard Operating Procedures (SOPs) 6. Good knowledge on working in online training and meeting platforms
Application Developer (Web)/ DLADW-02	01	1. M.E. / M.Tech Degree in Computer Science / Information Technology / Electronics & Telecommunication with minimum 2 years of post-qualification hands-on experience in relevant area Or 2. B.E / B. Tech / MCA / M.Sc. (CS/IT) or Equivalent Degree in Computer Science / Information Technology / Electronics & Telecommunication with minimum 4 years of post-qualification hands-on experience in relevant area	1. Working experience in development environments, debugging tools and source control system 2. Working experience on PHP, Java Script, XML and Yii2 Framework. 3. Good knowledge of OOPS, relational databases, web services using REST / SOAP.
Application Developer (Software)/ DLADS-03	01	1. M.E/ M. Tech Degree in Computer Science & Engineering/ Information Technology/ Electronics & Telecommunication Engineering with minimum 2 years of post-qualification experiences. OR	1. Working experience in development environments, debugging tools and source control system 2. Working experience on Java/J2EE, Java Script, XML. 3. Good knowledge of OOPS, relational databases, web services using REST / SOAP.

		2. B.E / B. Tech / MCA / M.Sc. (CS/IT) or Equivalent Degree in Computer Science / Information Technology / Electronics & Telecommunication with minimum 4 years of post-qualification hands-on experience in relevant area	
Program Executive/ DLPE-04	01	1. Graduation Degree with minimum 4 years of post-qualification experience	1. Well versed in working on MS Office (Word, Excel & PowerPoint) 2. Strong documentation skill (English) 3. Good communication skill (written and verbal) 4. Well versed with the knowledge of Online training and meeting platforms
Designer/ DLD-05	01	1. Master Degree in Designing / Multimedia and minimum 2 years of post-qualification experiences in relevant area OR 2. Bachelor Degree in Designing / Multimedia and minimum 4 years of post-qualification experiences in relevant area OR 3. Bachelor Degree with diploma (minimum one year) in 3D designing and minimum 4 years of post-qualification experiences in relevant area	1. Working experience on Blender (or similar software), 3D modelling, UV mapping, texturing, rendering, lighting and shading. 2. 3D programming skills using python and blender. 3. Knowledge of Adobe Photoshop.

All positions are purely on contract appointment basis covering fixed project duration and consolidated salary.

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

**LAST DATE FOR RECEIPT OF APPLICATIONS: 27<sup>th</sup> November, 2020**

### Details of the Post - Programme Coordinator

<b>Job Title:</b>	Programme Coordinator	<b>Job Category:</b>	Contract Basis - Consolidated
<b>Project:</b>	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North - East India	<b>Travel Required:</b>	Yes
<b>Location:</b>	New Delhi	<b>Position Type:</b>	Full Time
<b>No of Post</b>			01

#### **Job Description**

##### **Role and Responsibilities**

1. Coordination in implementation of project activities across project locations in NER region
2. Monitoring & Evaluation, documentation and submission of Progress Reports
3. Liasoning with project partners and project implementation units in respective project locations in various NER states
4. Coordination with field implementation units / project team in requirement gathering for customization / development of software applications and software testing.
5. Demonstration and Presentation, Data Collection and Analysis, Financial Management and Budgeting as per project need
6. To lead and coordinate the Capacity Building programs for project teams and partners - Online & Offline
7. To coordinate with field implementation units / partners in updating project portal, dashboard, social media platforms and update / creation of posts for print & social media on regular basis

##### **Qualifications and Experiences**

1. Graduate Degree with minimum 4 years of post-qualification experience in relevant area
- Or
2. Post-Graduate Degree with 2 years of post-qualification experience in relevant area

##### **Note:**

- Preference would be given to the applicants having qualification in Business Management, Social Work, Agriculture, Mass Communication, Textiles, Information Technology, Statistics and Commerce.

##### **Required Skill Set**

1. Ability for management and monitoring of R&D projects in the area of ICT for development sector (Agriculture, Handloom & Handicrafts and Livelihood Programs)
2. Strong documentation skill (English)
3. Good communication skill (Written and Verbal)
4. Demonstration and presentation abilities
5. Preparation of Operational Standard Operating Procedures (SOPs)
6. Good knowledge on working in online training and meeting platforms

##### **Desirable Skill Set**

1. Working Experience in ICT in Agriculture & Livelihood Projects
2. Understanding of implementation challenges in North-Eastern Region
3. Well versed with the knowledge of Need Assessment of IT Based Projects.

**Details of the Post - Application Developer (Web)**

<b>Job Title:</b>	Application Developer (Web)	<b>Job Category:</b>	Contract Basis - Consolidated
<b>Project:</b>	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North - East India	<b>Travel Required:</b>	Yes
<b>Location:</b>	New Delhi	<b>Position Type:</b>	Full Time
<b>No of Post</b>			01

**Job Description**

**Role and Responsibilities**

1. Preparation / Documentation of FRS, SRS, Design Document and UATs
2. Development / Customization of Web Based Applications
3. Support system and customer acceptance testing.
4. Proficiently applies appropriate methodologies to design, code, test, implement and maintain systems.

**Qualifications and Experiences**

1. B.E / B. Tech / MCA / M.Sc. (CS/IT) or Equivalent Degree in Computer Science / Information Technology / Electronics & Telecommunication with minimum 4 years of post-qualification hands-on experience in relevant area
- Or
2. M.E. / M. Tech Degree in Computer Science / Information Technology / Electronics & Telecommunication with minimum 2 years of post-qualification hands-on experience in relevant area

**Required Skill Set**

1. Working experience in development environments, debugging tools and source control system
2. Working experience on PHP, Java Script, XML and Yii2 Framework.
3. Good knowledge of OOPS, relational databases, web services using REST / SOAP.

**Desirable Skill Set**

1. Hands on experience in HTML5 , CSS3 , Javascript libraries, REST APIs, Bootstrap and Angular JS
2. Coding experience in PHP - both Core PHP and Yii2 Framework
3. Knowledge of Object Oriented Programming and design patterns.
4. Understanding of Database Designing and Database Optimization technologies.
5. Understanding of code versioning tools, such as Git/SVN
6. Experience related to IT Applications for Agriculture / Textiles will be an advantage
7. Understanding and experience in complete SDLC

### Details of the Post - Application Developer (Software)

<b>Job Title:</b>	Application Developer (Software)	<b>Job Category:</b>	Contract Basis - Consolidated
<b>Project:</b>	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North - East India	<b>Travel Required:</b>	Yes
<b>Location:</b>	New Delhi	<b>Position Type:</b>	Full Time
<b>No of Post</b>			01

#### **Job Description**

##### **Role and Responsibilities**

1. Develop and maintain complex, mission critical applications as defined by requirements.
2. Develop design models based on requirements documents.
3. Support the development of business and requirements artifacts that effectively model the customer's requirements.
4. Participate in requirements, design, and code peer reviews.
5. Support system and customer acceptance testing.
6. Participate in group improvement activities and initiatives to improve quality.
7. Proficiently applies appropriate methodologies to design, code, test, implement and maintain systems.
8. Prepare, write, review and maintain effective system documentation

##### **Qualifications and Experiences**

1. B.E / B. Tech / MCA / M.Sc. (CS/IT) or Equivalent Degree in Computer Science / Information Technology / Electronics & Telecommunication with minimum 4 years of post-qualification hands-on experience in relevant area
- OR
2. M.E/ M. Tech Degree in Computer Science & Engineering/ Information Technology/ Electronics & Telecommunication Engineering with minimum 2 years of post-qualification experiences.

##### **Required Skill Set**

1. Working experience in development environments, debugging tools and source control system
2. Working experience on Java/J2EE, Java Script, XML.
3. Good knowledge of OOPS, relational databases, web services using REST / SOAP.

##### **Desirable Skill Set**

1. Passion for best design and coding practices and a desire to develop new bold ideas
2. Experience of working on image analysis and simulation.
3. Experience for working on software tools Eclipse IDE, SQL Workbench, LAMP, SVN, Web and database security
4. Experience related to textile design and CAD tool will be an advantage and desirable.

### Details of the Post - Program Executive

<b>Job Title:</b>	Program Executive	<b>Job Category:</b>	Contract Basis - Consolidated
<b>Project:</b>	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North - East India	<b>Travel Required:</b>	Yes
<b>Location:</b>	New Delhi	<b>Position Type:</b>	Full Time
<b>No of Post</b>			01

#### **Job Description**

##### **Role and Responsibilities**

1. Assist in coordination in implementation of project activities
2. Preparation of project reports, presentation, promotional content for project portal, print & social media,
3. Compilation of data from project locations and report preparation
4. Updation on project portal and monitoring of dashboard
5. Assist the PIs in correspondence with the project partners and other stakeholders
6. Schedule meetings (online & offline) with project partners
7. File Management

##### **Qualifications and Experiences**

Graduation Degree with minimum 4 years of post-qualification experience

##### **Note**

- Preference would be given to the applicants having qualification in Business Management, Social Science, Science, Mass Communication and Commerce.

##### **Required Skill Set**

1. Well versed in working on MS Office (Word, Excel & PowerPoint)
2. Strong documentation skill (English)
3. Good communication skill (written and verbal)
4. Well versed with the knowledge of Online training and meeting platforms

##### **Desirable Skill Set**

1. Working Experience in documentation of large projects in the area of Livelihood Enhancement
2. Hands on experience in using statistical / data analysis software
3. Fair understanding of general Information and knowledge on North-Eastern Region

### Details of the Post – 2D/3D Designer

<b>Job Title:</b>	2D/ 3D Designer	<b>Job Category:</b>	Contract Basis - Consolidated
<b>Project:</b>	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North – East India	<b>Travel Required:</b>	Yes
<b>Location:</b>	New Delhi	<b>Position Type:</b>	Full Time
<b>No of Post</b>			01

#### **Job Description**

##### **Role and Responsibilities**

1. Create designs, concepts, and sample layouts based on knowledge of layout principles and aesthetic design concepts.
2. To handle 3D visualization projects in Blender.
3. Create attractive designs and layouts effectively in 2D and 3D.
4. Delivering high volume of creative designs
5. Confer with the managers to discuss and determine 2D/3D designs.
6. Study illustrations and photographs to plan presentation of materials, products, or services.
7. Work closely with the IT / web team to ensure coherent delivery of activities aligned to strategic objectives
8. Ensure timely quality delivery of work.

##### **Qualifications and Experiences**

1. Bachelor Degree in Designing / Multimedia and minimum 4 years of post-qualification experiences in relevant area  
OR
2. Bachelor Degree with diploma (minimum one year) in 3D designing and minimum 4 years of post-qualification experiences in relevant area  
OR
3. Master Degree in Designing / Multimedia and minimum 2 years of post-qualification experiences in relevant area

##### **Note**

- Preference would be given to the applicants having specialization in 3D and 2D designing

##### **Required Skill Set**

1. Working experience on Blender (or similar software), 3D modelling, UV mapping, texturing, rendering, lighting and shading.
2. 3D programming skills using python and blender.
3. Knowledge of Adobe Photoshop.

##### **Desirable Skill Set**

- Passion for best design with innovative ideas.
- Working with human measurements, scale and ergonomics
- Knowledge in vector editing tools will be added advantage
- Knowledge in working designing logos, banners, social media graphics, posters etc.
- Knowledge of current trends in 3D design

**General Conditions applicable to all applicants covered under this advertisement:**



1. For each post, a separate application is necessary. The candidate should clearly mention the post and state clearly on the envelope / email of the application
2. Those candidates, who are already in regular or contractual employment under Central / State Government, Public Sector Undertakings or Autonomous Bodies, are required to apply through proper channel or attach and 'No Objection Certificate' from the employer concerned with the application. Or produce No objection Certificate at the time of Interview
3. The years of experience mentioned as requirement shall be of post-qualification.
4. Digital India Corporation reserves the complete right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
5. Digital India Corporation reserves the right to fix threshold of standards for screening. Written examination would be conducted where necessary at the discretion of Digital India Corporation. Only short listed candidates shall be invited for selection interviews.
6. All 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.
7. 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.
8. Preference would be given to the candidates having working experience in the respective state for which the candidate has applied for.
9. 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.
10. No TA/DA will be paid to the Local/Outstation candidate.

**Guidelines for Submission of Application for all the applicants:**

- a. Interested candidates who fulfill the necessary requirements may **download the application** form from \_\_\_\_\_, and apply in the prescribed format and manner along with copies of certificates (regarding proof of age, qualification, experience, etc.) and submit / send the same in a sealed envelope, super scribing the envelope:

**“Application for the post of \_\_\_\_\_”, to reach the undersigned on or before the closing date of receipt of application.**

**Address for Submission of Application -  
Sr. General Manager (Admin. /HR)  
Digital India Corporation  
Electronics Niketan Annexe,  
6, CGO Complex Lodhi Road  
New Delhi – 110003  
Tel.: +91 (11) 24360199, 24301756**

- b. An advance copy of the application can also be submitted through email along with the scanned copy of the application in the prescribed format along with the copies of the certificates (regarding proof of age, qualification, experience, etc.) to the following Email - [dicadmin-hr@digitalindia.gov.in](mailto:dicadmin-hr@digitalindia.gov.in)

The Subject of the email should clearly mention **“Application for the post of \_\_\_\_\_”**

**LAST DATE FOR RECEIPT OF APPLICATIONS: 27<sup>th</sup> November, 2020**

***Applications should be submitted in the prescribed format ONLY. Incomplete applications or Applications without the requisite information asked for / without signature / without photograph / without copies of certificates / without proof of experience and applications received after the due date shall not be considered.***

**No interim correspondence will be entertained. Canvassing in any form will result in disqualification.**

**Sr. GM (Admin. /HR)  
Digital India Corporation**