

Advt. No. DIC/9/(29)/HSS-CCS/SK/09/20PartFile

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

24th January 2023

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 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	No. of Vacancies	Educational Qualifications and Experience	Salary
Multi-Tasking Staff	01	Matriculation (10 th) with 2 year of post-qualification experience or 12 th passed fresher.	Commensurate Qualifications and Experience

This position is purely on contract appointment basis covering fixed duration and consolidated salary.

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

Interested candidates who fulfill the necessary requirements may **submit the Resume** to the following Email –

dicadmin-hr@digitalindia.gov.in

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

Ms. Vinaya Viswanathan

Head- HR

Electronics Niketan Annexe,
6-CGO Complex Lodhi Road, New Delhi – 110003

Phone No. 011-24303500, 24360199

dicadmin-hr@digitalindia.gov.in

LAST DATE FOR RECEIPT OF APPLICATIONS:

30th January 2023

Details of the Post – Multi-Tasking Staff (MTS)

Job Title:	Multi-Tasking Staff (MTS)	Job Category:	Contract Basis - Consolidated
Project:	Digital India Corporation	Travel Required:	Yes
Location:	New Delhi	Position Type:	Full Time
No of Post			01

Job Description

Role and Responsibilities

- Physical maintenance of records of section.
- General cleanliness of the Organization.
- Carrying of files & other papers within the building.
- Photocopying, sending of FAX etc.
- Other non-clerical work in the Organization.
- 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 office/rooms.
- Cleaning of office/rooms.
- Dusting of furniture etc.
- Cleaning of building, fixture etc.
- Driving of vehicles, if in possession of valid driving license
- Upkeep of parks, lawns, potted plants etc.
- Any other work assigned by superior authority.

Qualifications and Experiences

- 10th with 2 year of post qualification experience or 12th passed fresher.