



Dated: 20<sup>th</sup> April, 2021

**CIRCULAR**

**Subject: Filling up of the position Consultant LMS for NeGD, Digital India Corporation on Contractual basis.**

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.

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

Name of the Post	Educational Qualifications	No. of posts
<a href="#">Consultant LMS</a>	Graduation: B.E. / B. Tech. (ECE/ Computer Science/ IT) / MCA Desirable: MBA/ PGDM (Approved by AICTE) in IT/ Operations	01

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

4. 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.

5. Eligibility conditions, [Job Description](#), Qualification and Experience sought are as per the requirement of NeGD, Digital India Corporation for the specific post. The details can be downloaded from the official website of MeitY, NeGD & DIC viz. [www.meity.gov.in](http://www.meity.gov.in) , [www.negd.gov.in](http://www.negd.gov.in) & [www.dic.gov.in](http://www.dic.gov.in)

**LAST DATE FOR RECEIPT OF APPLICATIONS: 5th May, 2021**

Advt. N-21013/4/2021-NeGD/01  
**Digital India Corporation**



Guidelines for Submission of Application

- a. Eligible candidates may apply ONLINE <https://ora.digitalindiacorporation.in/>
- b. Copy of the online application can also be submitted through email 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 \_\_\_\_\_”

Applications, which are incomplete or are not accompanied with the required documents will not be entertained and no correspondence will be made or entertained in this regard.

**LAST DATE FOR RECEIPT OF APPLICATIONS: 5<sup>th</sup> May, 2021**

**Shri R.A. Dhawan  
Sr. General Manager (Admin. /HR)  
Digital India Corporation  
Electronics Niketan Annexe,  
6 CGO Complex Lodhi Road,  
New Delhi - 110003  
Phone No. 011-24303500, 24360199**



Job Description	
<b>Division</b>	NeGD
<b>Designation</b>	Consultant - LMS
<b>Project</b>	Learning Management System
<b>Function</b>	Middle Management

**Overview**

The objective of this job is to assist NeGD in matters related to Learning Management System under Capacity Building division.

The job holder may be used in other projects of Digital India as well, whenever required, on the directions of P&CEO, NeGD.

**Key Skills:**

- Project Management
- Learning Management System (LMS)
- Knowledge Management System (KMS)
- Cyber Security
- Digital Forensics

**PROFILE**

Education	Experience and Skills
<b>Graduation:</b> B.E. / B. Tech. (ECE/ Computer Science/ IT) / MCA  <b>Desirable:</b> MBA/ PGDM (Approved by AICTE) in IT/ Operations	<b>6-12 Years of relevant experience in the following areas</b> <ul style="list-style-type: none"> <li>● RFP, Bid Management &amp; Evaluations, Vendor On-boarding, Contract Management, SLA Monitoring and Performance Evaluation</li> <li>● Proposal conceptualization, documentation, estimation and Project Management</li> <li>● Provide technical support for handholding in activities related to the LMS, KMS and Digital Forensics</li> <li>● Proven experience in Capacity Building preferably in e-learning, L &amp; D and Human Capital Management</li> <li>● Technical Support in organizing the national and international online events</li> </ul>

Advt. N-21013/4/2021-NeGD/01  
**Digital India Corporation**



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

1. The candidate should clearly mention the post 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 expected to attach a '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 for this post.
4. 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.
5. This position is purely temporary in nature for the project of NeGD. Digital India Corporation and the appointee 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.
6. Digital India Corporation reserves the right to terminate the appointment of this position 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.