



DIGITAL INDIA CORPORATION

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

Tel.: +91 (11) 24303500

Website: www.dic.gov.in

Web Advertisement

22nd November, 2021

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 for covering fixed duration purely on Contract/ Consolidated basis.

Sr. No.	Name of the Position	No. of Vacancy
1	Principal/ Senior Consultant (HR)	01
2	Consultant (HR)	01

2. 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 select any of the candidates without assigning any reason thereof.

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

For further details, please visit websites i.e. www.meity.gov.in, www.dic.gov.in and www.negd.gov.in

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

LAST DATE FOR RECEIPT OF APPLICATIONS: 5TH DECEMBER 2021



Job Description- Principal/ Senior Consultant (HR)

Division	DIC
Function	Principal/ Senior Consultant (HR)
Location	New Delhi

JOB OBJECTIVE

The role would include responsibility in all aspects of areas like design and implementation of HR processes, systems and other administrative functions for DIC employees, developing and implementing change management initiatives, managing recruitment and selection for DIC - Core and Projects personnel and managing other HR activities.

Primary Responsibilities

KEY DELIVERABLES

1. Designing HR strategies, policies & practices
2. Organizational Development and Change Management
3. Development of SOPs /operational guidelines for implementation of HR policies for DIC personnel including:
 - Competency assessment for various positions
 - Benchmarking of compensations
 - Talent acquisition and management
 - Performance Review
 - HR Budgeting
4. Manpower and recruitment planning
5. Recruitment of Central / State Government employees on deputation basis and from open market
6. Formulating job description for new roles
7. Manage various HR systems like Performance Management System, Recognition Schemes and Variable Pay Plan etc.
8. Maintenance of leave records, service books etc.
9. Good knowledge of GFR
10. Overall training & development for personnel in developing training guidelines, facilitating and monitoring training design and delivery, engaging external experts, vendors and trainers for effective training design and delivery in line with the NeGP
11. Identification of training needs of DIC resources followed by preparation of Training Calendar and Training Budget for implementation
12. Ensure effective communication of HR System and Policies and their consistent application across levels and locations.
13. Manage HR tools, Intranet and HR vendors time to time.
14. Hand holding support and grievance redressal etc.
15. In addition to the above primary responsibilities the incumbent may be assigned any other task from time to time in areas related to HR Management.

OTHER (SKILL) REQUIREMENTS:

- Good initiative, drive and commitment
- Strong leadership qualities with good communication skills
- Positive attitude and capacity for problem solving
- Ability to handle a substantial, time-bound workload that requires prioritization and focus
- Skills in supportive supervision, coaching conversations and in developing linkages with internal stakeholders
- Abreast of new technological solutions in area of responsibility to enable speed, accuracy and impact in decision-making
- Thought leadership in management practices and solutions
- Ability to work in a team and to prioritize team outcomes.

QUALIFICATION:

Essential Criteria: Graduation (Any Field)

Preferred Post Graduation: MBA/ PGD in HR/PMIR

**EXPERIENCE:**

- 12 plus years of Core HR experience viz HR Policies and processes, talent acquisition and management, performance appraisal, competency mapping, compensation benchmarking
- Training & Development
- Project Management
- Experience of working with Government organizations is desirable
- Project management experience and experience of working in a Multi Stakeholder Management would be desirable
- Document writing, drafting



Job Description- Consultant (HR)

Division	DIC
Function	Consultant (HR)
Location	New Delhi

JOB OBJECTIVE

The objective of this job is to assist Principal / Senior Consultant (HR), Digital India Corporation, in the entire gamut of HR activities, implementation of HR Policies and processes, managing recruitment and selection for DIC personnel and managing the other HR activities and other administrative functions.

Primary Responsibilities

KEY DELIVERABLES

1. Support the Management in the development of SOPs /operational guidelines for implementation of HR policies at DIC:
 - Competency assessment for various positions
 - Benchmarking of compensations
 - Talent acquisition and management
 - Performance Review
 - HR Budgeting
2. Organizational Development and Change Management
3. Identification of training needs of DIC resources followed by preparation of Training Calendar and Training Budget for implementation
4. Manpower planning: Review manpower plan and vacancies and chalk out the recruitment plan
5. Co-ordinate and manage the entire recruitment activity
6. Formulating job description for new roles
7. Manage various HR systems like Performance Management System, Recognition Schemes and Variable Pay Plan etc.
8. Maintenance of leave records, service books etc.
9. Manage HR tools, Intranet and HR vendors time to time.
10. Hand holding support and grievance redressal etc.
11. In addition to the above primary responsibilities the incumbent may be assigned any other task from time to time in areas related to HR Management.

EXPERIENCE:

- 5 plus years of Core HR experience viz HR Policies and processes, talent acquisition and management, Performance Appraisal, Competency Mapping, Compensation Benchmarking
- Training & Development
- Project Management
- Experience of working with Government organizations is desirable
- Project management experience and experience of working in a Multi Stakeholder Management would be desirable

QUALIFICATION AND SKILL SETS:

- Graduation with PGDM / MBA in HR
- Communication Skills
- Document writing, drafting
- MS Office Tools

DESIRABLE QUALIFICATIONS:

- ISTD Diploma in training and development
- Certification in L&D

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. This position is 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.
5. 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.
6. 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.
7. In case of a query, the following officer may be contacted, the candidate should clearly mention the post and post code on the email of the application.

Shri Gaurav Sharma
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