



Advt. No. N-22030/4/2022-DIC/01

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

WEB ADVERTISEMENT

18th February 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.

S. N	Position	No of Position
1.	Company Secretary	01
2.	Consultant – Finance (Chartered Accountant)	01

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

The details can be downloaded from the official website of MeitY & DIC, viz. www.meity.gov.in & www.dic.gov.in

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

**LAST DATE FOR RECEIPT OF APPLICATIONS:
5th March 2022**



1. Job Description

Name of the Post	Company Secretary
Type	Full Time
No. of Post(s):	01
Location:	New Delhi
Level / Salary Range:	Commensurate to Qualifications, Skills and Experience

JOB OBJECTIVE:

A company secretary is a vital link between the company and its Board of Directors, shareholders, government and regulatory authorities and all other stakeholders. He/ She ensures that Board procedures are followed and regularly reviewed and provides guidance to Chairman and the Directors on their responsibilities under various laws. The position commands high position in the value chain and acts as a conscience keeper of the company.

DUTIES AND RESPONSIBILITIES:

Secretarial The Company Secretary is responsible for looking after the overall activities related to Compliances of Company and Forex Law and various rules and regulation thereunder. He/ She would be responsible to:

- Conduct Board Meetings, General Meetings, Audit Committee Meeting, etc.,
- Prepare various draft agenda notes for the Board / Committees of Directors, Directors Report considering company law aspect,
- Prepare and issue Notice of Board Meeting, Committee Meeting & Annual General Meeting as per the Companies Act,
- Draft various resolutions accordance with the provisions of the Companies Act, and rules thereunder,
- Draft Minutes of Board, Committee, Annual General Meetings, etc.,
- File various statutory forms & returns with Ministry of Corporate Affairs,
- Maintain and record Statutory Registers as required under the Companies Act & Rules thereunder
- Collect disclosures, consents etc. required under the Company Law from Directors and submit before Board,
- Advises the company on arbitration, negotiation and conciliation in commercial disputes between various parties
- Coordinate with other functions like Finance, legal etc. for smooth operations of the Company
- Other day to day secretarial work of the company



Legal & Litigation Matter:

The Company Secretary would also provide legal support and represent the Company in certain Civil litigation and perform corporate duties. He would be well versed with Contracts Act, Negotiable Instruments Act, Limitation Act, and Labour Law etc. and responsible for Legal & Litigation matter of the company such as:

- Drafting and vetting various kinds of legal documents like, Sale Deed, Lease Deed, Leave and License Agreement, Franchisee Agreement, Service Agreement, Memorandum of Understanding (MOU), Vendor Agreement, Settlement Deed and their Addendum and monitor legal obligations.
- Interpretation of Law, ruling & regulations as well as agreements and ensured their enforceability to safeguard the interest of the Company.
- Issue and respond to Legal Notices.
- Coordinate with Advocates/Counsel on behalf of the Company in respect of Court Case.
- Advise and represent the Company in different Courts and quasi-judicial body on the behalf of the Company relating breach of businesses contract, employees HR Issues, Labour Issue, Recovery Issue, etc.
- Well versed with Arbitration proceeding and also represent the Company at Arbitration.
- Provide legal advice to the Company and make recommendations to Management.
- Research and prepare legal opinions/suggestion on various civil matters including claims for compensation against the Company.
- To review important legal matters of the Company on regular basis.
- liaising with various statutory bodies like Registrar of Companies, other Government departments, etc

Other Duties

- Participate and assist Banking Services, Finance and accounting Services Taxation Services, Information Technology
- Will also assist, participate, partner with internal and external stakeholders in areas of
- Corporate Social Responsibility
- Communication with various stakeholders, like Shareholders, Government, Regulators, Authorities etc.
- Industrial and labor laws

OTHER (SKILL) REQUIREMENTS:

- Excellent interpersonal communication at all levels (verbal and written).
- Positive attitude, problem solving and analytical skills.
- 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
- Ability to cope with high levels of responsibility and with confidential matters.
- A high level of professionalism which is required on the job at all times.
- Abreast of new technological solutions in area of responsibility to enable speed, accuracy and impact in decision-making
- Ability to work well within the team.
- Computer Literacy.

QUALIFICATION:

Essential Criteria: Should have CS Degree and member of ACS/ FCS Membership of Institute of Company of Secretaries of India.

Desirable: A legal degree will be an advantage

EXPERIENCE:

- 5+ years of post-qualification experience with at least 2 years experience with a reputed organisation/firm.
- Experience in counselling on all Company Secretarial matters
- Experience in communicating with senior-level personnel
- Demonstrated ability to implement process-driven solutions to Company Secretarial issues.

Exposure to an in-house Company Secretarial department



2. Job Description

Name of the Post	Consultant – Finance (Chartered Accountant)
Position	Full Time
No. of Post(s):	01
Location:	New Delhi
Level / Salary Range:	Commensurate to Qualifications, Skills and Experience

JOB OBJECTIVE:

As a Chartered Accountant you are required to contribute in tax planning, capital budgeting, budget forecasting, financing or any other activity, preparation of books of accounts. Implementing suitable accounting processes, financial reports, checking general ledger entries and providing professional accounting support in assessing and rectifying any financial discrepancies. In addition, you need to suggest measures to reduce/prevent fraudulent activities. Responsible for preparing tax returns, tracking tax liabilities and providing financial expertise in any tax-related matters. Familiar with organization/ project plan, able to investigate any irregularities and suggest improvement measures.

DUTIES AND RESPONSIBILITIES:

Tax accounting: Prepare corporate and personal income tax statements, and design tax plans including financial preference, tax deferment etc. Review completed tax forms and provide recommendations. Collaborate with staff on income tax preparation and planning

- **Auditing:** Reviewing accounting ledgers and corporate financial statements. Liaising with government departments, auditors and vendors and providing them with accurate information is also important.
- **Financial accounting:** Accounting, Review, examination of files and release of online banking payments
- **Cost management:** Assist in capital financial planning and business account review.
- **Budget analysis:** Responsible for the creation and implementation of financial arrangements for DIC. Prepare an expense budget report
- Control the master data of the general register
- Reconcile income statements
- Required to create new solutions, leveraging and, where needed, adapting existing methods and procedures
- Understand the strategic direction set by senior management, clearly communicate team goals, deliverables, and keep the team updated on change
- Manage the full financial process

**OTHER (SKILL) REQUIREMENTS:**

- Excellent interpersonal communication at all levels (verbal and written).
- Positive attitude, problem solving and analytical skills.
- 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
- Ability to cope with high levels of responsibility and with confidential matters.
- A high level of professionalism which is required on the job at all times.
- Abreast of new technological solutions in area of responsibility to enable speed, accuracy and impact in decision-making
- Ability to work well within the team.
- Computer Literacy.

QUALIFICATION:

Essential Criteria: Bachelor's Degree in Accounting, Finance or related field from a recognized University / Institution and Chartered Accountant from ICAI

Desirable: ICWA, Advanced excel skills, Knowledge of financial regulation excellent analytical & numerical skills.

EXPERIENCE:

- 5+ years of post-qualification experience in public accounting
- At least 2 years of experience in Accounting, Audit, Finalisation of Accounts with a reputed organisation/firm.
- Expertise in GST, Income Tax and Company Law related matters.
- Experience in communicating with senior-level personnel



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 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

Ms. Vinaya Viswanathan

Lead Consultant- HR

Electronics Niketan Annexe,

6-CGO Complex Lodhi Road, New Delhi – 110003

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