



**Advt. No. DIC/9/(31)/REC/AP/12/20/003**

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

**WEB ADVERTISEMENT**

**23<sup>rd</sup> 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 position for covering fixed project duration purely on Contract/ Consolidated basis.

| S. N | Name of the Positions         | Post Code     | Vacancy | Qualifications and Experiences  | Salary per Month (All Inclusive)                      |
|------|-------------------------------|---------------|---------|---|---|
| 1.   | Project Executive (Technical) | 210812-02-PET | 01      | B. Tech / BE / MSc. / MCA with 2+ years of experience in Requirement Analysis, Capacity Building and Client Support | Commensurate to Qualifications, Skills and Experience |

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 to select any of the candidates without assigning any reason thereof.
3. The details can be downloaded from the official website of MeitY & DIC, viz. [www.meity.gov.in](http://www.meity.gov.in) & [www.dic.gov.in](http://www.dic.gov.in)

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

**LAST DATE FOR RECEIPT OF APPLICATIONS: 9<sup>th</sup> March 2022**



### 1. Job Description: Project Executive (Technical)

|                                 |   |                         |                               |
|---------------------------------|---|-------------------------|-------------------------------|
| <b>Job Code:</b>                | 210812-02-PET   | <b>Job Category:</b>    | Contract Basis - Consolidated |
| <b>Project</b>                  | NCW   | <b>Position Type:</b>   | Full Time                     |
| <b>No. of Post(s):</b>          | 01  | <b>Age Limit:</b>       | 35 Years                      |
| <b>Location:</b>                | New Delhi   | <b>Travel Required:</b> | Yes                           |
| <b>Level / Salary Range:</b>    | Commensurate to Qualifications, Skills and Experience   |                         |                               |
| <b>Duration of Appointment:</b> | Initially for 2 Years and co-terminus with the project. |                         |                               |

#### Job Specification:

She will be responsible for the requirement gathering from client, preparation of SRS & FRS, capacity building & hand holding of client representatives, report writing and documentation on project activities.

#### Role and Responsibilities:

1. Requirement gathering with implementation partners for customization / development of software applications and software testing
2. Assist in conducting capacity building programs for end users (farmers, weavers, artisans, special teachers, etc.)
3. Support system and customer acceptance testing and Feedback for further refinement
4. Technical Assistance / handholding to the project partners and other stakeholders in day-to-day operation of DIC software applications at Client Location
5. Assist in preparation of SRS, FRS, Software Manual and Operational Manuals
6. Establishing key performance indicators as per client need

#### Qualifications and Experiences:

B. Tech / BE / MSc. / MCA with 2+ years of experience in Requirement Analysis, Capacity Building and Client Support

#### Required Skill Set:

1. Demonstration and presentation abilities
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)

#### Desirable Skill Set:

1. Well versed with the knowledge of Need Assessment of IT Based Projects
2. Field testing / implementation of ICT tools / Help Line Center
3. Good knowledge on working in online training and meeting platform



## 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.

**Ms. Vinaya Viswanathan**

Lead Consultant- HR

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