



**Advt. No. N-22/2/2021-NeGD**

**DIGITAL INDIA CORPORATION**

A section 8 Company, Ministry of Electronics and Information Technology, Govt. of India  
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**WEB ADVERTISEMENT**

**5<sup>th</sup> December 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 eGovernance, 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.

Sr. No	Positions	Number of positions
1	On-boarding Executive	2
2	Full-stack developer	3
3	Software Tester	1
4	UX Designer	1
5	Helpdesk Executive	2
6	Consultant- Program Management	1

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, NeGD viz. [www.meity.gov.in](http://www.meity.gov.in) & [www.dic.gov.in](http://www.dic.gov.in), and [www.negd.gov.in](http://www.negd.gov.in)

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

## 1. Job Description- On-boarding Executive- 3



<b>Division</b>	NeGD
<b>Designation</b>	On-boarding Executive- 2

### Job Objective

The job holder will handle the on-boarding of various services of Central/State departments for NeGD's projects and post Go-Live will monitor and ensure that services run smoothly on the platform.

The role would include responsibility of day-to-day monitoring of the Platform services which includes department applications, services, components etc. and management of partner agencies and other stakeholders and in case of any fault in services he/she has to take up issues with respective stakeholder with a view to restore the services quickly.

### Primary Responsibilities

#### On Boarding:

- Develop relationships with departments to bring their important services for NeGD's projects. Coordinate with concerned Government officials and all vendors to make the chosen services Live.

#### Monitoring

- Interact with quality audit partner to monitor testing bugs and their resolution by the implementing agency
- Bring out regular progress assessment reports with qualitative inputs and flagging off any deviations/issues that would need to be looked into by the higher authorities
- Assist in any other work incidental to the monitoring and implementation of NeGD's projects.

#### Support

- Coordinate with different central and state agencies whose applications will be integrated with NeGD's projects.
- Post delivery of services, keep in touch with departments to resolve any operational issue and endeavor to keep the services up and running
- Develop and manage relationships with integrated departments in order to better understand the issues in service delivery and take steps to ensure customer delight.
- Ensure that issues/complaints raised through various channels (including social media, Play stores etc.) are addressed

#### Reporting

- Prepare reports, presentations for both internal and external distribution on project progress
- Assess and support on meeting contractual obligations of partner agencies and any other requirements necessary to department applications on NeGD's projects
- Maintain adherence to project timelines and ensure quality of output/deliverables
- Provide requisite support for necessary audits (SLA, Security etc.) by third party auditor/s



Education	Skills & Experience
<p>Graduation /B.E/ B.Tech. (mandatory)</p> <p>and</p> <p>MBA (desirable)</p> <p>Qualification can be relaxed in case of exceptional candidates</p>	<ul style="list-style-type: none"><li>• 3+ years' experience in Software/Networking Project Management/Operations, Enterprise-Wide systems integration/implementation projects</li><li>• MS-Office, MS Project, JIRA etc.</li><li>• Knowledge of Application Performance Tools (Kibana, Skywalker etc.) would be preferable</li><li>• PMP/ PMI certification (desirable)</li></ul>



## 2. Job Description- Full Stack Developer- 3

<b>Division</b>	NeGD
<b>Designation</b>	Full Stack Developer- 3

### Overview

The job holder will be a developer for National eGovernance Division

He/she is supposed to undertake software development on MongoDB, NestJS, React, Next JS.

He/ She may be used in other projects of Digital India as well, whenever required.

### Roles and Responsibilities

#### Front-end

- Develop a flexible and well-structured front-end architecture, along with the APIs to support it.
- Creating sophisticated interfaces for in-browser applications using JavaScript, HTML and CSS.
- Coding new designs and updating, standardising and refactoring existing web applications.
- Work with agile practices, quick iterations, and integration of regular feedback
- Use React.js, Redux and some existing React components to build a single-page application according to a defined UI design.

#### Back-end

- API design and development (RESTful Services)
- Database design and development – Sql - MySQL and NoSql - MongoDB etc.
- Web server technologies like Node.js, Apache, Nginx, etc.
- Working on Frameworks like Express.js/ Nest.js etc.



## REQUIRED PROFILE

Education	Experience and Skills
Graduation/B. E/B. Tech./ MCA	<ul style="list-style-type: none"><li>● Working experience of API Creation and RESTful services</li><li>● Experience on MongoDB, Express.js/ Nest.js, React.js, and Node.js Stack</li><li>● 2+ years of experience in Software Development with 1+ years in relevant stack</li><li>● Knowledge in software coding on technologies like modern front-end web applications and technologies (React JS, Angular JS, Node JS, etc.).</li><li>● Knowledge of JavaScript/ jQuery, HTML5/ CSS, NoSQL, MongoDB is a must</li><li>● Unit testing with Karma/Mocha/Jest etc.</li><li>● Knowledge of Version controlling with Git</li><li>● Experience of working for a government set up/ project is desirable</li></ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"><li>● Experience of working for a government set up/ project is desirable</li><li>● Additional Knowledge of Linux, Docker, Kubernetes</li><li>● Professional certifications would be a plus</li></ul>



### 3. Job Description- Software Tester- 1

<b>Division</b>	NeGD
<b>Designation</b>	Software Tester- 1

#### Overview

The job holder will be responsible for software testing and maintaining quality of the NeGD's and the goal will be to ensure quality of various components/sub-components.

He/ She may be used in other projects of Digital India as well, whenever required.

#### Roles and Responsibilities

- Write clear and comprehensive test plans
- Derive /write test cases, use cases from scenarios for the new feature additions in the product.
- Anticipate/Identify and collect test data related to test cases if needed.
- Execute all the test cases and report defects, define severity and priority for each defect
- Investigate product quality in order to make improvements to achieve better customer satisfaction.
- Verify the fixed defects and track them to closure.
- Perform Exploratory, Sanity and Regression testing as per requirement
- Maintain documentation related to test cases per feature.
- Replicate issues raised by the other teams
- Work independently and within a team, without too much supervision and help from seniors and tech lead

#### REQUIRED PROFILE

<b>Education</b>	<b>Experience and Skills</b>
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B.E/B. Tech./  
MCA

- More than 3 years of proven software development and testing experience in IT
- More than 2 years of experience in mobile and web app functional testing
- Hands-on experience with functional testing
- Hands-on experience with automated testing using Selenium or any other language is a plus
- Proficient understanding of software QA methodologies
- Experience working in an Agile development environment using methodologies like Scrum and tools like JIRA, Confluence
- Proficient understanding of code versioning tools - Git

**Preferred**

- Experience of working for a government set up/ project is desirable
- Knowledge of Linux, shell scripting
- Professional certifications would be a plus



## 4. Job Description- UX Designer - 1

<b>Division</b>	NeGD
<b>Designation</b>	UX Designer - 1

### Overview

NeGD is looking for experienced and talented UX designers to design and shape user-centric products and experiences. The job holder will be responsible for designing frontend interfaces, social media content and other digital content of the NeGD's projects.

He/ She may be used in other projects of Digital India as well, whenever required.

### Roles and Responsibilities

- Plan and implement new user interface designs and changes in current designs of NeGD's projects frontend interfaces on mobile and web
- Create elements of visual designs, style guides while working with UX team to create wireframes and prototypes for web and mobile interfaces
- Create UI guidelines and standards (colour scheme, typography, other visual elements) that can be used to improve the overall UI of the applications
- Handhold different departments integrated with the platform, while implementing these guidelines
- Translating business requirements and create visual designs accordingly
- Collect, organize, analyse, and disseminate significant amounts of information with attention to detail
- Discuss and communicate capabilities, opportunities, and recommendations to both technical and non-technical audiences
- Liaise & coordinate with internal NeGD teams and relevant external agencies to come up with solutions for critical problems and issues being faced during implementation

### REQUIRED PROFILE

<b>Education</b>	<b>Experience and Skills</b>
Graduation/B.E/B.Tech./B.Des <b>Desirable:</b> Certification UX Design (e.g. Google)	<ul style="list-style-type: none"><li>• 2+ years' experience in UX Design</li><li>• 1+ years of proven experience in UX designer</li><li>• Must have working knowledge of the UX landscape, emerging trends, tools and technologies</li><li>• Experience working in an Agile development environment using methodologies like Scrum and tools like JIRA, Confluence</li><li>• Proficient understanding of code versioning tools - Git</li></ul>



## 5. Job Description- Helpdesk Executive- 2



<b>Division</b>	NeGD
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<b>Designation</b>	Helpdesk Executive- 2
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### Overview

The job holder will be responsible for providing technical assistance and support related to computer systems, hardware, and software. They will also be responsible for answering queries and addressing system and user issues in a timely and professional manner.

He/ She may be used in other projects of Digital India as well, whenever required.

### Roles and Responsibilities

- Handle customer complaints, provide appropriate solutions and alternatives within the time limits
- Follow up to ensure resolution Keep records of customer interactions, process customer accounts and file documents.
- Provide accurate, valid, and complete information by using the right methods/tools
- Liaison with development team for identifying ongoing issues, manage response and help development team during resolving the issues.

### REQUIRED PROFILE

Education	Experience and Skills
Graduate in Law/ English/ Journalism/ Economics/ Commerce/ any stream from a recognized University.	<ul style="list-style-type: none"> <li>● 0-3 years of experience with zeal to handle customer queries and resolve in time bound manner.</li> <li>● Familiarity with MS office, reporting and documentation.</li> <li>● Social Media exposure will be added advantage.</li> <li>● Excellent verbal and written English and Hindi Language.</li> <li>● Experience in customer support</li> <li>● Time-management skills and the ability to work under pressure.</li> <li>● Commitment to the organization's goals and values.</li> </ul>



## 6. Job Description- Consultant – Program Management- 1

<b>Division</b>	NeGD
<b>Designation</b>	Consultant – Program Management- 1
<b>Overview</b>	
The job holder will be responsible for the delivery, ownership and execution of the NeGD's projects.	
<b>Roles and Responsibilities</b>	
<ul style="list-style-type: none"> <li>● Support and work with various department and agencies for the on boarding exercise of a product developed by Ministry of Electronics and IT.</li> <li>● Coordinate with various departments and the internal product team for various on boarding activities.</li> <li>● Communicate Government policies to other department for the on boarding exercise.</li> <li>● Create presentations, business papers, white papers, proposals, manuals, and communications.</li> <li>● Properly escalate unresolved issues to appropriate internal teams for timely resolutions.</li> <li>● Prioritize and manage several open issues at one time.</li> <li>● Formulates strategies and methods for Onboarding.</li> <li>● Achieve monthly Onboarding target.</li> <li>● Letter Correspondences, Grievance Management</li> <li>● Any other responsibilities He/ She may be assigned from time to time by senior management.</li> </ul>	
<b>REQUIRED PROFILE</b>	
<b>Education</b>	<b>Experience and Skills</b>
Graduation/B. E./B. Tech./ MCA	<ul style="list-style-type: none"> <li>● Excellent communication skills both verbal and written</li> <li>● 6+ years of experience (preferable) having Corporate Exposure and dealing with senior management.</li> <li>● A sound technical knowledge of web and mobile software concepts</li> <li>● Proficiency in drafting presentations, business papers, white papers, technical documents, manuals</li> <li>● Ability to multitask and manage multiple priorities and commitments concurrently.</li> <li>● Commitment to the organization's goals and values.</li> </ul>



## **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

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Lead Consultant- HR  
Electronics Niketan Annexe,  
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