



Adv. No. – DIC/DIBD/3(3)/CEO/10/2022

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

01st July, 2023

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.

Sr. No.	Positions	No. of positions
1.	Assistant Manager/ Deputy manager-Deployment	1
2.	Assistant Manager/ Deputy manager-Finance	1
3.	Assistant Manager/ Deputy manager-Cloud Program	1
4.	Multi-Tasking Staff	1
5.	Assistant Manager/ Deputy manager- HR	1
6.	Assistant Manager/ Deputy manager-Admin	1

Screening of applications will be based on qualifications, age, and 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 & www.dic.gov.in, and www.negd.gov.in

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



1. **Job Title- Assistant Manager/ Deputy manager- Deployment**

Division	Deployment- DIBD
Designation	Assistant Manager/ Deputy manager

Job Descriptions

- Language Technology Solution deployment for the customers
- Deployment of the Data and AI Tools to enable and track customers & Partners
- Digital Asset Inventory & Digital Asset Lifecycle Management especially API, AI Models.
- Coordinate with Vendors & Cloud Manager for Deployment
- Automation of all functions and building Dashboards
Coordinate with the Customer and the Technical team to increase of Bhashini solution acceptance
- Help in Building Business Models based on experience

Required Profile

Essential Qualification	<ul style="list-style-type: none">• B.Tech preferably with MBA (Operations Management / relevant
Required Experience	<ul style="list-style-type: none">• Good Knowledge of API Technology ,• Policies and documentation• Knowledge of Infrastructure stack including cloud & Security• Functional Knowledge of Artificial Intelligence Technology/ Models , Data• Science Automation Tools• Exposure to Language Technology• Ability to Coordinate with Customers/ Partners and the Technical teams to solve customer issues



2. Job Title- Assistant Manager/ Deputy manager- Finance

Division	Finance- DIBD
Designation	Asst. Manager/ Deputy Manager

Job Description

- Oversee and manage all aspects of accounting and financial operations including budgeting, forecasting, accounts payable, accounts receivable, general ledger, payroll, tax compliance, and financial reporting
- Manage month-end and year-end closing processes, prepare financial statements, and provide financial analysis to support business decision-making
- Develop and implement financial policies and procedures to ensure compliance with accounting principles and company standards
- Work closely with cross-functional teams to support budgeting, forecasting, and financial planning processes
- Provide timely and accurate financial reports to senior management and other stakeholders
- Ensure timely and accurate payment of invoices and expenses, and manage cash flow to support business operations
- Review and reconcile bank statements, balance sheet accounts, and other financial records
- Liaising with auditors, tax consultants, and other financial service providers
- Develop and implement tax strategies to minimize tax liability and ensure compliance with tax laws and regulations
- Ensure timely payment of taxes and maintain records of tax payments, deductions, and refunds
- Prepare and file tax returns (income tax, GST, TDS, etc.) accurately and timely
- Keep up-to-date with changes in tax laws and regulations and communicate the impact to relevant stakeholders
- Prepare financial reports and presentations for senior management

Required Profile

Essential Qualification	<ul style="list-style-type: none"> • Bachelor's degree in Commerce or Finance with 5 years or more of experience in Accounting and Finance in an Organization. • Candidate having MBA / PG Diploma in Finance or CA or related field would be given preference
Skills & Experience	<ul style="list-style-type: none"> • Strong knowledge of accounting principles and financial analysis • Experience with ERP systems (Tally accounting software), other accounting software, and other financial tools • Excellent communication, leadership, and interpersonal skills • Experience in supporting HR for performance based motivational schemes & Performance appraisal for the employees • Experience in Extreme automation in Finance to support Business for eg vendor payment in 30 days & Employee reimbursement in 7 days after all due diligence • Experience in supporting Business in Costing, pricing and Proposal submission. Knowledge of software , support and API based business is essential • Ability to work independently and in a team environment • Ability to work under pressure and meet deadlines • Strong problem-solving, decision-making, and management skills



- Familiarity with GST, TDS, Income Tax etc
- Proficiency in MS Office and accounting software
- Knowledge of regulatory and compliance requirements.



3. Job Title- Assistant Manager/ Deputy manager- Cloud Program

Division	Cloud Program- DIBD
Designation	Asst. Manager/ Deputy Manager

Job Description

- IT Infrastructure Stack Management including cloud.
- Build and Optimise IT Infrastructure sizing with the Application team Vendor Management
- Collecting and reviewing Cloud Usage Data & Financial data from various Cloudsources. (i.e. Cost Explorer, CloudTamer, CloudCheckr, Cloud native cost management tools of Hyperscaler cloud service provider).
- Creates, maintains, updates deliverables via JIRA, Confluence, Microsoft excel or other financial dashboards.
- Analyzes customer cloud requirements and provide technical knowledge on cloud computing techniques and technologies of low- moderate complexity. Research, evaluate, and deploy cloud computing optimization techniques. Example: Low
- Utilization of Cloud Resources
- Assists with the management of the cloud master payer account with multiple linked accounts.
- Extensive & timely customer service responses. GCP/AWS/Azure/Oracle Cost analysis using deep understanding of Cost usage reports
- Functional Knowledge of Security Certification/ Operations

Required Profile

Essential Qualification	<ul style="list-style-type: none">• Bachelor's Degree in Information Systems, Business, Computer Science, Engineering, or a related technical discipline, or the equivalent combination of education, technical certifications or training, or work experience.• 5-7 Years of experience in Cloud or Financial Operations (flexibility for the right candidate).
Required Experience	<ul style="list-style-type: none">• Any (Azure/GCP/Oracle/AWS) Cloud experience• Cloud optimization expertise• Understanding of Cloud Technologies.• Good experience with Microsoft Excel.• Writing SQL like queries to customize reports• Analytic/ queries understanding for cloud billing.• Effective communication skills both orally and written.• Effective organizational skills.



4. Job Title- Multitasking Staff

Division	DIBD
Designation	MTS

Job Description

- Physical maintenance of files and records
- General cleanliness & upkeep of the division
- Carrying files & other papers within the building
- Photocopying, scanning Other non-clerical work
- Assisting in routine office work like diary, dispatch, etc. including on computer
- Delivering of Dak (inside & outside the building)
- Watch & ward duties
- Opening & closing of rooms
- Cleaning of rooms
- Dusting of furniture etc.
- Cleaning of building, fixtures, etc.
- Work related to his ITI qualification, if it exists
- Driving of vehicles, if in possession of a valid driving license
- Upkeep parks, lawns, potted plants, etc.
- Any other work assigned by superior authority.

The above list of duties is only illustrative and not exhaustive. The company is free to add to the list, duties of similar nature ordinarily performed by officials at this level.

Required Profile

Essential Qualification	<ul style="list-style-type: none">• The candidates must have passed the 10th Std. pass or equivalent from a recognized Board.
Required Experience	<ul style="list-style-type: none">• Minimum two years of experience.• Experience working in the government sector will be preferred.• Basic oral & written communication skills• Basic knowledge of Microsoft Office Suite• Excellent coordination and follow-up skills.• Ability to follow confidentiality guidelines.• Must be a Team player.



5. Job Title- Assistant Manager/ Deputy manager- HR

Division	HR- DIBD
Designation	Assistant Manager/ Deputy Manager

Job Description

Recruitment, Joining and On boarding Coordination:

- Coordinate for Interview.
- Good knowledge of IT technology
- Should Understand Business need and timelines
- Proficient in end to end recruitment life cycle
- Aggressive approach towards target and team building
- Joining and on boarding formalities;
- Assist to conduct orientation / Introduction for new employee;
- Coordinate for arrangements for ID cards, access to tools and biometric registration of new joiner.

HR Generalist:

- To do all operational activities viz minute taking, filing, data input, maintenance and management of information held by the company as related to job.
- Leave and attendance monitoring.
- Day to day correspondence with all units on various issues. File and database maintenance.
- Formulating JD for new roles in consultation with business leaders.
- Manage various HR systems like Performance Management System, Recognition Schemes and Variable Pay Plan etc.
- Help in smooth implementation and management of leave, attendance and employee information module in the HRIS and work towards making various modules on HRIS live
- Review and assist in the implementation and development of the entire gamut of HR activities
- keeping in view the client requirements
- Ensure adherence of HR policies
- To handle employee grievances effectively
- Responsible for working in close coordination with Operations and HR leadership of the processes to achieve business delivery targets
- Support payroll processing, Support / maintain statutory compliance/ Audits.

Required Profile

Essential Qualification	Graduation: Any field (Essential) Post Graduation: MBA / PGD in HR
Required Experience	<ul style="list-style-type: none">• Min 7 years of experience in diverse HR roles.• Experience in HR role in IT organizations will be preferred.



6. Job Title- Assistant Manager/ Deputy manager-Admin

Division	Administration- DIBD
Designation	Assistant Manager/ Deputy Manager

Job Description

- Manage the day-to-day administrative issues of operations and office work.
- Oversee the management of facilities, including office space and equipment.
- Manage procurement activities, including vendor selection and contract negotiation.
- Develop and maintain relationships with vendors and suppliers to ensure timely delivery of goods and services.
- Oversee the management of human resources, including recruitment, training, and performance management.
- Ensure compliance with all relevant laws and regulations.
- Collaborate with other departments, such as finance, marketing, and operations, to ensure that all administrative activities are aligned with overall company objectives.

Required Profile

Essential Qualification	<ul style="list-style-type: none">• Bachelor's degree with 7+ years of experience in operations management and administration in large office set-up
Required Experience	<ul style="list-style-type: none">• Knowledge of GFR and other Government process for procurement, Bidding, administration and administrative matters.• Knowledge of procurement through GeM.• Strong organizational and project management skills.• Excellent communication and interpersonal skills.• Proficient in Microsoft Office Suite (Excel, Word, PowerPoint).• Knowledge of procurement and vendor management.• Knowledge of human resources management.• Experience with administration operations in an e-commerce environment.• Experience with contract negotiation.



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. 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.
3. 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.
4. 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.
5. 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.
6. In case of a query, the following officer may be contacted

Ms. Vinaya Viswanathan

Head HR

Electronics Niketan Annexe,

6-CGO Complex Lodhi Road, New Delhi – 110003

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