Advt. No. DIC/9(1)/DigiNER-Manpower/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

WEB ADVERTISEMENT

1st October 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 position for covering fixed project duration purely on Contract/ Consolidated basis.

Sr. No	Name of the Positions	Vacancy & Post Code	Qualifications and Experiences	Salary per Month (All Inclusive)
1	Project Coordinator - Sikkim - Arunachal Pradesh - Tripura	Total - 03 01; Code – SKPC- 01 01; Code – APPC- 01 01; Code – TRPC- 01	• Post-Graduate Degree with 2 years of post-qualification experience in relevant area **Or** • Graduate Degree with minimum 4 years of post-qualification experience in relevant area	Commensurate to Qualifications, Skills and Experience
2	Field Executive (Technical) - Sikkim - Arunachal Pradesh	Total - 02 01; Code – SKFET-01 01; Code – APFET-01	• Post-Graduation Degree in Computer Science / IT **Or** • Graduation Degree in Computer Science / IT having minimum 1 year of post qualification experience in relevant area **Or** • Graduate with at least one year Diploma in Computer Applications / IT having minimum 1 year of post qualification experience in relevant area.	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 & www.dic.gov.in

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

LAST DATE FOR RECEIPT OF APPLICATIONS: 10TH OCTOBER 2021

1. Job Description: PROJECT COORDINATOR - SIKKIM

Job Title & Code:	Project Coordinator / SKPC-01	**Job Category:**	Contract Basis - Consolidated
Project:	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North-East India	**Travel Required:**	Yes
Location:	Sikkim	**Position Type:**	Full Time
Level/Salary Range:	Commensurate to Qualifications, Skills and Experience	**No of Post**	1
Duration of Appointment	Initially for 2 Years and co-terminus with the project duration	**Age Limit**	45 Years

Role and Responsibilities:

1. Coordination in implementation of project activities across project locations in Sikkim

2. Liasoning with respective state departments (Agriculture, Horticulture & Textiles, etc.), Special Schools in the State, project partners in the respective project locations in Sikkim

3. Participate in requirement gathering with implementation partners for customization / development of software applications and software testing

4. Assist development team & the partners in conducting need assessment and feasibility study for replication / modification / development of ICT tools as per local needs

5. Capacity building, training, awareness programs, and handholding of project manpower and end users on DIC technologies

6. Field Testing and Feedback on DIC technologies for further refinement

7. Linkages with State Departments and Domain institutions for getting their support for adoption and sustainability of the programme

8. Demonstration and presentation on project activities in various forums in the state

9. Monitoring & Evaluation, documentation and submission of Progress Reports to DIC Delhi

10. Regular updation on project dashboard, social media platforms and update / creation of posts for print & social media on regular basis

Qualifications and Experiences:

Post-Graduate Degree with 2 years of post-qualification experience in relevant area

Or

Graduate Degree with minimum 4 years of post-qualification experience in relevant area

Note: Preference would be given to the applicants having qualification in Business Management, Social Work, Agriculture, Mass Communication, Textiles, Information Technology, Statistics and Commerce

Required Skill Set:

1. Ability for management and monitoring livelihood projects having ICT components in the social development sector (Agriculture, handloom & handicrafts and livelihood programs)

2. Strong documentation skill (English)

3. Good communication skill (written and verbal in local language and English)

4. Demonstration and presentation abilities

5. Well versed in operation of various ICT applications / tools

6. Good knowledge on working in online training and meeting platforms

7. Preparation of Software & Operational Manuals and Training Material in local language

Desirable Skill Set

1. Working Experience in ICT in Agriculture Projects & Livelihood Projects

2. Understanding of implementation challenges in Sikkim

3. Well versed with the knowledge of Need Assessment of IT Based Projects.

4. Field testing / implementation of ICTS tools / Help Line Center for Farmers, weavers and artisans, persons with intellectually challenged etc.

Job Title & Code:	Field Executive (Technical) / SKFET-01	Job Category:	Contract Basis - Consolidated
Project:	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North-East India	**Travel Required:**	Yes
Location:	Sikkim	**Position Type:**	Full Time
Level/Salary Range:	Commensurate to Qualifications, Skills and Experience	**No of Post**	1
Duration of Appointment	Initially for 2 Years and co-terminus with the project duration	**Age Limit**	35 Years

Role and Responsibilities

1. Technical Assistance to the project partners and other stakeholders in day to day operation of DIC software applications in respective project locations in Sikkim

2. Assist in requirement gathering with implementation partners for customization / development of software applications and software testing

3. Assist in conducting capacity building programs for end users (farmers, weavers, artisans and special teachers etc)

4. Field Testing and Feedback on DIC technologies for further refinement

5. Demonstration on software application in various forums in the state

6. Assist on preparation of Software & Operational Manuals and Training Manuals in local language

Qualifications and Experiences

Post-Graduation Degree in Computer Science / IT

Or

Graduation Degree in Computer Science / IT having minimum 1 year of post qualification experience in relevant area

Or

Graduate with at least one year Diploma in Computer Applications / IT having minimum 1 year of post qualification experience in relevant area.

Required Skill Set

1. Well versed in software Installation, configuring, testing, monitoring, and troubleshooting

2. Fair knowledge of installation of IT hardware, peripheral devices, and networking hardware products

3. Good communication skill (written and verbal in local language and English)

4. Demonstration and presentation abilities

5. Good knowledge on working in online training platforms

Desirable Skill Set

1. Good understanding of web technologies (PHP, XML and Yii2 Framework) and familiarity with Windows/Unix/Linux
2. Working Experience in ICT in Agriculture Projects & Livelihood Projects
3. Understanding of implementation challenges in Sikkim
4. Field testing / implementation of ICTS tools / Help Line Center for Farmers, weavers and artisans, persons with intellectually challenged etc

3. Job Description: Project Coordinator - Arunachal Pradesh

Job Title & Code:	Project Coordinator / APPC-02	Job Category:	Contract Basis - Consolidated
Project:	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North-East India	Travel Required:	Yes
Location:	Arunachal Pradesh	Position Type:	Full Time
Level/Salary Range:	Commensurate to Qualifications, Skills and Experience	No of Post	1
Duration of Appointment	Initially for 2 Years and co-terminus with the project duration	Age Limit	45 Years

Role and Responsibilities

1. Coordination in implementation of project activities across project locations in Arunachal Pradesh

2. Liasoning with respective state departments (Agriculture, Horticulture & Textiles etc), Special Schools in the State, project partners in the respective project locations in Arunachal Pradesh

3. Participate in requirement gathering with implementation partners for customization / development of software applications and software testing

4. Assist development team & the partners in conducting need assessment and feasibility study for replication / modification / development of ICT tools as per local needs

5. Capacity building, training, awareness programs, and handholding of project manpower and end users on DIC technologies

6. Field Testing and Feedback on DIC technologies for further refinement

7. Linkages with State Departments and Domain institutions for getting their support for adoption and sustainability of the programme

8. Demonstration and presentation on project activities in various forums in the state

9. Monitoring & Evaluation, documentation and submission of Progress Reports to DIC Delhi

10. Regular updation on project dashboard, social media platforms and update / creation of posts for print & social media on regular basis

Qualifications and Experiences

Post-Graduate Degree with 2 years of post-qualification experience in relevant area

Or

Graduate Degree with minimum 4 years of post-qualification experience in relevant area

Note: Preference would be given to the applicants having qualification in Business Management, Social Work, Agriculture, Mass Communication, Textiles, Information Technology, Statistics and Commerce

Required Skill Set

1. Ability for management and monitoring livelihood projects having ICT components in the social development sector (Agriculture, handloom & handicrafts and livelihood programs)

2. Strong documentation skill (English)

3. Good communication skill (written and verbal in local language and English)

4. Demonstration and presentation abilities

5. Well versed in operation of various ICT applications / tools

6. Good knowledge on working in online training and meeting platforms

7. Preparation of Software & Operational Manuals and Training Material in local language

Desirable Skill Set

1. Working Experience in ICT in Agriculture Projects & Livelihood Projects

2. Understanding of implementation challenges in Arunachal Pradesh

3. Well versed with the knowledge of Need Assessment of IT Based Projects.

4. Field testing / implementation of ICTS tools / Help Line Center for Farmers, weavers and artisans, persons with intellectually challenged etc.

Job Title & Code:	Project Coordinator / APFET-02	Job Category:	Contract Basis - Consolidated
Project:	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North-East India	Travel Required:	Yes
Location:	Arunachal Pradesh	Position Type:	Full Time
Level/Salary Range:	Commensurate to Qualifications, Skills and Experience	No of Post	1
Duration of Appointment	Initially for 2 Years and co-terminus with the project duration	Age Limit	35 Years

Role and Responsibilities:

1. Technical Assistance to the project partners and other stakeholders in day to day operation of DIC software applications in respective project locations in Arunachal Pradesh

2. Assist in requirement gathering with implementation partners for customization / development of software applications and software testing

3. Assist in conducting capacity building programs for end users (farmers, weavers, artisans and special teachers etc)

4. Field Testing and Feedback on DIC technologies for further refinement

5. Demonstration on software application in various forums in the state

6. Assist on preparation of Software & Operational Manuals and Training Manuals in local language

Qualifications and Experiences:

Post-Graduation Degree in Computer Science / IT

Or

Graduation Degree in Computer Science / IT having minimum 1 year of post qualification experience in relevant area

Or

Graduate with at least one year Diploma in Computer Applications / IT having minimum 1 year of post qualification experience in relevant area.

Required Skill Set:

1. Well versed in software Installation, configuring, testing, monitoring, and troubleshooting

2. Fair knowledge of installation of IT hardware, peripheral devices, and networking hardware products

3. Good communication skill (written and verbal in local language and English)

4. Demonstration and presentation abilities

5. Good knowledge on working in online training platforms

Desirable Skill Set:

1. Good understanding of web technologies (PHP, XML and Yii2 Framework) and familiarity with Windows/Unix/Linux

2. Working Experience in ICT in Agriculture Projects & Livelihood Projects

3. Understanding of implementation challenges in Arunachal Pradesh

4. Field testing / implementation of ICTS tools / Help Line Center for Farmers, weavers and artisans, persons with intellectually challenged etc.

Job Title & Code:	Project Coordinator / TRPC-01	Job Category:	Contract Basis - Consolidated
Project:	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North-East India	Travel Required:	Yes
Location:	Tripura	Position Type:	Full Time
Level/Salary Range:	Commensurate to Qualifications, Skills and Experience	No of Post	1
Duration of Appointment	Initially for 2 Years and co-terminus with the project duration	Age Limit	45 Years

Role and Responsibilities:

1. Coordination in implementation of project activities across project locations in Tripura

2. Liasoning with respective state departments (Agriculture, Horticulture & Textiles, etc.), Special Schools in the State, project partners in the respective project locations in Sikkim

3. Participate in requirement gathering with implementation partners for customization / development of software applications and software testing

4. Assist development team & the partners in conducting need assessment and feasibility study for replication / modification / development of ICT tools as per local needs

5. Capacity building, training, awareness programs, and handholding of project manpower and end users on DIC technologies

6. Field Testing and Feedback on DIC technologies for further refinement

7. Linkages with State Departments and Domain institutions for getting their support for adoption and sustainability of the programme

8. Demonstration and presentation on project activities in various forums in the state

9. Monitoring & Evaluation, documentation and submission of Progress Reports to DIC Delhi

10. Regular updation on project dashboard, social media platforms and update / creation of posts for print & social media on regular basis

Qualifications and Experiences:

Post-Graduate Degree with 2 years of post-qualification experience in relevant area

Or

Graduate Degree with minimum 4 years of post-qualification experience in relevant area

Note: Preference would be given to the applicants having qualification in Business Management, Social Work, Agriculture, Mass Communication, Textiles, Information Technology, Statistics and Commerce

Required Skill Set:

1. Ability for management and monitoring livelihood projects having ICT components in the social development sector (Agriculture, handloom & handicrafts and livelihood programs)

2. Strong documentation skill (English)

3. Good communication skill (written and verbal in local language and English)

4. Demonstration and presentation abilities

5. Well versed in operation of various ICT applications / tools

6. Good knowledge on working in online training and meeting platforms

7. Preparation of Software & Operational Manuals and Training Material in local language

Desirable Skill Set

1. Working Experience in ICT in Agriculture Projects & Livelihood Projects

2. Understanding of implementation challenges in Sikkim

3. Well versed with the knowledge of Need Assessment of IT Based Projects.

4. Field testing / implementation of ICTS tools / Help Line Center for Farmers, weavers and artisans, persons with intellectually challenged etc.

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 email of the application:

Shri Gaurav Sharma
Principal Research Scientist & Officer-in-Charge (HR)
Electronics Niketan Annexe,
6-CGO Complex Lodhi Road, New Delhi – 110003
Phone No. 011-24303500, 24360199
dicadmin-hr@digitalindia.gov.in