



**Adv. No. -  
N-22030/109/2022-NeGD**

**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**

**27<sup>th</sup> February, 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.	Business Analyst	2
2.	Developer/Sr. Developer	12
3.	Technical Support Executive	2
4.	On Boarding- (Manager/ Senior Manager)	6

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](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 Title- Business Analyst	
Division	NeGD
Designation	Business Analyst
No. of Vacancies	2
Project	All Projects
Reports To	Consultant/ Sr. Consultant

### Overview

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

The role would include responsibility of day to day monitoring of the all projects services which includes department applications, services and components of all projects 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.

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

### Job Descriptions

#### On Boarding

- Develop relationship with departments to bring their important services. Coordinate with concerned Government officials and all vendors to make the chosen services Live.
- Sound knowledge of API integration and API testing
- Expertise in FRS and API document creation

#### 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.

#### Support

- Coordinate with different central and state agencies whose applications are integrated with UMANG.
- 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 on all projects 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 store 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.
- 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

Required Profile	
Essential Qualification	<ul style="list-style-type: none"><li>• Graduation /B.E/ B. Tech and equivalent</li><li>• Qualification can be relaxed in case of exceptional candidates</li></ul>
Required Experience	<ul style="list-style-type: none"><li>• 2+ years' experience in Software/Networking Project Management/Operations, Enterprise-Wide systems integration/implementation projects</li><li>• MS-Office, MS Project, JIRA etc.</li><li>• Good Communication skills (Oral and Written)</li></ul>



## 2. Job Title- Developer/Sr. Developer

<b>Division</b>	NeGD
<b>Designation</b>	Developer/Sr. Developer
<b>No. of Vacancies</b>	12
<b>Project</b>	All Projects
<b>Reports To</b>	Development Lead

### Overview

The job holder will be responsible for software development and operations of the all projects platform deployed by NeGD and the goal will be to ensure quality and timely delivery and feature roll outs.

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

### Job Description

- Develop restful scalable APIs and deploy micro services on AWS
- Write python based backend scripts for large volume of data processing
- Maintain and review code quality and make it scalable
- Handle a team of at least 2 persons
- Knowledge of Scrum and Agile Development.
- Ownership, Responsibility, Leadership with positive attitude.
- Desire to help others resolve problems and issues.
- Ability to multitask and manage multiple priorities and commitments concurrently.
- Exceptional time-management skills and the ability to work under pressure.
- Commitment to the organization's goals and values.
- Minimum experience on writing **python jobs** for data processing.
- At least experience on PHP and PHP based frameworks.
- More than 1 years of experience on AWS components on container based applications

### Required Profile

<b>Essential Qualification</b>	<ul style="list-style-type: none"><li>• B.E/B.TECH/MCA or any Equivalent Degree with excellent analytical and software development skill</li></ul>
<b>Required Experience</b>	<ul style="list-style-type: none"><li>• 0-7 years of proven software development experience in IT</li><li>• Excellent in PHP, Python Scripting and NoSql database</li><li>• Experience and working hands on AWS stack (S3, EC2, ECS etc)</li><li>• Database programming using any flavors of NoSql and SQL databases</li></ul>



	<ul style="list-style-type: none"><li>• Exposure across all the SDLC process, including testing and deployment</li><li>• Characteristics of a forward thinker and self-starter</li><li>• Ability to work across multiple projects</li><li>• Passion for educating, training, designing, and building end-to-end systems for a diverse and challenging set of customers to success</li><li>• Good to have knowledge of Spark, Airflow, ELK, Kubernetes, Kafka.</li></ul>
Desirable Certifications & Experience	<ul style="list-style-type: none"><li>• Experience of working for a government set up/ project is desirable</li><li>• Professional certifications would be a plus</li></ul>



### 3. Job Title- Technical Support Executive

<b>Division</b>	NeGD
<b>Designation</b>	Technical Support Executive
<b>No. of Vacancies</b>	2
<b>Project</b>	All Projects
<b>Reports To</b>	Support Manager

#### 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.

#### Job Description

- Familiarity with MS office, reporting and documentation.
- Social Media exposure will be added advantage. Excellent verbal and written English and Hindi Language.
- Experience in customer support
- Time-management skills and the ability to work under pressure.
- Commitment to the organization's goals and values.
- 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

<b>Essential Qualification</b>	Graduate in Law/ English/ Journalism/ Economics/ Commerce/ any stream from a recognized University.
<b>Required Experience</b>	<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></ul>



4. Job Title- On Boarding (Manager/ Senior Manager)	
<b>Division</b>	NeGD
<b>Designation</b>	On Boarding (Manager/ Senior Manager)
<b>No. of Vacancies</b>	6
<b>Project</b>	All Projects
<b>Reports To</b>	Consultant/Sr. Consultant

#### Overview

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

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

#### Job Description

- Achieve monthly Onboarding target.
- Inter-Ministry & Intra-Ministry communications
- Letter Correspondences, Grievance Management
- Empanelment / Association with various authorities/ organization.
- Formulates strategies and methods for Onboarding.
- Support and work with various department and agencies for the on boarding exercise of a product developed by Ministry of Electronics and IT.
- Coordinate with various departments and the internal product team for various on boarding activities.
- Communicate Government policies to other department for the on boarding exercise.
- Create presentations, business papers, white papers, proposals, manuals and communications.
- Properly escalate unresolved issues to appropriate internal teams for timely resolutions.
- Prioritize and manage several open issues at one time.

#### Required Profile

<b>Essential Qualification</b>	Any Graduate with relevant years of experience.
<b>Required Experience</b>	<ul style="list-style-type: none"><li>• Excellent communication skills both verbal and written</li><li>• 2-10 years of experience (preferable) having Corporate Exposure and dealing with senior management.</li><li>• Liaising with Media, Corporate Houses, Government departments.</li></ul>



- A sound technical knowledge of web and mobile software concepts
- Proficiency in drafting presentations, business papers, white papers, technical documents, manuals
- Ability to multitask and manage multiple priorities and commitments concurrently.
- Commitment to the organization's goals and values.





**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 of 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

Phone No. 011-24303500, 24360199

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