

Advt. No. DIC/NeGD/CB/01/2024

Digital India Corporation
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Website: www.dic.gov.in

Web Advertisement
09.02.2024

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	Positions
1.	Deputy General Manager - Training Development	1
2.	Sr. Manager - Capacity Building	1
3.	Manager - Training Management	2
4.	Assistant Manager - Training Coordinator	1
5.	Assistant Manager - Finance & Accounts	1

** The place of posting shall be in New Delhi but transferable to project locations of Digital India Corporation as per existing policy of Digital India Corporation.

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 DIC, NeGD, MyGov, & MeitY viz. www.dic.gov.in, www.negd.gov.in, www.mygov.in, & www.meity.gov.in

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

01. Job Description: Deputy General Manager - Training Development

No. of Posts: 01

Project: CB Phase - III

Salary: Commensurate with Qualifications, skills and experience

Job Summary:

The objective of this job is to assist in implementation of capacity building initiatives of Digital India programme. The incumbent will be primarily **managing training programmes and content development & management**. S/he will work closely with other members of the team to understand the requirement and ensure deliverables and deadlines.

Duties and Responsibilities:

- Identify the training and capacity-building needs.
- Develop action plans based on the capacity-building roadmap and training strategy to achieve the project targets.
- Support in defining learning objectives and key learning points and ensure they are addressed by the learning solution in conjunction with internal stakeholders.
- Manage the content creation and development.
- Managing the partners.
- Support in preparation of standard operation procedures/ guidelines for capacity-building activities.
- Manage the implementation of various training programmes.
- Provide training and awareness sessions for stakeholders on best practices.
- Any other tasks assigned to the team.

Essential qualification & experience:

- Master's degree in any discipline preferably in Computer Science, Software Engineering or other related fields in Human Resources, Organisational Development etc.
- Total 9 years of experience in training and development.
- With atleast 4 years of experience in content development and management.

Preferred qualification and experience

- Certifications in related skills.
- Working experience with the Government.
- Experience in delivering sessions.
- Strong communication skills (verbal and written).
- Ability to build relationships with internal and external subject matter experts and other stakeholders.
- Ability to work independently and as part of a team.

02. Job Description: Sr. Manager - Capacity Building

No. of Posts: 01

Project: CB Phase - III

Salary: Commensurate with Qualifications, skills and experience

Job Summary:

The objective of this job is to assist in implementing capacity-building initiatives of the Digital India programme. The incumbent will be primarily **managing training programmes, project coordination, and conduct research and assessments** for the project. S/he will work closely with other team members to understand the requirements and ensure deliverables and deadlines.

Duties & Responsibilities:

- Support in conducting training programmes.
- Assist in project management, including the development of project documents such as project budgets, project schedules, project plans etc.
- Execute project management administrative tasks such as managing invoices, work orders reports etc.
- Support in the project procurement process.
- Meeting with stakeholders to assess their needs and define project requirements, acceptance criteria, and timelines.
- Schedule stakeholder meetings, document, and generate reports.
- Deepen partnerships and support in onboarding the partners for various capacity-building initiatives.
- Foster cross-team collaboration to help project team members complete project tasks and deliverables.
- Assesses training and development needs through surveys, interviews, focus groups, and communication with managers, instructors, and customer representatives.
- Conduct training and awareness sessions for stakeholders on best practices.
- Any other tasks assigned to the team.

Essential qualifications and experience

- Master's degree in any discipline preferably in Computer Science, Software Engineering or other related fields in Human Resources, Organisational Development etc.
- Total 6 years of experience in training and development
- Having conducted atleast 2 research/ assessments for IT or e-Governance projects/ Skilling/ Need Assessment or a similar role

Preferred qualification and experience

- Working experience with the Government.
- Pursuing PhD. in relevant areas
- Proficiency in the use of Microsoft office packages.
- Strong communication skills (verbal, written and presentational).
- Ability to build relationships with internal and external subject matter experts and other stakeholders.
- Ability to work independently and as part of a team.

03. Job Description: Manager - Training Management

No. of Posts: 02

Project: CB Phase - III

Salary: Commensurate with Qualifications, skills and experience

Job summary:

The resource will **assist the training managers in conducting training activities and programs** to support the participants in learning new knowledge and skills. The resource should be able to conduct programmes in all physical, digital and physical modes.

Duties & Responsibilities:

- Determine and analyze the need for training.
- Facilitate training sessions.
- Creates and/or acquires training procedure manuals, guides, and course materials.
- Maintains records of training and development activities, attendance, results of tests and assessments, and retraining requirements.
- Assesses training materials prepared by instructors.
- Coordinates with speakers/experts for session alignment.
- Evaluates program effectiveness through assessments, surveys, and feedback.
- Maintains knowledge of the latest trends in training and development.
- Prepares and implements training budget; maintains records and reports of expenses.
- Performs other related duties as required.

Essential qualification & experience:

- Bachelor's degree in any discipline
- Total 5 years of experience in training & development preferably as Training Facilitator or a similar role.
- Experience in conducting atleast 10 trainings & online programs in any learning platform/ tools.

Preferred qualifications & experience:

- Experience with a variety of multimedia training platforms and methods.
- Proficient in MS Office.
- Strong communication skills (verbal, written and presentational)
- Strong ability to work in a team.
- Ability to manage and handle multiple tasks.

04. Job Description: Assistant Manager - Training Coordinator

No. of Posts: 01

Project: CB Phase - III

Salary: Commensurate with Qualifications, skills and experience

JOB OBJECTIVE:

The ideal candidate will exhibit high standards, good communication skills, and have an ability to take initiative, and prioritize daily tasks. S/he will be involved in coordination and maintain the data related to it.

DUTIES & RESPONSIBILITIES:

- Provide administrative support to the team.
- Perform, manage and monitor word processing of records and prepare necessary reports and other project documents.
- Follow up for the project status tracking with States/UTs
- Manage and enter data to existing databases, spreadsheets and generate required reports on demand.
- Perform research and compile information for reports, forms, records and other similar documentation.
- Manage overall office management and work projects as per assignment.

Essential Qualification & experience:

- Bachelor's degree in any discipline.
- Minimum 1 year of experience as training coordinator or similar role.
- Good knowledge of MS Office.
- Good verbal and written communication skills.
- Ability to work in a team.

05. Job Description: Assistant Manager - Finance & Accounts

No. of Posts: 01

Project: CB Phase - III

Salary: Commensurate with Qualifications, skills and experience

JOB OBJECTIVE:

The incumbent is required to contribute to tax planning, capital budgeting, budget forecasting, financing or any other activity, and preparation of books of accounts. Implementing suitable accounting processes, financial reports, checking general ledger entries and providing professional accounting support in assessing and rectifying any financial discrepancies. In addition, you need to suggest measures to reduce/prevent fraudulent activities. Responsible for preparing tax returns, tracking tax liabilities and providing financial expertise in any tax-related matters. Familiar with organization/project plan, able to investigate any irregularities and suggest improvement measures.

DUTIES AND RESPONSIBILITIES:

- **Tax accounting:** Prepare corporate and personal income tax statements, and design tax plans including financial preference, tax deferment etc. Review completed tax forms and provide recommendations. Collaborate with staff on income tax preparation and planning
- **Auditing:** Reviewing accounting ledgers and corporate financial statements. Liaising with government departments, auditors and vendors and providing them with accurate information is also important.
- **Financial accounting:** Review and release online banking payments.
- **Cost management:** Assist in capital financial planning and business account review.
- **Budget analysis:** Responsible for creating and implementing financial arrangements for DIC. Prepare an expense budget report.
- Control the master data of the general register.
- Reconcile income statements.
- Required to create new solutions, leveraging and, where needed, adapting existing methods and procedures.
- Understand the strategic direction senior management sets, clearly communicate team goals and deliverables, and keep the team updated on change.
- Manage the full financial process.

OTHER (SKILL) REQUIREMENTS:

- Excellent interpersonal communication at all levels (verbal and written).
- Positive attitude, problem solving and analytical skills.
- Ability to handle a substantial, time-bound workload that requires prioritization and focus
- Skills in supportive supervision, coaching conversations and developing linkages with internal stakeholders
- Ability to cope with high levels of responsibility and with confidential matters.
- A high level of professionalism is required on the job at all times.

- Abreast of new technological solutions in the area of responsibility to enable speed, accuracy and impact in decision-making.
- Ability to work well within the team.
- Computer Literacy.

QUALIFICATION:

Essential Criteria: Bachelor's Degree in Finance / Accounts or MBA (Finance)

Desirable: ICWA/ CA (Inter/ Final)

EXPERIENCE:

- 1 year of post-qualification experience in public accounting
- Preferably experience in a government organisation
- Expertise in GST, TDS, Audit and ROC CA
- Experience in communicating with senior level personnel.

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. The designation of the selected candidates shall be mapped as per the existing designation policy of DIC.
7. In case of a query, the following officer may be contacted

Ms. Vinaya Viswanathan
Head- HR
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6 CGO, Complex Lodhi Road,
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