



Advt. No. N-21/2/2014-NeGDPartV

Digital India Corporation
Electronics Niketan Annexe, 6, CGO Complex Lodhi Road,
New Delhi – 110003
Tel.: +91 (11) 24360199, 24301756
Website: www.dic.gov.in

Web Advertisement
09.05.2023

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 position purely on Contract/ Consolidated basis.

Sr. No.	Name of the Post	No. of Vacancy
1.	Executive Assistant	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.digitalindiaincorporation.in/>



1. Job Description: Executive Assistant

Designation: Executive Assistant

Location : New Delhi

Project : NeGD

Job Objective

The job holder will manage the schedules and communication of Director in the company and will report to Director/CEO, NeGD.

Roles and Responsibilities

- Acting as a lead expert/subject expert for CISO programs
- Fulfil the role of high-level executive/personal assistant to Director, including the preparation of correspondence for consideration as required; attending to diary and meeting management; e-mail management as agreed; and servicing of meetings chaired by the Director.
- Effectively schedule and co-ordinate meetings in an accurate and flexible manner.
- Monitor and manage appointments, calendar, upcoming commitments and travel arrangements to ensure the entire schedule is effectively organized.
- Manage information flow in a timely and accurate manner
- Assist with report preparation and amendments as required.
- Screen and direct phone calls and distribute correspondence.
- Organize and maintain the office filing system.
- Coordinate and prepare draft responses to proposals and member correspondence.
- In concert with the responsible officials, prepare agendas and business papers for Committees, including minutes, in a professional, accurate, confidential, and timely manner.
- Maintain accurate and complete electronic files for Committee Meetings.
- Ensure a high level of member and stakeholder service is maintained through face-to-face interactions, electronic communications.
- Respond to enquiries for the Director appropriately and in a timely manner.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings.

Education

Graduate in any stream

Desirable Skills & Experience

- Overall, 1-3 years of experience as Executive Assistant, office Assistant, Personal Assistant or similar role.
- Advanced Microsoft Office skills, with an ability to become familiar with organization specific programs and software.
- Exceptional interpersonal skills
- Outstanding organizational and time management skills



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
Digital India Corporation
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6 CGO, Complex Lodhi Road,
New Delhi – 110003
Phone No. 011-24303500, 24360199