



Advt. N-22012/4/2022-NeGD

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
01.02.2023

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.	Name of the Post	No. of Vacancies
1.	Sr. Executive/ Assistant Manager (Program Event Coordination)	2
2.	Associate/ Senior Associate (Graphic Designer)	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: Sr. Executive/ Assistant Manager (Program Event Coordination)

Designation: Sr. Executive/ Assistant Manager (Program Event Coordination)

Position: 2

Qualification& Experience

Education: Graduation in any field. Masters will also be preferred from premier institute for Assistant Manager Position.

Experience: 2-5 Years of experience

Event Manager Responsibilities:

- Brainstorming and implementing event plans and concepts.
- Handling budgeting and invoicing.
- Liaising and negotiating with vendors.
- Negotiating sponsorship deals.
- Handling logistics.
- Updating senior management.
- Managing branding and communication.
- Developing event feedback surveys.
- Obtaining permits.
- Handling post-event reports.

Role Requirements:

- Communication and marketing skills.
- Project management experience.
- Good leadership skills.
- Highly Organized.
- Multi-tasker.
- Good time management.
- Proficiency in various event software.
- Expert interpersonal skills.
- Risk management experience.



02. Job Description: Associate/ Senior Associate (Graphic Designer)

Designation: Associate/ Senior Associate (Graphic Designer)

Position: 1

Qualifications & Experience

Education: Graduation in Graphic designing/related field or Graduate in any discipline with Certificate courses in Graphic Designing/ Multi-Media/ Video Creation/Editing

Experience: 3-5 Years of experience

Roles and Responsibilities:

- Create Infographics, Static and GIF on a regular basis.
- Deep Collaborations with Researchers, Writers, Video, Tech teams.
- Design and develop App, homepages, landing pages, and email concepts.
- Very strong understanding of, and experience in, govt/development/NGO communication

Additional role requirements:

- Passionate about design with good knowledge in underlying principles.
- Experience at a reputed design house, w some years in leadership positions. Some awards will be an added advantage.
- Deep experience in on-brand creative solutions for a variety of uses: websites, product graphics, email templates, social media graphics, brand campaigns, and photography
- Ability to collaborate with and inspire cross-functional teams to deliver designs that are creative, useful, and align with technical and MyGov brand standards
- Can take ideas from concept to execution, working with project managers, design colleagues, information technologists, and content experts.
- Use the latest software and applications to design and develop digital solutions
- Experience working in a collaborative team environment.
- Experience working directly with developers to implement designs.
- Expertise with standard digital design tools, including Sketch, Adobe Illustrator, Adobe Photoshop, Adobe XD, InVision, etc.
- Working knowledge of CSS and HTML
- A strong background in developing layouts and graphic design for E-books/Magazines, Brochures, Posters 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. 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
Electronics Niketan Annexe,
6 CGO, Complex Lodhi Road,
New Delhi - 110003
Phone No. 011-24303500, 24360199