Advt. No. DIC/AP/NHAI

Digital India Corporation
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Web Advertisement
15.01.2024

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 for NHAI DataLake 3.0 project:-

Sr. No.	Name of the Post	No. of Positions
1.	Senior Product Manager/Project Manager	01
2.	Senior Product Designer/ Senior Solution Architecture	01
3.	Development Lead/ Technical Lead	01
4.	Senior Business Analyst	01
5.	Business Analyst	01
6.	Support Executive	02

** 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 viz. **www.dic.gov.in**

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

1. Job Description: Senior Product Manager/Project Manager

A. Job Summary:

As a senior product manager/Project Manager, you will be responsible for a specific project or several projects within the organization. He/she will oversee planning, budgeting, monitoring, and reporting the project using various project management methodologies. You may even be expected to pitch the idea of the project and lead it through to completion. One of the primary role is to act as a bridge between the higher management and those responsible for the execution of the project. You will ensure successful execution of the project.

The successful candidate will be eager to learn and able to work autonomously within a fast-moving and often ambiguous environment. They will have a track record of excellent project management skills, exceeding business KPIs, and be an effective written and verbal communicator with experience working with cross-functional stakeholders across different geographies.

Develop and extend collaborative working relationships with senior clients, relevant stakeholders, quickly understand requirements, resolve problems/issues, suggest solutions and identify areas of improvement

B. Expectations from Role::

The successful candidate will:

- Have effective communication to convey ideas, expectations, and information to their team, stakeholders, and clients.
- Have capability to successfully lead the team by providing clear direction, motivation, and support.
- Be highly organized to manage multiple tasks, timelines, and resources simultaneously.
- Be able to prioritize tasks and manage time effectively to ensure deadlines are met.
- Be able to identify potential risks and take measures to mitigate them before they can negatively impact the project.
- Be able to manage project budgets and make informed decisions to ensure the project stays within budget.
- Be able to quickly identify and solve problems that may arise during a project. Also predict & take preventive actions by foreseeing issues and be prepared for the future.
- Be adaptable and adjust plans and strategies to keep the project on track.
- Be able to work collaboratively with their team to achieve project goals.
- Have a good understanding of the technical aspects of projects and be able to communicate effectively with technical team members.

C. Educational Qualifications:

Basic:

Bachelor's degree in computer science/IT/business administration or related fields from a recognized university/institute.

Preferred:

Master's degree in computer science/IT/ business administration or related fields from a recognized university/institute.

D. **Basic Skills & Experience:**

- 8+ years of experience spread across technology, technology policy, and industry.
- 5+ years of program or project management experience
- Experience using data and metrics to determine and drive improvements
- Experience owning program strategy, end to end delivery, and communicating results to senior leadership
- Relevant certifications in project management and information systems.

E. **Desirable Skills & Experience:**

- Previous experiences of working in a large government organisation will be an advantage.
- Adequate knowledge and familiarity with domestic and global technology practices and regulations.
- Prior experience in large scale ERP projects and transaction-based data management (privacy and security) for large-scale project and organisations.
- Prior experience of working in a large scale civil construction related fields will be an added advantage.
- Strong project management skills with a track record of successfully delivering complex technical projects.
- Proven ability to engage with diverse stakeholders, including government officials, technical experts, and industry partners.

2. Job Description: Senior Product Designer/ Senior Solution Architecture

A. Job Summary:

As a senior product designer, you will be responsible to examine the as-is process, do the gap analysis and design the to be process. They will be able to understand business architecture and translate into technology and application architecture. They must be aware of foundation and common industry standards and frameworks. They should be able to design and adopt enterprise specific standards and frameworks. They will develop a comprehensive strategic technological vision. They should be aware of architecture framework(TOGAF, CoBIT, ITIL)

B. Expectations from Role:

The successful candidate will:

- Have effective communication to convey ideas, expectations, and information to their team, stakeholders, and clients.
- Have capability to successfully lead the team by providing clear direction, motivation, and support.
- Be highly organized to manage multiple tasks, timelines, and resources simultaneously.
- Be able to prioritize tasks and manage time effectively to ensure deadlines are met.
- Be able to identify potential risks and take measures to mitigate them before they can negatively impact the project.
- Be able to manage project budgets and make informed decisions to ensure the project stays within budget.
- Be able to quickly identify and solve problems that may arise during a project. Also predict & take preventive actions by foreseeing issues and be prepared for the future.
- Be adaptable and adjust plans and strategies to keep the project on track.
- Be able to work collaboratively with their team to achieve project goals.
- Have a good understanding of the technical aspects of projects and be able to communicate effectively with technical team members.

C. Educational Qualifications:

Basic:

Bachelor's degree in computer science, IT, business administration or related fields from a recognized university/institute.

Preferred:

Master's degree in computer science, IT or related fields from a recognized university/institute.

D. Basic Skills & Experience:

- 7+ years of experience spread across technology & solutions architect, technology policy, and related industry.
- Proven work experience as a Solution Architect or similar role.
- Previous project management experience is advantageous.
- Relevant certifications in solutions architecture and information systems will be a plus.
- Previous experiences of working in a large government organisation will be an advantage.
- Adequate knowledge and familiarity with domestic and global technology practices and regulations.
- Prior experience in large scale ERP projects and transaction-based data management (privacy and security) for large-scale project and organisations.
- Formalising the governance and reporting frameworks to update stakeholders at different levels and frequency.

E. Desirable Skills & Experience:

- Strong project management skills with a track record of successfully delivering complex technical projects.
- In-depth understanding of coding languages.
- Sound knowledge of various operating systems and databases.
- Building and integrating information systems to meet the company's needs.
- Assessing the systems architecture currently in place and working with technical staff to recommend solutions to improve it.
- Resolving technical problems as they arise.
- Spearheading the system design, modifying, and testing technical architecture.
- Provide supervision and guidance to development teams.
- Continually research the current and emerging technologies and propose changes where needed.
- Inform various stakeholders about any issues with the current technical solutions being implemented.
- Assess the business impact that certain technical choices have.
- Proven ability to engage with diverse stakeholders, including government officials, technical experts, and industry partners.

3. Job Description: Development Lead/ Technical Lead

A. Job Summary:

A Development Lead will drive the implementation of all technical initiatives under the organisation. The selected candidate will lead a team of technology developer/consultants while ensuring alignment with the objectives and vision of the organisation. The Development Lead will directly work with the organisation towards end-to-end implementation of the vision as well as coordinate with senior leadership within the organisation.

B. Roles & Responsibilities:

- Provide overall technical leadership and strategic direction for all initiatives, ensuring the effective implementation of technologies for the desired development.
- Oversee the efficient allocation and management of resources, including financial, technological, and to support the successful execution of the program's objectives.
- Deep understanding of design patterns and coding standards and should be able to get implemented in solutions.
- Ensure that activities and projects align with the broader vision and objectives of the organisation.
- Lead the development and scaling of solutions that address problem statements sourced from Central Ministries and State Departments.
- Monitor project progress, assess risks, and steer the project to ensure successful outcomes.
- Manage a team of technology consultants / developers / testers for fostering a collaborative and innovative work environment.
- Develop comprehensive project plans to ensure the successful implementation of the desired solutions.
- Provide regular updates to the leadership and stakeholders.

C. Educational Qualifications:

Basic:

Bachelor's degree in computer science, IT, business administration or related fields from a recognized university/institute.

Preferred:

Master's degree in computer science, IT, business administration or related fields from a recognized university/institute.

D. Basic Skills & Experience:

- 7+ years of experience as a technology/development lead spread across technology, technology policy, and industry.
- Relevant technology certifications in project and information systems will be a plus.
- Previous experiences of working in a large government organisation will be an advantage.
- Adequate knowledge and familiarity with domestic and global technology practices and regulations.

E. Desirable Skills & Experience:

- Prior experience in large scale ERP projects and transaction-based data management (privacy and security) for large-scale project and organisations.
- Prior experience of working in a large-scale civil construction related fields will be an added advantage.
- Strong technology skills with a track record of successfully delivering complex technical projects.
- Proven ability to engage with diverse stakeholders, including government officials, technical experts, and industry partners.
- Technology Stack: Hands on experience on React JS, Node JS will be preferred
- Cloud Services: Hands on experience on cloud services will be an added advantage
- Awareness of the Agile methodology using SCRUM will be preferred

4. Job Description: Senior Business Analyst

A. Job Summary:

As a senior Business Analyst, you must understand the business landscape and the changing needs of the business. You will communicate with the top stakeholders in the organization to analyze business requirements, processes, and information systems, and will also help drive the business in the right direction by improving the products, services, and software with the help of data analytics. As a business analyst, you will use data to suggest ways that organisations can operate more efficiently. You will gather requirements, identifying opportunities for process improvements and analyse data to develop and investigate potential solutions – including improvements to systems and process.

Roles & Responsibilities:

- To understand business requirements from multiple stakeholders and prioritize them.
- Interpret business requirements and simplify them for easy analysis of top management to make strategic business decisions.
- Create solutions based on the requirements identified, create change management proposals, and work towards achieving the organization's long-term goals.
- Review specifications for required change management, while efficiently organizing business needs.
- Work in close collaboration with the Project Managers, Technical Architects and Development team to ensure the team understands the requirements.
- Facilitating the right design sessions with the project implementation team.
- Delivering the correct elements of system design, business rules, and other relevant deliverables.
- Pull information from multiple sources from within the organization while analysing and reporting the relevant data trends for informed decision making.
- Breaking down the technical and architectural requirements so that the entire team understands the infrastructure and technical requirements.
- Actively involve in capturing new business requirements and communicating them with the development team.
- Directly communicate with the relevant stakeholders and is responsible for transferring this knowledge to the project development teams.
- Helps the management envision future needs among changing business processes and models.

C. Educational Qualifications:

Basic:

Bachelor's degree in business administration with specialization in Computer Science / IT or related fields from a recognized university/institute.

Preferred:

Master's degree in business administration / IT management or related fields from a recognized university/institute.

D. Desirable Skills & Experience:

- 10+ Years of experience as a Business Analyst in IT fields.
- Must have excellent verbal and written skills.
- Right mix of program management and project management expertise.
- Having the right interpersonal and consultative skillsets is an advantage.
- Working on high-level detail and being able to interpret accurate results.
- He/she needs to be very efficient in working with diverse teams within the organization.
- A good understanding of the business and the respective functional domain.
- Capability to position the right solutions that are cost-effective and actionable, while addressing the business requirements and challenges identified.
- Good problem-solving skills, while applying the right methodologies such as Unified Modelling Language.
- In-depth knowledge of requirement specifications and development, process flows, and developing business use case scenarios.
- An understanding of process modelling, agile, and waterfall software development methodologies.
- Responsible for gathering and analyzing requirements, and ensuring the successful implementation of IT solutions within the road construction domain.

5. Job Description: Business Analyst

A. Job Summary:

As an IT Business Analyst, you must understand the business landscape and the changing needs of the business. You will communicate with the top stakeholders in the organization to analyze business requirements, processes, and information systems, and will also help drive the business in the right direction by improving the products, services, and software with the help of data analytics. In simple terms, as a Business Analyst you will bridge the role of IT and business while improving overall efficiency. As a business analyst, you will use data to suggest ways that organisations can operate more efficiently. You will gather requirements and analyse data to develop and investigate potential solutions – including improvements to systems and process.

B. Roles & Responsibilities:

- To understand business requirements from multiple stakeholders and prioritize them.
- Interpret business requirements and simplify them for easy analysis of top management to make strategic business decisions.
- Create solutions based on the requirements identified, create change management proposals, and work towards achieving the organization's long-term goals.
- Review specifications for required change management, while efficiently organizing business needs.
- Work in close collaboration with the Project Managers, Technical Architects and Development team to ensure the team understands the requirements.
- Facilitating the right design sessions with the project implementation team.
- Delivering the correct elements of system design, business rules, and other relevant deliverables.
- Pull information from multiple sources from within the organization while analysing and reporting the relevant data trends for informed decision making.
- Breaking down the technical and architectural requirements so that the entire team understands the infrastructure and technical requirements.
- Actively involve in capturing new business requirements and communicating them with the development team.
- Directly communicate with the relevant stakeholders and is responsible for transferring this knowledge to the project development teams.
- Helps the management envision future needs among changing business processes and models.

B. Educational Qualifications:

Basic

Bachelor's degree in business administration with specialization in Computer Science / IT or related fields from a recognized university/institute.

Preferred:

Master's degree in business administration / IT management or related fields from a recognized university/institute.

C.   Desirable Skills & Experience:

- 5+ Years of experience as a Business Analyst in IT fields.
- Must have excellent verbal and written skills.
- Right mix of program management and project management expertise.
- Having the right interpersonal and consultative skillsets is an advantage.
- Working on high-level detail and being able to interpret accurate results.
- He/she needs to be very efficient in working with diverse teams within the organization.
- A good understanding of the business and the respective functional domain.
- Capability to position the right solutions that are cost-effective and actionable, while addressing the business requirements and challenges identified.
- Good problem-solving skills, while applying the right methodologies such as Unified Modelling Language.
- In-depth knowledge of requirement specifications and development, process flows, and developing business use case scenarios.
- An understanding of process modelling, agile, and waterfall software development methodologies.

6. Job Description: Support Executive

Job Summary:

DIC is seeking a meticulous and detail-oriented Support Executive to join our team and play a crucial role in maintaining and managing documentation related to customer support activities. The ideal candidate should have excellent organizational skills, strong attention to detail, and the ability to work in a fast-paced environment. The Support Executive will be responsible for creating, updating, and organizing documentation to ensure accurate and accessible information for both internal teams and customers.

Roles & Responsibilities

1. **Documentation Creation and Maintenance:**

   o Develop and maintain comprehensive documentation for products, services, and customer support processes.
   o Collaborate with cross-functional teams to gather information and ensure accuracy of documentation.
   o Proper versioning of the documents.

2. **Customer Support Documentation:**

   o Create user guides, FAQs, and troubleshooting documentation to assist customers in resolving issues independently.
   o Ensure that all support materials are up-to-date and aligned with the latest product or service updates.
   o Support in preparation of documents pertaining to projects viz. RFPs, DPRs, reports etc.

3. **Internal Communication:**

   o Work closely with support teams to gather insights and updates for documentation improvement.
   o Collaborate with product and development teams to stay informed about new features and updates.

4. **Quality Assurance:**

   o Conduct regular reviews of documentation to identify and rectify errors, inconsistencies, or outdated information.
   o Implement best practices for maintaining high-quality documentation standards.

5. **Training and On-boarding:**

   o Provide support to new support team members by facilitating training sessions on documentation tools and processes.
   o Assist in creating training materials to ensure consistency in on-boarding procedures.

6. **Process Improvement:**

   o Identify opportunities for process improvement and efficiency in documentation creation and maintenance.
   o Implement changes to enhance the overall quality and accessibility of support documentation.

Educational Qualification:

1. Bachelor's degree in a relevant field (e.g., Technical Writing, Communications, or a related discipline).
2. Proven experience in documentation creation and management, particularly in a customer support environment.
3. Excellent written and verbal communication skills.
4. Strong organizational and multitasking abilities.
5. Proficiency in using documentation tools and software.
6. Knowledge of customer support processes and best practices.
7. Ability to work collaboratively in a team-oriented environment.
8. Attention to detail and commitment to delivering high-quality documentation.

Desirable Skills:

1. Familiarity with customer support ticketing systems.
2. Basic understanding of technical concepts to effectively communicate with product and development teams.
3. Experience with version control systems for documentation

Experience:

1. 2-3+ Years of experience in the relevant fields.
2. Must have excellent verbal and written skills.
3. Efficient in working with diverse teams within the organization.
4. Attention to detail and good problem-solving skills.
5. Excellent interpersonal skills.
6. Good written and verbal communication.
7. Thorough with technical documentation processes.

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
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