

Advt. No. PhD-DIC-7(5)/2019

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

31.08.2023

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 Position	No. of Posts
1.	Consultant	1
2.	Executive	3

** 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/>

1. Job Description: Consultant

Roles & Responsibilities:

- Collection & consolidating the details of research work under the scheme for showcasing/reporting/furtherance etc. through different channels (PhD Portal/Social Media/MeitY/experts) in different thematic areas & in different formats.
- Analysing emerging Trends, similar schemes, industry requirements (in India & worldwide) for comparison/learning/linkages
- Technical writing for different reports on the scheme for submission to MeitY/Academic Committee on regular basis.
- Assisting in preparation of MoUs/agreements with the foreign labs for visits of PhD Candidates therein; guidelines/Terms & Conditions etc.
- Coordinating with the institutions & internal team on different matters through different channels (emails/phone calls/VCs etc.) for timely resolutions. e.g.
 - Financial (fund release from Government & to the institutions/beneficiaries, statements/UCs etc.)
 - technical (including usage of PhD portal)
 - administrative (issuing & obtaining important documents/ orders / communications on timely basis; responding to the queries/complaints/RTIs from the beneficiaries)
 - Legal (preparation, execution & compliance with MoU/guidelines/Terms & Conditions etc.)

Required Skill Set:

- Strong skills of preparing technical reports, social media posts, technical-write-ups etc.
- Experience of working with similar scheme/academia/Government.
- Experience of working with Finance & accounts (especially in Government)
- Experience of dealing with large no. of users/customers through different channels
- Excellent communication, leadership, and interpersonal skills
- Ability to work independently/with team to meet deadlines

Education Qualification: Bachelor's degree. (Candidate having graduation/Post graduation in Engineering/Science/Technology would be given added advantage)

Experience: 1+ years of relevant experience (post qualification).

Salary: Commensurate with Experience and Qualification

2. Job Description: Executive

Roles & Responsibilities:

- Overseeing and managing all aspects of accounting and financial operations including payment to the beneficiaries (monthly fellowship & HRA to PhD candidates, periodic payments to the institutions)
- Smooth closing of accounts with the existing institutions (with reconciliation of funds released under different budget heads & following the process of Government e.g. Utilisation Certificates & statements)
- Handling the queries/complaints of PhD Candidates/Institution/Other beneficiaries on different financial matters through different channels of email/telephone/VC/physical visits for timely resolution.
- Budgeting, forecasting, accounts payable, accounts receivable, general ledger, payroll, financial reporting/MIS sheets/presentations in close coordination & follow-up with cross-functional teams (Supported institutions, finance of DIC & MeitY etc.)
- Ensuring the compliance with financial processes of Government of India at different stages of implementation e.g. while releasing the funds to the beneficiaries, obtaining the utilisation certificates/statements, dealing with the auditors
- Assisting in preparation, execution of guidelines/T&C under the scheme, MoUs, agreements with the stake-holders and its compliance

Required Skill Set:

- Strong knowledge of accounting principles and financial analysis
- Experience of working with PFMS system of Government, ERP systems (Tally), CRM systems, accounting software, Advanced MS Excel, other financial tools, MS office, MS Power Point etc.
- Experience of dealing with large no. of users/customers through different channels of emails/phone/VC/physical visits to address their issues to their satisfaction on regular basis
- Excellent communication, leadership, and interpersonal skills
- Ability to work independently/with team to meet deadlines

Education Qualification: Bachelor's degree. (Candidate having graduation in Commerce; MBA / PG Diploma in Finance or CA or masters in related fields would be given added advantage)

Experience: 1+ years of relevant experience (post qualification).

Salary: Commensurate with Experience and Qualification

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