Advt. No. N-17/1/2022-NeGD

Digital India Corporation
Electronics Niketan Annexe, 6, CGO Complex Lodhi Road,
New Delhi – 110003
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Website: www.dic.gov.in

Web Advertisement
02.01.2023

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.	Researcher	2
2.	Social Media Content Writer	2
3.	Technology Architect	2
4.	Program Event Manager	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/**

1. Job Description: Researcher

Job Title: Researcher

No of Posts: 02

PMU Level: 1

Job Category: Contractual for one year, extendable

Job Location: Delhi, with frequent travel within India

About the Opportunity: India assumed the presidency of G20 on December 1st 2022, for one year until November 30th2022. G20 (an acronym for the Group of Twenty) is the premier forum for international economic cooperation, playing an important role in shaping and strengthening global architecture and governance on all major international economic issues. As part of the G20 decision-making process, Working Groups, comprising experts and officials from relevant ministries, lead in-depth analysis and discussions on a range of internationally relevant issues in respective areas of focus.

One of the working group themes at G20 is "Digital Economy", meetings on which would be hosted in Lucknow, Pune, Bangalore and Hyderabad during the said period. The Digital Economy Working Group (DEWG) offers inspiration and broad guidance to policy makers on harnessing the digital potential of economies. The Working Group aims at digital transformation to enhance public participation and realize inclusive social and economic growth.

Roles & Responsibilities:

- Study through desk/primary research on the past G20 summits - organization, structure, output, outcomes, themes, etc.; for analyses and preparation of documents/ reports/ white papers.
- Examine the digital outcomes of previously held summits.; India's views and standpoints at such summits
- Interpret data analysis results and draw inferences and conclusions necessary for India's presidency tenure of the current year.
- Coordinate with G20 stakeholders for smooth implementation of the Summit.
- Any other tasks assigned by the reporting officer/HoD needed for successful management of the G20Summit

Essential Qualification & Experience:

- Postgraduate/doctorate in any field.
- 3+ years of work experience in the field of research in e-Governance, digital economy, ITES, ICT4D, ICT, etc.
- Ability to understand the NEWS/media publications/programs and draw inferences from them in relation to G20 Summit
- Extensive knowledge of Indian culture, economy and socio-political scenarios of the world.
- Exceptional research (secondary research) and written communication skills, with exceptional attention to details and fact-checking.
- Strong organizational skills, ability to work across teams in real time is critical.
- Good time management abilities
- Strong statistical and mathematical aptitude.

- Proficiency in data analytics tools (both qualitative/ quantitative data analysis, viz. R, Python, QDA Miner, etc.)

Desirable Skills:

- Prior experience in international conferences/ workshops/ seminars, etc.
- The ability to work in a dynamic environment with strict deadlines, well-coordinated with the team. Ultimately, the researcher would be part of a team that is required to drive the events in a seamless, flawless, all-inclusive manner.

Salary: Commensurate with qualifications, skills and experience

About the Organisation: The National e-Governance Division (NeGD) is an independent business division under the Digital India Corporation, Ministry of Electronics and Information Technology (MeitY). NeGD has been playing a pivotal role in supporting MeitY in programme management and implementation of e-governance projects and initiatives of various ministries/departments, both at the Central and State levels. NeGD boasts of a judicious mix of professionals from both the private sector as well as the government sector cutting across domains, and has been a leader in implementation of a gamut of pilot/infrastructure/technical/special projects and support components in framing core policies, project appraisals, R&D, guiding/conducting assessments and undertaking other activities for building capacities of both government officials and other stakeholders, and creating mass awareness about schemes and services under the Digital India Programme.

For more information, visit https://www.negd.gov.in

02. Job Description: Social Media Content Writer

Job Title: Social Media Content Writer

No of Posts: 02

PMU Level: 2

Job Category: Contractual for one year, extendable

Job Location: Delhi, with frequent travel within India

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One of the working group themes at G20 is "Digital Economy", meetings on which would be hosted in Lucknow, Pune, Bangalore and Hyderabad during the next one year. The Digital Economy Working Group (DEWG) offers inspiration and broad guidance to policy makers on harnessing the digital potential of economies. The Working Group aims at digital transformation to enhance public participation and realize inclusive social and economic growth.

Roles & Responsibilities:

• Content assistance for social media, press release and media briefs
• Making talking points/speeches/ notes for future references
• Making report, record of discussions and minutes of meeting for each event
• Any other tasks of drafting and/or execution needed for successful management of the Summit

Essential Qualification & Experience:

• Bachelor's degree in any discipline with 3+ years of experience as content writer/ social media expert
• Fluency in English (both written and verbal) is a must
• Should be able to write for both short and long formats
• Should have Strong communication and interpersonal skills
• Should have experience working with design/ production teams.
• Should be excellent at researching content
• Extensive knowledge of Indian culture, economy, and politics, national as well as regional is required
• Ability to work across teams in real time is critical
• Good time management abilities

Desirable Skills:

• Prior experience in international conferences/ workshops/ seminars, etc.
• The ability to collaborate with various cross-functional groups in a dynamic environment with strict deadlines, well-coordinated with the team. Ultimately, the content writer would be part of a team that is driving the events in a seamless, flawless, all-inclusive manner.

Salary: Commensurate with qualifications, skills, and experience

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Job Title: Technology Architect

No. of Posts: 02

PMU Level: 3

Job Category: Contractual for one year, extendable

Job Location: Delhi, with frequent travel within India

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One of the working group themes at G20 is "Digital Economy", meetings on which would be hosted in Lucknow, Pune, Bangalore and Hyderabad during this period. The Digital Economy Working Group (DEWG) offers inspiration and broad guidance to policy makers on harnessing the digital potential of economies. The Working Group aims at digital transformation to enhance public participation and realize inclusive social and economic growth.

Roles & Responsibilities:

- To give out of the box digital experience ideas to make each event unique
- Liaise with emerging tech start-ups to analyse, comprehend and finalize solutions to be showcased at the events
- To curate various digital ideas, and present the same to the NeGD/MeitY authorities
- Analyse the suggested ideas by stakeholders for the final implementation of digital experience at the G20 events
- Overseeing the implementation of all the selected ideas for Digital Experience, and ensuring that transition from one idea to other is seamless.
- Any other tasks needed for successful management of the Summit.

Essential Qualification & Experience:

- Any graduate (preferably B.E / B.Tech / MCA or equivalent degree in IT/CS) with good academic record from a recognized and reputed university/institution.
- More than 5 years of work experience in large corporates/INGOs or any government organization in the IT domain.

Desirable Skills:

- An out-of-the-box thought process syncing ideas to the digital economy theme.
- Ability to work in a dynamic environment smoothly under pressure.
- Prior experience of working at international conferences/ seminars/ workshops.

Salary: Commensurate with qualifications, skills, and experience

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Job Title: Program Event Manager

No. of Posts: 01

PMU Level: 4

Job Category: Contractual for one year, extendable

Job Location: Delhi, with frequent travel within India

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Role and Responsibilities

- To give out of the box ideas to make the event a grand success.
- Participate in event requirement gathering with team.
- Assist development team in curating, planning, organising and executing each venue event as a unique experience.
- Capacity building and handholding of the team for flawless execution.
- Assess program performance including budget planning and proper utilization of funds.
- Linkages with State Departments and domain institutions for getting their support for adoption and sustainability of the programme
- Demonstration and presentation on project activities in various forums in the state
- Monitoring & Evaluation, documentation and submission of progress reports, if required.
- Any other responsibilities He/ She may be assigned from time to time by senior management.

Essential Qualification & Experience:

- Post-graduate (preferably in IT and/or management) from a recognized and reputed university/institution.
- 7+ years of experience (preferable) in large corporates or any govt. organization in the IT domain and dealing with senior management.
- Excellent communication skills both verbal and written.
- Proficiency in drafting presentations, business papers, white papers, event documentation, etc.
- Ability to multitask and manage multiple priorities and commitments concurrently.
- Commitment to the organization's goals and values.

Desirable Skills:

- Ability to lead in a dynamic environment smoothly under pressure.
- Prior experience of working in international conferences/ seminars/ workshops.

- **Salary:** Commensurate with qualifications, skills and experience.

About the Organisation: The National e-Governance Division (NeGD) is an independent business division under the Digital India Corporation, Ministry of Electronics and Information Technology (MeitY). NeGD has been playing a pivotal role in supporting MeitY in programme management and implementation of e-governance projects and initiatives of various ministries/departments, both at the Central and State levels. NeGD boasts of a judicious mix of professionals from both the private sector as well as the government sector cutting across domains and has been a leader in the implementation of a gamut of pilot/infrastructure/technical/special projects and support components in framing core policies, project appraisals, R&D, guiding/conducting assessments and undertaking other activities for building capacities of both government officials and other stakeholders and creating mass awareness about schemes and services under the Digital India Programme.

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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

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Ms. Vinaya Viswanathan
Head- HR
Digital India Corporation
Electronics Niketan Annexe,
6 CGO, Complex Lodhi Road,
New Delhi – 110003
Phone No. 011-24303500, 24360199

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