

Advt. No. N-21013/4/2021-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

25.04.2023

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.	Position Title	No. of Positions
1	Assistant Manager	1
2	Consultant	1

** The place of posting shall be in New Delhi/ Mumbai 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: Assistant Manager

Division Job Code	NeGD	Job Code	NeGD/CISO/2022-03
Designation	Assistant Manager	Job type	Contractual (on payroll of NISG)
Job Location	New Delhi	Salary	Commensurate with Experience and Qualification

About Us

The National e-Governance Division (NeGD) is an independent business division under the Digital India Corporation, Ministry of Electronics and Information Technology. NeGD has been playing a pivotal role in supporting MeitY in Programme Management and implementation of e-Governance projects and initiatives undertaken by various Ministries/ Departments, both at the Central and State levels.

NeGD has been spearheading several innovative initiatives under the aegis of the Digital India Programme. Those have been developed keeping the vision areas of Digital India at the core- providing digital infrastructure as a core utility to every citizen, governance and services on demand and in particular, digital empowerment of the citizens of our country; some of these initiatives include DigiLocker, UMANG, Poshan Tracker, OpenForge Platform, API Setu, National Academic Depository, Academic Bank of Credits, Learning Management System.

NeGD boasts of a judicious mix of professionals from both the private sector and the Government sector across numerous domains. It has myriad roles and responsibilities from supporting Central Line Ministries and State Government Departments on e-Governance projects, reviewing State Action Plans, offering support in technology management, strategy formulation & implementation of Emerging Technologies viz. AI, Blockchain, GIS etc., to facilitating digital diplomacy with focus on Indian startups and products.

NeGD has been a leader in implementation and execution of a gamut of pilot/ infrastructure/ technical/ special projects and support components to framing core policies, project appraisals, R&D, and guiding /conducting assessments, undertaking activities for building capacities of both Government officials and] other stakeholders, and creating mass awareness about schemes and services under the Digital India Programme.

Job Objective

The job holder will assist the CISO Deep Dive Training programme under Cyber Surakshit Bharat Programme and will report to Director/COO/CEO, NeGD.

Required Profile

Education

Essential:

Graduation/ Bachelor` s Degree in (CS, IT, EC, etc.)

Desirable:

Post-Graduation/Master's degree (M.Tech/ME, MCLIS, MCA etc.)

Experience & Skill

- Minimum 1 year experience in the field of Cybersecurity.
- Good communication and interpersonal skills.
- Ability to work in a team environment.

Roles & Responsibilities

- Support the project team for CISO programs.
- Assist in the development of e-content on CISO programs.
- Assist in the execution of action plan for the training programmes in online mode and offline mode.
- Assist in discussions with relevant stakeholders for programme review, and enhancements required.
- Necessary coordination with SMEs for updating training content, cases, assessments, development of e-content etc.
- Qualitative analysis of training feedback (participants etc)
- Assist in the evaluation of training assignments and assessments.
- Monitor overall training programme activities (pre- during & post)
- Assist in screening & shortlisting of nominations
- Preparing training programme reports, status reports, concept notes, talking points and necessary data required by concerned division, MeitY

In addition to the above responsibilities, the incumbent may be assigned any other task from time to time by the CEO/COO/ Director (Capacity Building).

2. Job Description: Consultant

Division Job Code	NeGD	Job Code	NeGD/CISO/2022-02
Designation	Consultant	Job type	Contractual (on payroll of NISG)
Job Location	New Delhi	Salary	Commensurate with Experience and Qualification

About Us

The National e-Governance Division (NeGD) is an independent business division under the Digital India Corporation, Ministry of Electronics and Information Technology. NeGD has been playing a pivotal role in supporting MeitY in Programme Management and implementation of e-Governance projects and initiatives undertaken by various Ministries/ Departments, both at the Central and State levels.

NeGD has been spearheading several innovative initiatives under the aegis of the Digital India Programme. Those have been developed keeping the vision areas of Digital India at the core- providing digital infrastructure as a core utility to every citizen, governance and services on demand and in particular, digital empowerment of the citizens of our country; some of these initiatives include DigiLocker, UMANG, Poshan Tracker, OpenForge Platform, API Setu, National Academic Depository, Academic Bank of Credits, Learning Management System.

NeGD boasts of a judicious mix of professionals from both the private sector and the Government sector across numerous domains. It has myriad roles and responsibilities from supporting Central Line Ministries and State Government Departments on e-Governance projects, reviewing State Action Plans, offering support in technology management, strategy formulation & implementation of Emerging Technologies viz. AI, Blockchain, GIS etc., to facilitating digital diplomacy with focus on Indian startups and products.

NeGD has been a leader in implementation and execution of a gamut of pilot/ infrastructure/ technical/ special projects and support components to framing core policies, project appraisals, R&D, and guiding /conducting assessments, undertaking activities for building capacities of both Government officials and] other stakeholders, and creating mass awareness about schemes and services under the Digital India Programme.

Job Objective

The job holder will manage the CISO Deep Dive Training programme under Cyber Surakshit Bharat Programme and will report to Director/CEO, NeGD.

Required Profile

Education

Essential:

Graduation/ Bachelor`s Degree in (CS, IT, EC, etc.) and Post-Graduation/Master`s degree (MTech/ME, MCLIS, MCA etc.)

Desirable:

One or more of the following certifications are highly desirable- ISO 27001 LA/LI, PIMS/ ISO 27701 etc

Experience & Skill

Overall, 6 plus years of experience in technology drive projects, preferably in government with minimum 2 years of experience in cyber security

Roles & Responsibilities

- Acting as a lead expert/subject expert for CISO programs
 - Development of e-content on CISO programs
 - Lead and manage the execution of action plan for the training programmes in online mode and offline mode.
 - Run discussions with relevant stakeholders for Programme review, and enhancements required
 - Necessary coordination with SMEs for updating training content, cases, assessments, development of e-content etc.
 - Qualitative analysis of training feedback (participants etc)
 - Evaluation of training assignments and assessments
 - Manage and monitor overall training programme activities (pre- during & post)
 - Review of team exercises and group work etc.
 - Screening & shortlisting of nominations
 - Preparing training programme reports, status reports, concept notes, talking points and necessary data required by concerned division, MeitY
 - training budget, facilitating and monitoring training design and delivery, engaging external experts, vendors and trainers for effective training design and delivery
- In addition to the above responsibilities, the incumbent may be assigned any other task from time to time by the CEO/ Director (Capacity Building).

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