



Advt. No. - N-22030/133/2021-NeGD

DIGITAL INDIA CORPORATION

A section 8 Company, Ministry of Electronics and Information Technology, Govt. of India

Delhi Office: Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road,

New Delhi - 110003 Tel.: +91 (11) 24360199 / 24301756

Website: www.dic.gov.in

WEB ADVERTISEMENT

14th June 2022

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.	Positions	No. of positions
1.	Executive/ Sr. Executive	01

**Job location shall be New Delhi

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 MeitY & DIC, NeGD viz. & www.dic.gov.in, www.mygov.in, www.negd.gov.in and www.meity.gov.in

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

LAST DATE FOR RECEIPT OF APPLICATIONS:

28th June 2022



1. Job Description- Executive/ Sr. Executive

Job Description	
Division	HR
Band	Executive/Sr. Executive
Position	Executive/ Sr. Executive
Job Objective: The role would include assisting in implementation of HR processes, systems and other administrative functions for employees, backend activities related to recruitment and HR operation, data management, personnel files and assisting in other HR activities.	
Primary Responsibilities As an HR executive, the core responsibilities would include: <ul style="list-style-type: none">• Coordinate for arrangements for ID cards, access to tools and biometric registration of new joiner. Coordinate for meetings and office get together, events etc.• Performing the basic functions of the HR department,• Handling areas such as personnel management, social welfare and the maintenance of HR records.• Reviewing resumes and applications. Conducting first round of telephonic interview for the candidates to schedule interviews.• Maintaining HR records, such as those related to compensation, health and medical insurance• Provide timely inputs related to insurance data• First draft preparation of salary statement• Handling the full and final settlement of the employees• Preparing and submitting all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management• Recording, maintaining and monitoring attendance to ensure employee punctuality• Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee• Preparing letters such as offer and confirmation• Operational activities including minute taking, filing, data input, maintenance and management of information• File and database maintenance	
Essential Profile	
Education	Skills & Experience
Essential Criteria Graduation: Any field (Essential) Post-Graduation: MBA / PGD in HR	<ul style="list-style-type: none">• 3-4 years of experience• Experience in HR role will be an added advantage



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. The years of experience mentioned as requirement shall be of post-qualification for all posts.
3. 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.
4. 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.
5. 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.
6. 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.
7. In case of a query, the following officer may be contacted

Ms. Vinaya Viswanathan

Lead Consultant- HR

Electronics Niketan Annexe,

6-CGO Complex Lodhi Road, New Delhi – 110003

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