



Advt. No. MSH/3/2022-MSH-DIC/01

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

22.06.2022

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[1]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.	Positions	No. of positions
1.	Portal Director	1
2.	Finance Manager	1
3.	Marketing Manager(s)	1
4.	Investment Manager	1
5.	Admin Staff	1

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.meity.gov.in & www.dic.gov.in, and www.negd.gov.in

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

LAST DATE FOR RECEIPT OF APPLICATIONS:

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04.07.2022



1. Job Description

Name of the Post: Portal Director
Position Type: Full Time
No. of Post(s): 01
Location: New Delhi

MeitY Startup Hub (MSH) is an independent business division, under Digital India Corporation, aimed at strengthening the tech start-up ecosystem in the country. MSH acts as a hub to ensure synergies among all the incubation centres, Centres of Entrepreneurships, societies of MeitY, and other existing platforms. In order to promote the innovative capabilities as well as rendering necessary handholding to the start-ups in terms of organization of challenges, funding support/investment opportunities, mentorship and upskilling, network connect, etc. For the purpose of effective implementation of its objectives, MSH seeks the support of qualified, experienced and dynamic candidates.

Roles and Responsibilities:

- Managing and supervises the development of new modules and updating the existing modules as and when required.
- Overseeing the development and operation of the MSH Portal in a KPI based format to ensure proper working of the same.
- Advising and strategizing the design and overall appearance for the MSH Portal in-line with the acceptable standards.
- Ensuring development of web-modules, utilize applications and access new deployable technologies.
- Coordinating and monitoring web functions and activities, incorporating new tech-stack to the MSH Portal
- Ensuring compliance to applicable legal requirements and policies with respect to website usage and security practices.

Skills and Abilities:

- Thorough understanding and proven abilities in JavaScript, Relevant libraries of Python, HTML, CSS, Stack Developer, CSS, DBMS, SQL, Relevant cybersecurity certifications.
- Worked in every aspect of SDLC.
- Proven abilities in testing (Alpha, beta, user).
- Proven leadership experience in design, implementation and management of large programs (governments, corporates, foundations, international organizations, academic organizations, large incubators, consulting firms etc.)
- Strong strategic, creative and analytical skills to develop innovative pilot programs in complex environments
- Proven ability to work creatively and analytically in a problem-solving environment.
- Ability to independently lead and execute projects.



Qualifications:

- Bachelor's degree in Engineering- Computer science, IT, or other related & relevant discipline.
- 7-12 years of work experience in the relevant domain.
- Experience in work experience in large corporates or any govt. organization in the IT domain.

Tenure: Contractual role for 2 years (extendable)



2. Job Description

Name of the Post:	Finance Manager
Position Type:	Full Time
No. of Post(s):	01
Location:	New Delhi

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Roles and Responsibilities:

- Implement the long-term financial strategy
- Prepare financial reports and interpret financial information for management team while recommending further courses of action.
- Manage and monitor the Public Finance Management Systems (PFMS) account of MSH
- Engage with MeitY finance division and other stakeholders for ensuring effective coordination of MSH schemes and programs
- Administer cash flow, cash management, working capital, and audits
- Advise and maintain a charter of investment related activities and provide strategic insights to the stakeholder as and when needed.
- Aid in internal and external audits and conduct periodic reviews and evaluations of company's overall finances.
- Manage the preparation and publication of department and organisation financial documents.
- Liaise with auditors to ensure appropriate monitoring and flow of company finances.

Skills and Abilities:

- Financial management and budgeting
- Excellent organizational and interpersonal skills.
- Excellent communication and presentation skills.
- An analytical approach to work.
- High numeracy and sound technical skills.
- Problem-solving skills and initiative.
- Negotiation skills and the ability to influence others.
- Strong attention to detail and an investigative nature.
- Good time management skills and the ability to prioritise
- Ability to work as part of a team and to build strong working relationships



Minimum Qualifications:

- 3-7 years of experience in handling the key financial statements of government agencies and/or large corporates
- CA/CFA/MBA (Finance) and other relevant professional courses.
- Excellent excel based financial modelling, budget preparation, forecasting, and analysis experience
- Experience in managing finance at a government organization/agency/department
- Experience of working with Public Finance Management System (PFMS)
- Extensive understanding of financial trends both within the company and general market patterns
- Strong interpersonal, communication and presentation skills
- A solid understanding of financial statistics and accounting principles
- Working knowledge of all statutory legislation and regulations

Tenure: Contractual role for 2 years (extendable)



3. Job Description

Name of the Post: Marketing Managers
Position Type: Full Time
No. of Post(s): 01
Location: New Delhi

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Roles and Responsibilities:

- Building Pan-India MSH community of investors, service providers, mentors, and entrepreneurs.
- Creation of brochures, Power Point presentations, marketing material, and program guides for MSH.
- Developing and executing strategies, including online and offline event planning for maximizing the outreach amongst the masses, including handling of social media portals for MSH
- Preparing and implementing marketing campaigns for the events, challenges, hackathons, knowledge series, webinars, workshops, etc. organized by MSH from time to time.
- Undertaking review and analysis to determine the outcomes of the MSH programs organized including preparation of impact assessment reports.
- Developing and disseminating press releases and content for various MSH partnerships and initiatives among the stakeholders and community at large
- Creating and publishing blogs and articles promoting MSH schemes and initiatives

Skills and Abilities:

- Excellent artistic and creative design skills
- Excellent written and oral communication skills
- Data analysis, public speaking, power-point presentation preparation, and stakeholder communications
- Ability to independently lead and execute projects
- Ability to thrive in a fast paced, dynamic start-up environment
- Excellent organizational and interpersonal skills.
- Ability to independently lead and execute projects
- Ability to thrive in a fast paced, dynamic start-up environment.



Qualifications:

- Bachelor's degree in Journalism, Mass Communication, Business Administration or other related & relevant discipline.
- 3-5 years of work experience in the relevant marketing domain.
- Experience of development of content for website, social media, PR and documentation for internal and external stakeholders.

Tenure: Contractual role for 2 years (extendable)



4. Job Description

Name of the Post: Investment Manager
Position Type: Full Time
No. of Post(s): 01
Location: New Delhi

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Roles and Responsibilities:

- Developing a large domestic and global investor community to support the MSH startups
- Organizing investor sessions for MSH startups pan-India on regularly recurring basis
- Working with TIDE centres and COEs to support their investor engagement initiatives
- Implementing programs to engage private sector funding partners
- Assisting in the preparation of pitch material of MSH startups for investors engagement
- Assist with the evaluation and diligence of MSH startups and preparing them for investor road shows
- Assist with financial analysis, cash flow modeling, valuation, and investment diligence documents for MSH startups
- Preparation of documentation including Investment Memos, Presentations etc.

Skills and Abilities:

- Discounted cash flow based intrinsic valuation and market-multiples based startup valuation techniques
- Understanding of financial statements, financial ratio analysis, accounting standards, financial concepts etc.
- Advanced Excel skills (Vlookups, pivot tables, and basic formulas), Word and PowerPoint skills.
- Strong analytical skills, including operational and financial analysis, benchmarking, and trend analysis.
- Strong verbal and written communication skills with ability to articulate results and issues to team;
- Proven ability to work creatively and analytically in a problem-solving environment
- Excellent organizational and interpersonal skills.
- Efficient at multitasking, goal-oriented, hard-working, positive disposition, and “can-do” attitude

Qualifications:

- Bachelor’s degree in engineering discipline
- Master of Business Administration (MBA) in Finance will be preferred



- Prior experience at an angel investor network, VC fund, investment bank, or financial consultancy firm
- 3-5 Years of experience in start-ups and finance sectors.
- High degree of business & financial modelling and valuation skills and ability to prepare high-quality investment memorandums and presentations

Tenure: Contractual role for 2 years (extendable)



5. Job Description

Name of the Post: Admin Staff
Position Type: Full Time
No. of Post(s): 01
Location: New Delhi

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Roles and Responsibilities:

- Maintaining administrative workflow by studying methods; implementing cost reductions; developing reporting procedures.
- Manages office calendar to ensure effective and efficient staff time utilization
- Coordinating for routine operations of MSH including handling of correspondences, scheduling meetings, making travel arrangements, supporting visitors.
- Providing calendar support to the CEO to ensure all the meetings are properly documented and recorded
- Ensuring workability of equipment, assisting with periodic maintenance needs, calling for repairs and evaluating new requirements.
- Maintaining supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies.

Skills and Abilities:

- Excellent organizational and interpersonal skills.
- Ability to grow in a fast-paced, ambiguous environment.
- Efficient at multitasking, goal-oriented, hard-working, positive disposition
- Proven ability to work creatively and analytically in a problem-solving environment.
- Excellent written and oral communication skills
- Ability to thrive in a fast-paced, dynamic start-up environment.

Minimum Qualifications:

- Graduate/Diploma holder from a recognized institute or equivalent education required in relevant discipline.
- Minimum 2 years of experience in office management activities is desirable.

Tenure: Contractual role for 2 years (extendable)



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

Phone No. 011-24303500, 24360199

dicadmin-hr@digitalindia.gov.in