



**Advt. No. N-22018/36/2022-DIC-Part(1)**

**Digital India Corporation**

Electronics Niketan Annexe, 6, CGO Complex Lodhi Road,

New Delhi – 110003

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**Website: [www.dic.gov.in](http://www.dic.gov.in)**

**Web Advertisement**

**30.03.2023**

**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.

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>No. of Vacancies</b>
1.	Project Coordinator	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](http://www.dic.gov.in)**, **[www.negd.gov.in](http://www.negd.gov.in)**, **[www.mygov.in](http://www.mygov.in)**, & **[www.meity.gov.in](http://www.meity.gov.in)**

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



## **1. Job Description: Project Coordinator**

### **Position Title: PROJECT COORDINATOR**

A Project Coordinator will be responsible for overseeing the successful implementation of the project. S/he will assist the Project Lead in Project Planning and Scheduling; Stakeholder Management; Budget Management; Quality Assurance; Risk Management; Communications; Procurements; Monitoring and Evaluation. The Project Coordinator will work closely with all stakeholders to ensure that project goals are met on time, within budget, and to the satisfaction of all parties involved.

### **Key responsibilities:**

1. Developing project plans, timelines, and budgets.
2. Coordinating project activities and resources.
3. Monitoring project progress and providing regular updates to stakeholders.
4. Identifying and mitigating risks that may impact project success.
5. Ensuring compliance with all government regulations and policies.
6. Conducting regular evaluations to assess project performance and identify areas for improvement.
7. Collaborating with cross-functional teams to ensure project success.

### **Qualifications & Experience:**

1. To be considered for a Project Coordinator role in the Indian government, candidates should have the following qualifications:
2. A Bachelor's degree in a relevant field. Candidates with a Master's degree or Post Graduate Diploma in Business Administration will be preferred.
3. At least 3-5 years of experience in project management, preferably in a government setting.
4. Excellent communication and interpersonal skills.
5. Strong organizational and time-management abilities.
6. Demonstrated ability to work collaboratively with multiple stakeholders.
7. Knowledge of project management tools and techniques.
8. Familiarity with government regulations and policies related to project management.
9. Strong leadership skills and the ability to work effectively with diverse teams are also important qualities for this role.



**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  
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