



Advt. No. DIC/Poshan Tracker/09/2024/08

**Digital India Corporation**  
Electronics Niketan Annexe, 6, CGO Complex, Lodhi Road,  
New Delhi - 110003  
Tel.: +91 (11) 24360199, 24301756  
Website: [www.dic.gov.in](http://www.dic.gov.in)

**Web Advertisement**  
**09.08.2024**

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 for **Poshan Tracker** project:-

Sr. No.	Name of the Post	No. of positions
1.	Security Admin	1
2.	Trainer cum Supervisor (Poshan Helpline)	5

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

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



## 1. Job Description: Security Admin

### **Age Limit:**

20-30 Years

### **Educational Qualifications:**

Bachelor of Science degree in Computer Science or related field

### **Duration:**

2 Years

### **Job Description:**

- Configuration and management of information security technology tools
- Performs threat and vulnerability assessments
- Investigates security incidents; review information security system reporting and aggregate data and report on security incident data to management.
- Urgent response to security-related help desk requests as well as work directly with Cytec staff to diagnose and resolve problems
- Communicate technical concerns and solutions to many different people with varying degrees of technical knowledge as well as work with individuals in all departments to help solve their security issues
- Identification and communication of any identified flaws in Cytel s security systems, as well as recommending any remediation for identified issues.

### **Skill Sets and Requirements:**

- 1-3 years of experience in an Information Security Analyst or Junior Security Administrator role
- 3-5 years of experience in a Security Administrator or Information Security Management role
- Prior experience implementing and managing an Information Security Prior experience with Microsoft Windows Server System stack
- Prior experience with Office 365 ATP, Azure Security Centre
- Prior experience with SIEM, Penetration Testing, Network Monitoring, Vulnerability Scanning and/or Encryption tools
- Prior experience with ISO/IEC 27001, PCI-DSS, NIST or other comparable security standards
- CISSP, CompTIA Security +, CISM, CEH or other security certification

### **Responsibilities:**

- Configuration and management of information security technology tools
- Performs threat and vulnerability assessments
- Investigates security incidents; review information security system reporting and aggregate data and report on security incident data to management.
- Urgent response to security related help desk requests as well as work directly with Cytec staff to diagnose and resolve problems



- Communicate technical concerns and solutions to many different people with varying degrees of technical knowledge as well as work with individuals in all departments to help solve their security issues
- Identification and communication of any identified flaws in Cytec's security systems, as well as recommending any remediation for identified issues.

## **2. Job Description: Trainer cum Supervisor (Poshan Helpline)**

### **Age Limit**

20-30 Years

### **Education Qualifications**

Bachelor degree or related field

### **Experience**

2 Years

### **Job Description**

1. Operate as a key contributor to the team to set standard work, audit standard work, and improve standard work while problem solving and tracking MDI
2. Provide feedback on employee and/or team performance to the supervisor and/or manager
3. Manage team workload distribution and structure to ensure consistent good performance
4. Responsible for day to day functioning/administrative work including production floor management
5. Conducting training for new hired agents on product process and soft skills.
6. Training attrition throughout certification day's performance of agents.
7. Design training need identification exercise and follow up training plan on a weekly and monthly basis.
8. Manage daily training report activates attendance utilization dashboard.
9. Review existing training material and reversion as necessary as per instructional design.
10. Develop a learning plan for the bottom performer of the process and track the improvement weekly and monthly.
11. Regular dip-check on floor related to complacence of product and process.
12. Providing training to new hire trainer (team leader and QA). Helping them with the product and process knowledge.
13. Designing TNI modules based on input received from a quality team every month.
14. Consistently and effectively implement the Performance Management Process as a leadership tool to help employees maximize their performance



15. Consistently and effectively implement the Performance Management Process as a leadership tool to help employees maximize their performance

**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. The designation against the position shall be mapped as per the approved policy.
6. In case of a query, the following officer may be contacted:

**Ms. Vinaya Viswanathan**  
Head- HR  
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Electronics Niketan Annexe,  
6 CGO, Complex Lodhi Road,  
New Delhi - 110003  
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