



Advt. No. DIC/GAC/12/2024/07

**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**  
**12.07.2024**

**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 Grievance Appellate Committee (GAC).

Sr. No.	Name of the Post	No. of Vacancies
1.	Manager	01
2.	Assistant Manager	01

\*\* **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: Manager

Position	Manager
Resource Requirement	1
Experience	Min. Experience: 5+ years in administration
Basic Requirement	Postgraduate from any recognized university; a degree in computer engineering or equivalent is desirable
Preferred knowledge	<ul style="list-style-type: none"> <li>• Understanding of cyber space and Information Technology Act and its rules therein.</li> <li>• Have understanding of various intermediaries including social media platforms and their policy and terms of service and grievance redressal mechanism.</li> </ul>
Skills and Abilities:	<ul style="list-style-type: none"> <li>• Strong written and verbal communication</li> <li>• Expertise in Microsoft office</li> <li>• Ability to prioritize and manage multiple parallel activities.</li> <li>• Have preferably implemented content analysis</li> <li>• Manage day-to-day activities and manage the portal and the team.</li> <li>• Manage day-to-day activities like coordinating with intermediaries and other stake holders.</li> <li>• Compile report for management showing results (ROI)</li> <li>• Analyze, review, and report on effectiveness to maximize results, managing files and other related tasks.</li> <li>• Work closely with other teams at MeitY to help prepare compelling content</li> <li>• Ability to conceive and communicate digital strategies</li> <li>• Substantial understanding of digital platforms and websites.</li> <li>• Strong knowledge of current affairs.</li> <li>• Fluency in English (both written and verbal) is must.</li> <li>• Effective communication and interpersonal skills</li> <li>• Excellent organizational and interpersonal skills.</li> <li>• Efficient at multitasking, goal-oriented, hard-working, positive disposition</li> <li>• Proven ability to work creatively and analytically in a problem-solving environment.</li> </ul>
Tenure	Contractual role for 1 year (extendable)
Remuneration	Rs. 10 - 12 lakhs per annum



## 2. Job Description: Assistant Manager

Position	Assistant Manager
Resource Requirement	1
Experience	Min. Experience: 2+ years work experience with a background in social media analytics, law, policy, consulting, media studies, journalism or consumer rights.
Basic Requirement	Graduate from any recognized university preferably in computer engineering or equivalent
Preferred knowledge	<ul style="list-style-type: none"><li>• Understanding of cyber space and Information Technology Act and its rules therein</li><li>• Have robust understanding of various intermediaries including social media platforms and their policy and terms of service and grievance redressal mechanism.</li></ul>
Skills and Abilities:	<ul style="list-style-type: none"><li>• Strong written and verbal communication</li><li>• Expertise in Microsoft office</li><li>• Ability to prioritize and manage multiple parallel activities related to GAC</li><li>• Have preferably implemented content analysis</li><li>• Manage day-to-day activities like coordinating with intermediaries and other stake holders.</li><li>• Manage day-to-day activities and manage the portal and the team member.</li><li>• Compile report for management showing results (ROI)</li><li>• Analyze, review, and report on effectiveness to maximize results, managing files and other related tasks.</li><li>• Work closely with other teams at MeitY to help prepare compelling content</li><li>• Fluency in English (both written and verbal) is a must.</li><li>• Effective communication and interpersonal skills.</li></ul>
Tenure	Contractual role for 1 year (extendable)
Remuneration	Rs. 8 - 10 lakhs per annum



**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  
Digital India Corporation  
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