



Advt. No. N-22030/83/2021-DIC/01

## Digital India Corporation

Electronics Niketan Annexe, 6 CGO Complex,  
Lodhi Road, New Delhi - 110003

Tel.: +91 (11) 24303500

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

Web Advertisement  
6<sup>th</sup> September, 2021

**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.	Name of the Post	No. of Vacancies	Educational Requirements and Experience	Salary*
1	Junior Executive	01	• Graduate in any discipline	Upto 25,000/- per month

This Position is purely on contract appointment basis covering fixed project duration and on consolidated salary.

2. 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.

3. The details can be downloaded from the official website of MeitY & DIC, viz. [www.meity.gov.in](http://www.meity.gov.in) & [www.dic.gov.in](http://www.dic.gov.in)

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

**LAST DATE FOR RECEIPT OF APPLICATIONS: 16th September, 2021**



### Job Description-: Junior Executive

<b>Division</b>	Digital India Corporation
<b>Designation</b>	Junior Executive
<b>Position Type</b>	Full Time
<b>Location</b>	New Delhi
<b>Salary</b>	Upto 25,000/- per month
<b>Travel Required</b>	Yes

### Primary Responsibilities

#### Educational Qualifications:

- Graduate in any discipline

#### Roles and Responsibilities of the Junior Executive include:

- Assistance in Background Verification of documents.
- Assistance in drafting of documentation such as routine reports etc.
- To do all operation activities viz minute taking, filing, data input, maintenance, and management of information held by the company as related to the job.
- Assistance in Leave and attendance monitoring.
- Data entry, filing, scanning, photocopying, mailing of documents.
- Day-to-day correspondence with all units on various issues.
- File and database maintenance.
- Manage HR tools, Intranet, and HR vendors from time to time.
- Assist in the screening of resumes and support in all related work till the issue of an offer to the candidate.



## **General Conditions Applicable To All Applicants Covered Under This Advertisement**

1. The candidate should clearly mention the post on email of the application.
2. 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.
3. The years of experience mentioned as requirement shall be of post-qualification for all posts.
4. 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.
5. This position is 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.
6. 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.
7. 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.
8. In case of a query, the following officer may be contacted:

Shri Gaurav Sharma  
Principal Research Scientist & Officer in Charge (HR)  
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