



Advt. No. N-22012/4/2022-NeGD

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
06.09.2022

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-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.	Name of the Post	No. of Vacancies
1.	Assistant Manager (Admin)	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, NeGD, MyGov, & MeitY viz. www.dic.gov.in, www.negd.gov.in, www.mygov.in, & www.meity.gov.in

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

LAST DATE FOR RECEIPT OF APPLICATIONS:

19.09.2022



1. **Job Description for the Post of Assistant Manager (Admin.)**

National e-Governance Division

Division: Administration

Roles and Responsibilities:

- Maintaining administrative workflow by studying methods; implementing cost reductions; developing reporting procedures.
- Coordinating for routine operations of NeGD including handling of procurements, correspondences, scheduling meetings, making travel arrangements, supporting visitors.
- Procurement of Technical/ Non-Technical/Office Equipment etc through GeM/ CPP/ Open Market and NeGD policy as per GFR.
- Inventory Management (Fixed Assets – Technical) - Maintaining supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies.
- Hiring of Contractual Agencies, which includes Manpower Agencies, Vehicle Service Provider, IT-Facility Management Services. Through GeM OR CPP Portal
- Processing of payments of procurement done through various means.
- Publishing advertisement through DAVP.
- Assisting different verticals for publishing Bids/RAs/Tenders/RFPs/EOIs through GeM and CPP Portals, including DIC.
- Booking of Air - Tickets for official travel of NeGD/DIC & My Gov resources, as per Govt. rules.
- Transport/Vehicle Management.
- Assisting Sr. GM (Admin/HR) for general administration as and when required.
- Management and Ensuring workability of equipment, assisting with periodic maintenance needs, calling for repairs and evaluating new requirements.

Skills and Abilities:

- Excellent organizational and interpersonal skills.
- 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
- Knowledge of Procurement Policies of Government and well versed with GeM portal.
- Good Knowledge of MS Office.

Minimum Qualifications:

- Graduate or equivalent education required in relevant discipline.
- Minimum 5 years of experience in Administration and office management activities.

Tenure: Contractual role for 2 years (extendable)

Remuneration: upto INR 45,000/- per month



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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6 CGO, Complex Lodhi Road,
New Delhi – 110003
Phone No. 011-24303500, 24360199