

Advt. No. DIC/9(1)/DigiNER-Manpower/20/002

Digital India Corporation

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

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website: www.dic.gov.in

Digital India Corporation has been set up by the Ministry of Electronics and Information Technology (MeitY), Government of India, to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man. The objective of Digital India Corporation is to bring the benefits of Information and Communication Technologies (ICT) and other advanced technologies to the common man. Digital India Corporation has been incorporated under Section 8 of the Companies Act as a 'not for a profit company' without having a share capital and limited by guarantee.

Digital India Corporation is currently inviting applications for the following position on Contract/ Consolidated basis for various States in North-East Region mentioned at Table below:

Positions Required in Respective States in North-Eastern Region

S.N	Designation	NER State / Position & Code			
		Meghalaya	Manipur	Tripura	Assam
A	Project Coordinator	01 Code - MLPC-01	01 Code - MNPC-02	01 Code - TRPC-03	01 Code - ASPC-04
B	Field Executive (Technical)	01 Code - MLFET-01	01 Code - MNFET-02	01 Code - TRFET-03	01 Code - ASFET-04
	Total	02	02	02	02

Requisite qualifications, experience and Job profile for the positions required in Meghalaya

1. Details of the Post- Project Coordinator (MLPC-01) : Meghalaya

Job Title & Code:	Project Coordinator / MLPC-01	Job Category:	Contract Basis - Consolidated
Project:	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North-East India	Travel Required:	Yes
Location:	Meghalaya	Position Type:	Full Time
No of Post			1

Job Description

Role and Responsibilities

1. Coordination in implementation of project activities across project locations in Meghalaya
2. Liaisoning with respective state departments (Agriculture, Horticulture & Textiles etc), Special Schools in the State, project partners in the respective project locations in Meghalaya
3. Participate in requirement gathering with implementation partners for customization / development of software applications and software testing
4. Assist development team & the partners in conducting need assessment and feasibility study for replication / modification / development of ICT tools as per local needs
5. Capacity building, training, awareness programs, and handholding of project manpower and end users on DIC technologies
6. Field Testing and Feedback on DIC technologies for further refinement
7. Linkages with State Departments and Domain institutions for getting their support for adoption and sustainability of the programme
8. Demonstration and presentation on project activities in various forums in the state
9. Monitoring & Evaluation, documentation and submission of Progress Reports to DIC Delhi
10. Regular updation on project dashboard, social media platforms and update / creation of posts for print & social media on regular basis

Qualifications and Experiences

Graduate Degree with minimum 4 years of post-qualification experience in relevant area

Or

Post-Graduate Degree with 2 years of post-qualification experience in relevant area

Note:

- Preference would be given to the applicants having qualification in Business Management, Social Work, Agriculture, Mass Communication, Textiles, Information Technology, Statistics and Commerce

Required Skill Set

1. Ability for management and monitoring livelihood projects having ICT components in the social

- development sector (Agriculture, handloom & handicrafts and livelihood programs)
- 2. Strong documentation skill (English)
- 3. Good communication skill (written and verbal in local language and English)
- 4. Demonstration and presentation abilities
- 5. Well versed in operation of various ICT applications / tools
- 6. Good knowledge on working in online training and meeting platforms
- 7. Preparation of Software & Operational Manuals and Training Material in local language

Desirable Skill Set

- 1. Working Experience in ICT in Agriculture Projects & Livelihood Projects
- 2. Understanding of implementation challenges in Meghalaya
- 3. Well versed with the knowledge of Need Assessment of IT Based Projects.
- 4. Field testing / implementation of ICTS tools / Help Line Center for Farmers, weavers and artisans, persons with intellectually challenged etc

*** Retired Government Officials may apply as per the details mentioned at general T&C mentioned at the end of this document and the policies as defined by Digital India Corporation.**

2. Details of the Post-Field Executive (Technical) : MLFET-01 - Meghalaya

Job Title & Code:	Field Executive (Technical) / MLFET-01	Job Category:	Contract Basis - Consolidated
Project:	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North-East India	Travel Required:	Yes
Location:	Meghalaya	Position Type:	Full Time
		No of Post	1

Job Description

Role and Responsibilities

- 1. Technical Assistance to the project partners and other stakeholders in day to day operation of DIC software applications in respective project locations in Meghalaya
- 2. Assist in requirement gathering with implementation partners for customization / development of software applications and software testing
- 3. Assist in conducting capacity building programs for end users (farmers, weavers, artisans and special teachers etc)
- 4. Field Testing and Feedback on DIC technologies for further refinement
- 5. Demonstration on software application in various forums in the state
- 6. Assist on preparation of Software & Operational Manuals and Training Manuals in local language

Qualifications and Experiences

Graduation Degree in Computer Science / IT having minimum 1 year of post qualification experience in relevant area

Or

Graduate with at least one year Diploma in Computer Applications / IT having minimum 1 year of post qualification experience in relevant area.

Or

Post-Graduation Degree in Computer Science / IT

Required Skill Set

1. Well versed in software Installation, configuring, testing, monitoring, and troubleshooting
2. Fair knowledge of installation of IT hardware, peripheral devices, and networking hardware products
3. Good communication skill (written and verbal in local language and English)
4. Demonstration and presentation abilities
5. Good knowledge on working in online training platforms

Desirable Skill Set

1. Good understanding of web technologies (PHP, XML and Yii2 Framework) and familiarity with Windows/Unix/Linux
2. Working Experience in ICT in Agriculture Projects & Livelihood Projects
3. Understanding of implementation challenges in Meghalaya
4. Field testing / implementation of ICTS tools / Help Line Center for Farmers, weavers and artisans, persons with intellectually challenged etc

Requisite qualifications, experience and Job profile for the positions required in Manipur

1. Details of the Post- Project Coordinator (MNPC-02) : Manipur

Job Title & Code:	Project Coordinator / MNPC-02	Job Category:	Contract Basis - Consolidated
Project:	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North-East India	Travel Required:	Yes
Location:	Manipur	Position Type:	Full Time
		No of Post	1

Job Description

Role and Responsibilities

1. Coordination in implementation of project activities across project locations in Manipur
2. Liaisoning with respective state departments (Agriculture, Horticulture & Textiles etc), Special Schools in the State, project partners in the respective project locations in Manipur
3. Participate in requirement gathering with implementation partners for customization / development of software applications and software testing
4. Assist development team & the partners in conducting need assessment and feasibility study for replication / modification / development of ICT tools as per local needs
5. Capacity building, training, awareness programs, and handholding of project manpower and end users on DIC technologies

6. Field Testing and Feedback on DIC technologies for further refinement
7. Linkages with State Departments and Domain institutions for getting their support for adoption and sustainability of the programme
8. Demonstration and presentation on project activities in various forums in the state
9. Monitoring & Evaluation, documentation and submission of Progress Reports to DIC Delhi
10. Regular updation on project dashboard, social media platforms and update / creation of posts for print & social media on regular basis

Qualifications and Experiences

Graduate Degree with minimum 4 years of post-qualification experience in relevant area

Or

Post-Graduate Degree with 2 years of post-qualification experience in relevant area

Note:

- Preference would be given to the applicants having qualification in Business Management, Social Work, Agriculture, Mass Communication, Textiles, Information Technology, Statistics and Commerce

Required Skill Set

1. Ability for management and monitoring livelihood projects having ICT components in the social development sector (Agriculture, handloom & handicrafts and livelihood programs)
2. Strong documentation skill (English)
3. Good communication skill (written and verbal in local language and English)
4. Demonstration and presentation abilities
5. Well versed in operation of various ICT applications / tools
6. Good knowledge on working in online training and meeting platforms
7. Preparation of Software & Operational Manuals and Training Material in local language

Desirable Skill Set

1. Working Experience in ICT in Agriculture Projects & Livelihood Projects
2. Understanding of implementation challenges in Manipur
3. Well versed with the knowledge of Need Assessment of IT Based Projects.
4. Field testing / implementation of ICTS tools / Help Line Center for Farmers, weavers and artisans, persons with intellectually challenged etc

*** Retired Government Officials may apply as per the details mentioned at general T&C mentioned at the end of this document and the policies as defined by Digital India Corporation.**

2. Details of the Post- Field Executive (Technical) : MNFET-02 - Manipur

Job Title & Code:	Project Coordinator / MNFET-02	Job Category:	Contract Basis - Consolidated
Project:	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North-East India	Travel Required:	Yes
Location:	Manipur	Position Type:	Full Time
		No of Post	1

Job Description

Role and Responsibilities

1. Technical Assistance to the project partners and other stakeholders in day to day operation of DIC software applications in respective project locations in Manipur
2. Assist in requirement gathering with implementation partners for customization / development of software applications and software testing
3. Assist in conducting capacity building programs for end users (farmers, weavers, artisans and special teachers etc)
4. Field Testing and Feedback on DIC technologies for further refinement
5. Demonstration on software application in various forums in the state
6. Assist on preparation of Software & Operational Manuals and Training Manuals in local language

Qualifications and Experiences

Graduation Degree in Computer Science / IT having minimum 1 year of post qualification experience in relevant area

Or

Graduate with at least one year Diploma in Computer Applications / IT having minimum 1 year of post qualification experience in relevant area.

Or

Post-Graduation Degree in Computer Science / IT

Required Skill Set

1. Well versed in software Installation, configuring, testing, monitoring, and troubleshooting
2. Fair knowledge of installation of IT hardware, peripheral devices, and networking hardware products
3. Good communication skill (written and verbal in local language and English)
4. Demonstration and presentation abilities
5. Good knowledge on working in online training platforms

Desirable Skill Set

1. Good understanding of web technologies (PHP, XML and Yii2 Framework) and familiarity with Windows/Unix/Linux
2. Working Experience in ICT in Agriculture Projects & Livelihood Projects
3. Understanding of implementation challenges in Manipur
4. Field testing / implementation of ICTS tools / Help Line Center for Farmers, weavers and artisans, persons with intellectually challenged etc

Requisite qualifications, experience and Job profile for the positions required in Tripura

1. Details of the Post- Project Coordinator (TRPC-03)

Job Title & Code:	Project Coordinator / TRPC-03	Job Category:	Contract Basis - Consolidated
Project:	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North-East India	Travel Required:	Yes
Location:	Tripura	Position Type:	Full Time
		No of Post	1

Job Description

Role and Responsibilities

1. Coordination in implementation of project activities across project locations in Tripura
2. Liasoning with respective state departments (Agriculture, Horticulture & Textiles etc), Special Schools in the State, project partners in the respective project locations in Tripura
3. Participate in requirement gathering with implementation partners for customization / development of software applications and software testing
4. Assist development team & the partners in conducting need assessment and feasibility study for replication / modification / development of ICT tools as per local needs
5. Capacity building, training, awareness programs, and handholding of project manpower and end users on DIC technologies
6. Field Testing and Feedback on DIC technologies for further refinement
7. Linkages with State Departments and Domain institutions for getting their support for adoption and sustainability of the programme
8. Demonstration and presentation on project activities in various forums in the state
9. Monitoring & Evaluation, documentation and submission of Progress Reports to DIC Delhi
10. Regular updation on project dashboard, social media platforms and update / creation of posts for print & social media on regular basis

Qualifications and Experiences

Graduate Degree with minimum 4 years of post-qualification experience in relevant area

Or

Post-Graduate Degree with 2 years of post-qualification experience in relevant area

Note:

- Preference would be given to the applicants having qualification in Business Management, Social Work, Agriculture, Mass Communication, Textiles, Information Technology, Statistics and Commerce

Required Skill Set

1. Ability for management and monitoring livelihood projects having ICT components in the social development sector (Agriculture, handloom & handicrafts and livelihood programs)
2. Strong documentation skill (English)

3. Good communication skill (written and verbal in local language and English)
4. Demonstration and presentation abilities
5. Well versed in operation of various ICT applications / tools
6. Good knowledge on working in online training and meeting platforms
7. Preparation of Software & Operational Manuals and Training Material in local language

Desirable Skill Set

1. Working Experience in ICT in Agriculture Projects & Livelihood Projects
2. Understanding of implementation challenges in Tripura
3. Well versed with the knowledge of Need Assessment of IT Based Projects.
1. Field testing / implementation of ICTS tools / Help Line Center for Farmers, weavers and artisans, persons with intellectually challenged etc

*** Retired Government Officials may apply as per the details mentioned at general T&C mentioned at the end of this document and the policies as defined by Digital India Corporation.**

2. Details of the Post- Field Executive (Technical) : TRFET-03 - Tripura

Job Title & Code:	Project Coordinator / TRFET-03	Job Category:	Contract Basis - Consolidated
Project:	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North-East India	Travel Required:	Yes
Location:	Tripura	Position Type:	Full Time
		No of Post	1

Job Description

Role and Responsibilities

1. Technical Assistance to the project partners and other stakeholders in day to day operation of DIC software applications in respective project locations in Tripura
2. Assist in requirement gathering with implementation partners for customization / development of software applications and software testing
3. Assist in conducting capacity building programs for end users (farmers, weavers, artisans and special teachers etc)
4. Field Testing and Feedback on DIC technologies for further refinement
5. Demonstration on software application in various forums in the state
6. Assist on preparation of Software & Operational Manuals and Training Manuals in local language

Qualifications and Experiences

Graduation Degree in Computer Science / IT having minimum 1 year of post qualification experience in relevant area

Or

Graduate with at least one year Diploma in Computer Applications / IT having minimum 1 year of post qualification experience in relevant area

Or

Post-Graduation Degree in Computer Science / IT

Required Skill Set

1. Well versed in software Installation, configuring, testing, monitoring, and troubleshooting
2. Fair knowledge of installation of IT hardware, peripheral devices, and networking hardware products
3. Good communication skill (written and verbal in local language and English)
4. Demonstration and presentation abilities
5. Good knowledge on working in online training platforms

Desirable Skill Set

1. Good understanding of web technologies (PHP, XML and Yii2 Framework) and familiarity with Windows/Unix/Linux
2. Working Experience in ICT in Agriculture Projects & Livelihood Projects
3. Understanding of implementation challenges in Tripura
4. Field testing / implementation of ICTS tools / Help Line Center for Farmers, weavers and artisans, persons with intellectually challenged etc

Requisite qualifications, experience and Job profile for the positions required in Assam**1. Details of the Post- Project Coordinator (ASPC-04)**

Job Title & Code:	Project Coordinator / ASPC-04	Job Category:	Contract Basis - Consolidated
Project:	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North-East India	Travel Required:	Yes
Location:	Assam	Position Type:	Full Time
		No of Post	1

Job Description**Role and Responsibilities**

1. Coordination in implementation of project activities across project locations in Assam
2. Liaisoning with respective state departments (Agriculture, Horticulture & Textiles etc), Special Schools in the State, project partners in the respective project locations in Assam
3. Participate in requirement gathering with implementation partners for customization / development of software applications and software testing
4. Assist development team & the partners in conducting need assessment and feasibility study for replication / modification / development of ICT tools as per local needs
5. Capacity building, training, awareness programs, and handholding of project manpower and end users on DIC technologies
6. Field Testing and Feedback on DIC technologies for further refinement
7. Linkages with State Departments and Domain institutions for getting their support for adoption and sustainability of the programme
8. Demonstration and presentation on project activities in various forums in the state
9. Monitoring & Evaluation, documentation and submission of Progress Reports to DIC Delhi

10. Regular updation on project dashboard, social media platforms and update / creation of posts for print & social media on regular basis

Qualifications and Experiences

Graduate Degree with minimum 4 years of post-qualification experience in relevant area

Or

Post-Graduate Degree with 2 years of post-qualification experience in relevant area

Note:

- Preference would be given to the applicants having qualification in Business Management, Social Work, Agriculture, Mass Communication, Textiles, Information Technology, Statistics and Commerce

Required Skill Set

1. Ability for management and monitoring livelihood projects having ICT components in the social development sector (Agriculture, handloom & handicrafts and livelihood programs)
2. Strong documentation skill (English)
3. Good communication skill (written and verbal in local language and English)
4. Demonstration and presentation abilities
5. Well versed in operation of various ICT applications / tools
6. Good knowledge on working in online training and meeting platforms
7. Preparation of Software & Operational Manuals and Training Material in local language

Desirable Skill Set

1. Working Experience in ICT in Agriculture Projects & Livelihood Projects
2. Understanding of implementation challenges in Assam
3. Well versed with the knowledge of Need Assessment of IT Based Projects.
4. Field testing / implementation of ICTS tools / Help Line Center for Farmers, weavers and artisans, persons with intellectually challenged etc

*** Retired Government Officials may apply as per the details mentioned at general T&C mentioned at the end of this document and the policies as defined by Digital India Corporation.**

2. Details of the Post- Field Executive (Technical) : ASFET-04 - Assam

Job Title & Code:	Project Coordinator / ASFET-04	Job Category:	Contract Basis - Consolidated
Project:	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North-East India	Travel Required:	Yes
Location:	Assam	Position Type:	Full Time
		No of Post	1
Job Description			
<u>Role and Responsibilities</u>			
1. Technical Assistance to the project partners and other stakeholders in day to day operation of DIC software			

- applications in respective project locations in Assam
2. Assist in requirement gathering with implementation partners for customization / development of software applications and software testing
 3. Assist in conducting capacity building programs for end users (farmers, weavers, artisans and special teachers etc)
 4. Field Testing and Feedback on DIC technologies for further refinement
 5. Demonstration on software application in various forums in the state
 6. Assist on preparation of Software & Operational Manuals and Training Manuals in local language

Qualifications and Experiences

Post-Graduation Degree in Computer Science / IT

Or

Graduation Degree in Computer Science / IT having minimum 1 year of post qualification experience in relevant area

Or

Graduate with at least one year Diploma in Computer Applications / IT having minimum 1 year of post qualification experience in relevant area

Required Skill Set

1. Well versed in software Installation, configuring, testing, monitoring, and troubleshooting
2. Fair knowledge of installation of IT hardware, peripheral devices, and networking hardware products
3. Good communication skill (written and verbal in local language and English)
4. Demonstration and presentation abilities
5. Good knowledge on working in online training platforms

Desirable Skill Set

1. Good understanding of web technologies (PHP, XML and Yii2 Framework) and familiarity with Windows/Unix/Linux
2. Working Experience in ICT in Agriculture Projects & Livelihood Projects
3. Understanding of implementation challenges in Assam
4. Field testing / implementation of ICTS tools / Help Line Center for Farmers, weavers and artisans, persons with intellectually challenged etc

General Conditions applicable to all applicants covered under this advertisement:

1. For each post, a separate application is necessary. The candidate should clearly mention the post and state along with the post code clearly on the envelope / 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. Digital India Corporation reserves the right to fix threshold of standards for screening. Written examination would be conducted where necessary at the discretion of Digital India Corporation. Only short listed candidates shall be invited for selection interviews.

6. All 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.
7. 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.
8. Preference would be given to the candidates having working experience in the respective state for which the candidate has applied for.
9. 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.

10. Terms of Engagement for Retired Government Officials :

- Retired Government Employees (preferable from the respective State Governments) who fulfills the educational qualifications and desired experience may also apply. Such retired employees can be hired as 'Hiring Consultants' as per the policy of Digital India Corporation. The maximum age limit for such candidates for the engagement would not exceed 65 years. Following are general terms of engagement
- All such candidates hired after 60 years of age will be taken as Invoice Consultants.
- The engagement for an Invoice Consultant would be for a period of one year or for the period of consultancy as already defined in the contract letter not exceeding one year. Thereafter, the engagement would be reviewed and it would not exceed one year at a time.
- The appointment of Invoice Consultants would be on full time basis and they would not be permitted to take up any other assignments during the period of consultancy.
- The appointment of Invoice Consultants is of a temporary nature against the specific jobs. The appointment can be cancelled at any time by management.
- Renewal will be subject to a certificate of medical fitness from Invoice Consultant in accordance with the Talent Acquisition Policy.

Contract Value & Terms for Retired Government Officials

- Invoice Consultants will be paid a lump sum amount as salary exclusive of GST as applicable. The monthly consolidated remuneration of consultant will be fixed at the level of last pay drawn by the person at the time of retirement MINUS pension per month. For calculation of last pay drawn, transport allowance etc. will not be considered as part of salary.
- The total monthly consolidated fee and the pension drawn by the Invoice Consult shall not exceed the last pay drawn by the consultant on the date of his superannuation from Government department.
- The Invoice Consultant shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS/medical facility, medical reimbursement etc.

Guidelines for Submission of Application for all the applicants:

- a. Interested candidates who fulfill the necessary requirements may **download the application** form from _____, and apply in the prescribed format and manner along with copies of certificates (regarding proof of age, qualification, experience, etc.) and submit / send the same in a sealed envelope, super scribing the envelope:

"Application for the post of _____ & Post Code _____", to reach the undersigned on or before the closing date of receipt of application.

Address for Submission of Application -

Sr. General Manager (Admin./HR)

Digital India Corporation
Electronics Niketan Annexe,
6, CGO Complex Lodhi Road
New Delhi - 110003
Tel.: +91 (11) 24360199, 24301756

- b. An advance copy of the application can also be submitted through email along with the scanned copy of the application in the prescribed format along with the copies of the certificates (regarding proof of age, qualification, experience, etc.) to the following Email – dicadmin-hr@digitalindia.gov.in .
The Subject of the email should clearly mention “Application for the post of _____ & Post Code _____”

LAST DATE FOR RECEIPT OF APPLICATIONS: 27th November, 2020

Applications should be submitted in the prescribed format ONLY. Incomplete applications or Applications without the requisite information asked for / without signature / without photograph / without copies of certificates / without proof of experience and applications received after the due date shall not be considered.

No interim correspondence will be entertained. Canvassing in any form will result in disqualification.

Sr. General Manager (Admin./HR)
Digital India Corporation