



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

Digital India Corporation

Electronics Niketan Annexe, 6, CGO Complex Lodhi Road,

New Delhi – 110003

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Website: www.dic.gov.in

Web Advertisement

03.01.2025

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 Vacancy
1.	Administration Executive	1
2.	System Administrator (IT Executive)	1
3.	Receptionist/ Front Desk Executive	1

** 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/>**



1. Job Description: Administration Executive

Role / Position: Administration Executive

Role Objective:

We are looking for a detail-oriented and proactive Admin Executive to join our team. The ideal candidate will be responsible for providing administrative support, managing office operations, and ensuring the smooth functioning of our office. This role requires excellent organizational skills and the ability to handle multiple tasks efficiently.

- Manage office supplies inventory and place orders as needed.
- Coordinate and schedule meetings, appointments, and travel arrangements.
- Handle incoming and outgoing correspondence, including emails, phone calls, and mail.
- Maintain and update office records, databases, and filing systems.
- Assist in the preparation of reports, presentations, and other documents.
- Support HR functions, including onboarding new employees and maintaining employee records.
- Organize and coordinate office events, meetings, and activities.
- Provide general administrative support to various departments as needed.
- Ensure the office is clean, organized, and well-maintained.
- Assist with budget tracking and expense reporting.

Qualifications:

- Bachelor's degree in business administration, Office Management, or equivalent.
- 4-6 years of experience as an Admin Executive, Administrative Assistant, or similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Attention to detail and problem-solving skills.
- Ability to work independently and as part of a team.



2. Job Description: System Administrator /IT Executive

Role / Position: System Administrator /IT Executive

Role Objective:

We are seeking a skilled and dedicated System Administrator (IT Executive) to join our team. The ideal candidate will be responsible for providing day-to-day IT support to employees, managing IT assets, and assisting in IT procurement. This role requires a proactive individual with strong technical skills and the ability to troubleshoot and resolve IT issues efficiently.

- Provide day-to-day IT support to employees, including troubleshooting hardware and software issues. Assist with the setup, configuration, and maintenance of desktops, laptops, and other IT peripherals.
- Provide support with basic configuration and troubleshooting of routers, switches, and other networking equipment and assist in setting up LAN/WAN connections, ensuring proper connectivity, and resolving network-related issues.
- Manage and maintain IT assets, including inventory tracking, deployment, and disposal.
- Assist in IT procurement, including sourcing, evaluating, and purchasing IT equipment and software.
- Ensure the security and integrity of the company's IT infrastructure.
- Monitor and maintain network systems, servers, and other IT infrastructure components.
- Perform regular system updates, backups, and maintenance tasks.
- Collaborate with other IT team members to implement and support IT projects.
- Provide training and support to employees on IT-related topics and best practices.
- Maintain documentation of IT processes, procedures, and configurations.
- Stay updated with the latest IT trends and technologies to recommend improvements.

Qualifications:

- Bachelor's degree in information technology, Computer Science, or a related field.
- 4-6 years of experience as a System Administrator, IT Executive, or similar role.
- Strong knowledge of IT systems, networks, and hardware.
- Proficiency in troubleshooting and resolving technical issues.
- Experience with IT asset management and procurement processes.
- Familiarity with security protocols and best practices.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong organizational and time management skills.



3. Job Description: Receptionist/ Front Desk Executive

Role / Position: Receptionist/ Front Desk Executive

Role Objective:

We are seeking a friendly and organized Front Desk Executive/ Receptionist to join our team. The ideal candidate will be responsible for managing the front desk, handling office communications, and providing administrative support to ensure the smooth operation of the office. Additionally, the Receptionist will assist with travel bookings, attendance reports, and other administrative tasks as needed

- Greet and welcome Visitors, Clients, and employees with a positive and professional attitude.
- Answer direct phone calls, emails, and other communications.
- Manage the front desk area, ensuring it is tidy and presentable.
- Assist with travel bookings, including flights, accommodation, and transportation.
- Maintain and update attendance records and reports.
- Coordinate and schedule meetings, appointments, and conference rooms.
- Handle incoming and outgoing mail and packages.
- Provide general administrative support, including filing, data entry, and document management.
- Support office events and activities as needed.

Qualifications:

- Bachelor's degree, Diploma in Front Desk management or equivalent.
- 3-5 years of experience as a Receptionist, front office Executive, or similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Attention to detail and problem-solving skills.
- Ability to work independently and as part of a team.



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