

# Digital India Corporation



Advt. No. MSH/41/2023-MSH-DIC

**Digital India Corporation**  
Electronics Niketan Annexe, 6, CGO Complex Lodhi Road,  
New Delhi – 110003  
Tel.: +91 (11) 24360199, 24301756  
Website: [www.dic.gov.in](http://www.dic.gov.in)

**Web Advertisement**  
**21.07.2023**

**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. | Proposed Positions         | No of Posts |
|---------|----------------------------|-------------|
| 1       | Assistant Manager -HR      | 1           |
| 2       | Assistant Manager- Finance | 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](http://www.dic.gov.in), [www.negd.gov.in](http://www.negd.gov.in), [www.mygov.in](http://www.mygov.in), & [www.meity.gov.in](http://www.meity.gov.in)

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



## **01. Job Description: Assistant Manager/ Manager- HR**

|                              |  |
|------------------------------|--|
| <b>Experience</b>            | Minimum Experience of 6+ years   |
| <b>Basic Requirement</b>     | Graduate is mandatory. MBA/Post graduation is desirable  |
| <b>Skills and Abilities:</b> | <p>Recruitment, Joining and On boarding Coordination:</p> <ul style="list-style-type: none"> <li>• Coordinate for Interviews.</li> <li>• Good knowledge of IT technology</li> <li>• Should Understand Business need and timelines of Temporary Staffing</li> <li>• Proficient in end to end recruitment life cycle</li> <li>• Aggressive approach towards target and team building</li> <li>• Joining and on boarding formalities; Assist to conduct orientation / Introduction for new employee;</li> <li>• Coordinate for arrangements for ID cards, access to tools and biometric registration of new joiner.</li> </ul> <p>HR Generalist:</p> <ul style="list-style-type: none"> <li>• To do all operation activities viz. minutes taking, filing, data inputs, maintenance and management of information held by the company as related to job.</li> <li>• Leave and attendance monitoring. Data entry, filing, scanning, photocopying, mailing of documents.</li> <li>• Day to day correspondence with all units on various issues. File and database maintenance.</li> <li>• Manage HR tools, Intranet and HR vendors time to time.</li> <li>• Help in smooth implementation and management of leave, attendance and employee information module in the HRIS and work towards making various modules on HRIS live</li> <li>• Review and assist in the implementation and development of the entire gamut of HR activities keeping in view the client requirements</li> <li>• Arrange &amp; Conduct all HR meetings at regular intervals with all the employees across the location</li> <li>• Ensure adherence of HR policies</li> <li>• Co-ordinate for Medi-claims</li> <li>• To follow-up with absconding cases and ensure timely action</li> <li>• Ensure awareness on concerns such as Late comings, absenteeism, dress code, deficit in performance, behavior etc.</li> <li>• To handle employee grievances effectively</li> <li>• Responsible for working in close coordination with Operations and HR leadership of the processes to achieve business delivery targets</li> <li>• Support payroll processing, Support / maintain statutory compliance/ Audits.</li> </ul> |

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## 02. Job Description: Assistant Manager/ Manager- Finance

|                               |   |
|-------------------------------|---|
| <b>Experience</b>             | 6+ years or more of experience in Accounting and Finance in an Organization.  |
| <b>Basic Requirement</b>      | Bachelor's degree in Commerce or Finance. Candidate having MBA / PG Diploma in Finance or CA or masters in related fields would be given preference   |
| <b>Skills &amp; Abilities</b> | <ul style="list-style-type: none"><li>• Oversee and manage all aspects of accounting and financial operations including budgeting, forecasting, accounts payable, accounts receivable, general ledger, payroll, tax compliance, and financial reporting</li><li>• Manage month-end and year-end closing processes, prepare financial statements, and provide financial analysis to support business decision-making</li><li>• Develop and implement financial policies and procedures to ensure compliance with accounting principles and company standards</li><li>• Work closely with cross-functional teams to support budgeting, forecasting, and financial planning processes</li><li>• Provide timely and accurate financial reports to senior management and other stakeholders</li><li>• Ensure timely and accurate payment of invoices and expenses, and manage cash flow to support business operations</li><li>• Review and reconcile bank statements, balance sheet accounts, and other financial records</li><li>• Liaising with auditors, tax consultants, and other financial service providers</li><li>• Develop and implement tax strategies to minimize tax liability and ensure compliance with tax laws and regulations</li><li>• Ensure timely payment of taxes and maintain records of tax payments, deductions, and refunds</li><li>• Prepare and file tax returns (income tax, GST, TDS, etc.) accurately and timely</li><li>• Keep up-to-date with changes in tax laws and regulations and communicate the impact to relevant stakeholders</li><li>• Prepare financial reports and presentations for senior management</li></ul> <p><b>Required Skill Set:</b></p> <ul style="list-style-type: none"><li>• Strong knowledge of accounting principles and financial analysis</li><li>• Experience with ERP systems (Tally accounting software), other accounting software, and other financial tools</li><li>• Excellent communication, leadership, and interpersonal skills</li><li>• Ability to work independently and in a team environment</li><li>• Ability to work under pressure and meet deadlines</li><li>• Strong problem-solving, decision-making, and management skills</li><li>• Familiarity with GST, TDS, Income Tax etc</li><li>• Proficiency in MS Office and accounting software</li><li>• Knowledge of regulatory and compliance requirements.</li></ul> |

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## **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