



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

**DIGITAL INDIA CORPORATION**

A section 8 Company, Ministry of Electronics and Information Technology, Govt. of India  
**Delhi Office:** 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**

**Date 19.12.2022**

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 position for covering fixed project duration purely on Contract/ Consolidated basis.

<b>S N</b>	<b>Name of the Positions</b>	<b>Vacancy &amp; Post Code</b>	<b>Qualifications and Experiences</b>	<b>Salary per Month (All Inclusive)</b>
1	Project Coordinator- Manipur	01	<ul style="list-style-type: none"><li>Graduate Degree with minimum 4 years of post-qualification experience in relevant area</li><li>Or</li><li>Post-Graduate Degree with 2 years of post-qualification experience in relevant area</li></ul> <p><b>Note:</b> • Preference would be given to the applicants having qualification in Business Management, Social Work, Agriculture, Mass Communication, Textiles, Information Technology, Statistics and Commerce</p>	Commensurate to Qualifications, Skills and Experience

Screening of applications will be based on qualifications, age, and 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 MeitY & DIC, viz. [www.meity.gov.in](http://www.meity.gov.in) & [www.dic.gov.in](http://www.dic.gov.in)

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



### 1. Job Description: Project Coordinator- Manipur

<b>Job Title &amp; Code:</b>	Project Coordinator- Manipur	<b>Job Category:</b>	Contract Basis - Consolidated
<b>Project:</b>	Customization, Enhancement & Deployment of Digital Solutions for Empowerment of Citizens of North-East India	<b>Travel Required:</b>	Yes
<b>Location:</b>	Manipur	<b>Position Type:</b>	Full Time
<b>Level/Salary Range:</b>	Commensurate to Qualifications, Skills and Experience	<b>No of Post</b>	1
<b>Duration of Appointment</b>	Initially for 2 Years and co-terminus with the project duration	<b>Age Limit</b>	35 Years

#### **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 DIC/9(1)/DigiNER-Manpower/20 19171/2020/DIC 258/2355 Page 5 of 20
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

#### **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



**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  
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