

Digital India Corporation

Vacancy Circular

Digital India Corporation (DIC), a not for profit Section 8 Company has been set up by Ministry of Electronics & Information Technology (MeitY), Government of India, to innovate, develop and deploy ICT and other emerging technologies for benefits of common man. DIC invites applications for the following positions on Direct Recruitment/ Deputation/ Transfer (Absorption) basis.

Name of the Post	Mode of Recruitment	Pay Level & Pay Band	No. of Vacancies
Director (Finance)	Direct Recruitment/ Deputation/ Transfer (Absorption) basis	Pay Matrix, Level – 13 A, PB-4, Rs.37,400-67,000 (Grade pay Rs.8,900) (Pre revised)	01
Director (Technical)	Direct Recruitment/ Deputation/ Transfer (Absorption) basis	Pay Matrix, Level – 13 A, PB-4, Rs.37,400-67,000 (Grade pay Rs.8,900) (Pre revised)	01

- Prescribed proforma of application form, job description, eligibility conditions and other details can be downloaded from the official website of DIC viz www.dic.gov.in / www.meity.gov.in
- Complete application through proper channel must reach to the undersigned within 30 Days of the publication of the advertisement.

Sr.GM(Admn/HR)
NeGD

4th Floor, Electronics Niketan, 6 CGO Complex
Lodhi Road, New Delhi – 110003
Tel : 011-24303707; 011-24301967

Size: 16cm (Width) X 08 cm (Height)

Advt. No. DIC/REC/02/20/2

Career Opportunities at Digital India Corporation

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 evolve models for empowerment of citizens through Digital initiatives and promote participatory governance and citizen engagement across the government through various platforms including social media.

Digital India Corporation is inviting applications from suitable candidates for the following positions

- Director(Finance)
- Director (Technical)

in the Pay Matrix Level 13 A (pre-revised pay scale PB4 Rs.37400 – Rs.67000 + GP Rs.8900) on Direct Recruitment / Deputation/Transfer (Absorption) basis from open market and the officers of the Central & State Government, PSUs, Autonomous / Statutory Bodies of the Government of India, States & UTs. The eligibility criteria & job description for the positions is Annexed.

The Application Form duly filled in and signed with photograph and other supporting documents should be submitted in a sealed envelope and the envelope should be super scribed with the post applied for and the corresponding Post Code.

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 personal 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.

Application through Proper Channel: Applicants, if employed in Govt./Semi Govt., PSUs, government institutions and autonomous institutions should apply through proper channel. In all such cases, advance copies of Applications may be sent to DIC directly.

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

How to Apply: Prescribed application form, eligibility conditions, job description and other details can be downloaded from the official website of DIC viz. www.digitalindia.gov.in ; www.dic.gov.in or www.meity.gov.in.

Interested candidates who fulfill the necessary requirements may **download the application** form, apply in the prescribed manner along with copies of certificates (regarding proof of age, qualification, experience, etc.) and send the advance copy of the Application by email at r.dhawan@meity.gov.in. The hard copy of the Application may be submitted/sent in a sealed envelope, super scribing the envelope “**Application for the post of -----, Digital India Corporation & Post Code -----**”:

Sr.GM (Admin./HR), NeGD
Digital India Corporation
Electronics Niketan
6, CGO Complex, Lodhi Road
New Delhi 110 003.
Phone : + 91-11-24301937, 24303707

Post : Director (Finance)
Number of Posts : 01
Mode of Recruitment : Direct Recruitment/ Deputation/Transfer (Absorption)

Scale of Pay:

Pay Matrix Level 13A (pre-revised pay scale PB4 37400 – 67000 + GP 8900) plus Allowances as applicable to Government of India employees from time to time.

Educational Qualifications & Experience:

A. DIRECT RECRUITMENT:

Essential:

- First Class Bachelor's Degree in in any discipline from a recognized University/Institution
(Preferably in Commerce) with Two Year Full time MBA in Finance/ First Class Post Graduation Degree in Commerce from a recognized University/Institution having a minimum of 16 years of post-qualification experience including minimum 5 years in a supervisory role in Finance & Accounts, and knowledge in Computer Operations.

OR

CA/ICWA/CS with 14 years of post-qualification experience in the area of Finance & Accounts, including minimum 5 years in a supervisory role in Finance & Accounts, and knowledge in Computer Operations.

Age Limit :

Not exceeding 50 years as on the last date for receipt of the applications. Relaxation in age limit as per prevailing Government of India rules / instructions shall be applicable. Relaxation of age provision shall be applicable to Digital India Corporation employees also.

Tenure of Appointment:

The appointment shall be for a period of five years by Direct Recruitment renewable for further period of five years at a time based on a performance review and until superannuation. Initial Appointment shall have a probation period of one year from the date of joining Digital India Corporation and this clause shall not be applicable to internal candidates, if selected. The period of probation shall be considered as part of the length of initial service of 5 years.

B. DEPUTATION / TRANSFER (ABSORPTION):

Officers of the Central Government or State Government or Public Sector Undertaking or Autonomous Bodies of Central or State Government. Application through proper channel only will be considered for selection.

- (i) holding analogous post on regular basis

OR

Three years regular service in Pay Matrix 13, (pre-revised Pay Band – 4, Rs. 37400-67000 with Grade Pay of Rs. 8,700/-)

- (ii) Possessing the qualification(s) and experience prescribed for Direct Recruitment mode above.

Age Limit:

The maximum age limit in case of recruitment by deputation shall be not exceeding 58 years on the closing date of receipt of applications.

Tenure of Appointment:

The initial period of deputation shall be for two years, extendable as per Government instructions. The deputation of Government officers shall be under Foreign Service terms and conditions. The pay of the selected candidates will be regulated under the provisions contained in the DoPT OM No. 6/8/2009-Estt.(Pay.II) dated 17/6/2010 as amended from time to time.

Note 1: Age relaxation available to Government servants would be governed in accordance with DoPTs instructions issued from time to time.

Note 2: The crucial date of determining the age limit shall be the closing date for receipt of application from candidate in India.

Areas of Experience: (Essential)

- The candidate should possess experience in the field of finance, corporate affairs, tendering process, contract finalization, budgeting, accounting, costing, auditing, evaluation of internal Financial controls, etc.
- The candidate should be familiar with Management of Govt. funds, preparation of Annual Reports of a Company, internal and external audit processes, Taxation Laws and related financial & accounting matters and should have exposure to working of autonomous bodies.
- Should have knowledge of overall financial management of the Company and accounting functions including payroll, banking, payments, receipts, tax remittances etc.
- Should have adequate knowledge of Government of India rules and regulations including General Financial Rules (GFR).
- Should have experience in preparation of Standalone Financial Statements of Divisions and projects of the Company.
- Knowledge in preparation of Consolidated Financial Statements of the Company.
- Experience in preparation of Budget estimates.
- Handling of CAG audit, transaction audit, & supplementary audit and preparing replies to the inspection memos of the CAG Auditors, etc.
- Proven ability to coordinate and lead a team of subordinates from various wings of Digital India Corporation in the area of Accounts & Finance.
- Ability in Funds mobilization from Governmental and non-governmental sources including ability to attract industry sponsorship for Digital India Corporation.

Other requirements: (Desirable)

- Experience in organizing senior level meetings, Board Meetings & Annual General Meetings of the Company, etc.
- Familiar with Company Law and ROC matters.
- Experience in Liaisoning with various Govt. Departments and should be familiar with Corporate Laws.
- Experience in management of Corporate Affairs such as preparation of Agenda and background notes for Board Meetings and AGMs.
- Good initiative, drive and commitment.
- Should have positive attitude and capacity for problem solving.

12. Have you been interviewed for recruitment in any post in Digital India Corporation earlier?
 If yes, for which position & Year:

13. Academic & Professional Qualifications (beginning with the latest qualification and up to SSC)

Examination / Degree	Name of the Institute/ Board University	Main Subject(s) / Specialization	Year of Passing	Percentage of marks in aggregate and Division	Rank / Distinction, if any

14. Fields of specialization:

15. Are you employed in any Govt./Semi-Govt./Public Sector Undertaking/Autonomous Bodies.
 Yes No
 If 'Yes', the application should be forwarded through proper channel or NOC to be produced at the time of interview.

16. Details of present employment:

i) Name of the organization with address:

ii) Designation of the post held

iii) Whether present post is held on regular tenure / deputation or adhoc basis and since when:

iv) If on deputation, details of post held on regular basis / scale of pay and since when:

v) Basic Pay & Grade Pay and Scale of pay of the post with Gross salary:

vi) Total salary if on CTC/Consolidated basis:

vii) Any other emoluments/benefits (other than salary) available:

viii) Any other relevant information:

17. Work Experience (Latest First): (Please use additional sheets, if required)

Name and Nature of the Organization	Designation & Grade	Total Salary drawn	Period of Service		Role of Applicant, Nature of Responsibilities & Significant Contributions
			From	To	

18. Details of Experience Relevant to the Post applied for: (Please use additional sheets, if required)

S.No.	Type of Experience	Details of Experience with specific achievements. Also Please specify timelines.
a.	Accounting & Finance including Audits	
b.	General Administration, Drafting, Notings, etc.	
c.	Finalisation of Corporate Accounts	
d.	Procurements / handling tenders / contract finalization	
e.	Management of Corporate Affairs of a Company	
f.	Knowledge in handling Tax matters including GST / TDS / PF etc.	
g.	Independently handling CAG Audits / Statutory Audits / Internal Audits, etc.	
h.	Preparation of Agenda Papers for Board / AGM Meetings, etc. and conduct of Board Meetings, AGM, etc. of the Company	
i.	Mobilization of funds	

19. Achievements in your career which may support your candidature :

(Use extra page if space is insufficient)

20. Why do you think you are suitable for the position of Director (Finance), Digital India Corporation and your proposed Plan of action for growth of Digital India Corporation.

(Use extra page if space is insufficient)

21. Please furnish two professional references

• **References from relatives, friends, etc. should be avoided.**

(1) Name:

Fax Number

Address:

E-mail :

How does referee know you:

Tel. No.: (Off.)

(Res.)

(Mobile)

(2) Name:

Fax Number

Address:

E-mail :

How does referee know you:

Tel. No.: (Off.)

(Res.)

(Mobile)

Declaration:

1. I certify that all information provided in this application is true, complete and correct to the best of my knowledge and belief. I understand that any false information or omission of information may disqualify me from consideration for employment and may result in dismissal from the job, if discovered at a later date.
2. I understand that this application does not create a contract of employment nor guarantee for employment.
3. I have read and understood the above declaration before signing this.

Place:

Date:

Signature of the Applicant

Note: Please DO NOT attach any ORIGINAL Certificates. However, copies of Certificates in support of Educational Qualifications, Age, Experience, Current Employment and Salary SHOULD BE ATTACHED with the Application Form. Testimonials in originals shall be required to be produced, if called for, at the time of interviews.

Part – II

(To be filled in by the Competent Authority in the case of candidates who are presently working in Government / PSUs / Autonomous Organizations only)

Certified that:-

- i) The information given above by the officer is correct.
- ii) No vigilance/ disciplinary proceedings are either pending or contemplated against the above mentioned officer.

Signature : _____

Name : _____

Designation : _____

Date: _____

Department : _____