



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

Web Advertisement

08.09.2025

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.

S. No	Name of the Post	No. of Vacancies
1	Administration Executive	1

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/>



Job Description: 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.

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

Qualifications:

- Bachelor's degree in Management, Office Management, or equivalent.
- 3+ years of experience as an Admin Executive, Administrative Assistant, or similar role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and E-Office.
- 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.

Desirable Skill:

- Working knowledge of Government e-Marketplace (GeM) and Central Public Procurement (CPP) portals.



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. The designation against the position shall be mapped as per the approved policy.
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