



Advt. No. DIC/MY Bharat/12/2025/11

Digital India Corporation
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Web Advertisement
12.11.2025

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 for **MY Bharat** project:-

Sr. No.	Name of the Post	No. of positions
1.	Data Analyst, Dashboards & Reports	1
2.	Manager (Capacity Building & Onboarding)	1
3.	Programme Manager	1

** **The place of posting** shall be in Noida or 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 viz. www.dic.gov.in

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



1. Job Description: Data Analyst, Dashboards & Reports

Required a skilled Data Analyst with expertise in Python scripting, database query optimization, cloud technologies, version control and BI tools. The candidate will be responsible for data extraction, transformation, visualization, automation, and performance optimization to support strategic business decisions with the following key responsibilities:

- Develop and maintain interactive dashboards and reports using BI tools (Power BI, Tableau, Looker).
- Identify key performance indicators (KPIs) and design metrics for business performance tracking.
- Develop Python scripts for data manipulation, cleaning, and transformation.
- Automate repetitive tasks such as data extraction, API integration, and reporting.
- Implement ETL (Extract, Transform, Load) pipelines for data ingestion and transformation.
- Write and optimize complex SQL queries for efficient data retrieval.
- Improve database performance through indexing, partitioning, and query optimization techniques.
- Work with relational (MySQL, PostgreSQL, SQL Server) and NoSQL (MongoDB, Cassandra) databases.
- Work with cloud platforms such as AWS, GCP, or Azure for data storage and processing.
- Utilize cloud-based data warehousing solutions (e.g., Snowflake, BigQuery, Redshift).
- Implement and manage serverless data pipelines using tools like AWS Lambda or Google Cloud Functions.
- Use Git/GitHub/GitLab/Bitbucket for version control and collaborative development.
- Maintain documentation of scripts, queries, and analytical processes in repositories.
- Build custom dashboards and visualizations using Power BI, Tableau, or Looker.
- Develop and deploy automated reports for stakeholders.
- Work within agile methodologies, collaborating with engineering and business teams.
- Analyze large datasets to extract trends and generate actionable business insights.

Required Skill Set:

- Python - Strong scripting skills for data processing and automation.
- SQL Query Optimization - Experience in improving query performance and database efficiency.
- BI Tools - Power BI, Tableau, or Looker for reporting and visualization.
- Cloud Platforms - AWS, GCP, or Azure for data storage, processing, and automation.
- Version Control - Proficiency in Git/GitHub/GitLab for collaborative work.
- ETL & Data Pipelines - Building automated workflows for data processing.
- API Integration - Working with RESTful APIs for data extraction and automation.
- Strong analytical and problem-solving abilities.
- Ability to translate technical insights into actionable business recommendations.
- Effective communication and data storytelling for non-technical stakeholders.
- Attention to detail with a focus on data accuracy and integrity.
- Knowledge of Data Warehouses (BigQuery, Redshift, Snowflake).
- Knowledge of NoSQL databases (MongoDB, Cassandra, DynamoDB).



- Workflow Automation Tools (Apache Airflow, Luigi).

Required Experience and Qualification:

- More than 7 years of experience as data analyst, visualization tools/python scripting or similar work.
- Bachelor's/master's degree in computer science, Data Science, Statistics, Mathematics, or a related field.

2. Job Description: Manager (Capacity Building & Onboarding)

Manager Capacity Building & Onboarding will be Responsible for leading end-to-end onboarding, training, and capacity-building initiatives for internal teams and external partner organizations. The role focuses on strengthening institutional capabilities, ensuring effective utilization of digital platforms, and fostering collaboration among stakeholders across government and partner institutions.

The primary duties and responsibilities will include:

1. Capacity Building & Training Management
 - Develop and execute comprehensive capacity-building strategies to enhance stakeholders' skills and knowledge in digital platform usage and related tools.
 - Design and deliver training programs, workshops, and seminars on platform functionalities, software practices, and operational methodologies.
 - Implement evaluation mechanisms to measure training effectiveness and continuously improve learning outcomes.
 - Develop e-learning materials, training manuals, FAQs, and knowledge resources for sustained learning.
2. Onboarding & Partner Enablement
 - Lead onboarding and induction programs for internal teams, ensuring clarity on objectives, workflows, and compliance protocols.
 - Manage digital onboarding for partner organizations, including NGOs, academic institutions, ministries, and corporates.
 - Coordinate partner registration, verification, and activation processes on digital platforms.
 - Maintain updated SOPs, documentation, and onboarding dashboards.



3. Stakeholder Engagement & Communication

- Serve as a liaison between project leads, technical teams, and partner organizations to ensure seamless coordination.
- Communicate platform updates, operational guidelines, and policy changes effectively across all levels.
- Prepare and present MIS reports, progress updates, and performance metrics to senior management.

4. Programme Monitoring & Evaluation

- Track and report progress of onboarding, training, and partner engagement activities using data-driven dashboards.
- Monitor KPIs, assess programme impact, and identify gaps or challenges for timely resolution.
- Recommend process enhancements to optimize efficiency and scalability of institutional programmes.

5. Leadership & Resource Management

- Supervise and mentor trainers and coordinators involved in capacity-building initiatives.
- Develop and manage budgets, timelines, and operational plans for training and onboarding projects.
- Foster a collaborative, performance-driven environment that aligns with institutional objectives.

Qualifications and Experience:

- Bachelor's or Master's degree in any discipline, preferably in Computer Science, Software Engineering, Human Resources, Management, Communication, IT, Organizational Development, Social Work, or Public Administration.
- More than 7 years of relevant experience in software training, onboarding, capacity building, or partnership management.
- Experience working with or supporting government initiatives or digital platforms (e.g., MY Bharat, Digital India, Skill India) will be an advantage.
- Proven ability to develop and implement strategic plans for training and capacity building.
- Demonstrated experience in project and budget management, including coordination with internal and external stakeholders.
- Strong leadership experience with a record of team management and collaboration across functional units.

Desired Skills:

- Strong communication (verbal and written), presentation, and interpersonal skills.
- Excellent stakeholder management and problem-solving abilities.
- Proficiency in Learning Management Systems (LMS), Customer Relationship Management (CRM) tools, and standard digital collaboration platforms such as MS Teams, Zoom, Google Meet, and MS Office Suite.
- In-depth understanding of software development methodologies, tools, and digital platforms.



3. Job Description: Programme Manager

The programme Manager will provide strategic leadership, programme governance, and operational management for the **Mera Yuva Bharat (MY Bharat)** digital platform – a flagship initiative of the **Ministry of Youth Affairs & Sports (MoYAS)**, implemented by the **Digital India Corporation (DIC)**.

The incumbent will lead the **Programme Management Unit (PMU)** responsible for **programme delivery** – **including but not limited to** design, development, hosting, maintenance, technical support, RFP/tender processes, vendor and SLA management, filing/documentation, inter-departmental coordination, bill management, onboarding, operations, and integration with other national digital initiatives. He will work closely with the **Product Development** and **Operations** teams to ensure seamless coordination across technology, functionality, and service delivery.

This role demands a senior professional with a balance of **technical expertise**, **management acumen**, and **governance capability**, ensuring secure, scalable, and citizen-centric service delivery aligned with the objectives of the **MY Bharat** project.

a. Key Responsibilities

1. Strategic & Programme Management

- Provide overall strategic direction and leadership to the MY Bharat project team at DIC.
- Oversee **programme delivery** – **including but not limited to** design, development, testing, deployment, hosting, and maintenance.
- Ensure robust documentation, filing, and knowledge management practices.
- Coordinate effectively with **Product Development** and **Operations** teams to align project delivery with user and stakeholder needs.
- Conduct regular review meetings, progress assessments, and resource optimization exercises.

2. Technical & Operational Oversight

- Oversee design, architecture, and hosting of the MY Bharat digital platform in compliance with **DIC** and **NIC Cloud** standards.
- Ensure security, scalability, interoperability, and adherence to data privacy frameworks.
- Integrate **AI/ML-driven functionalities** and emerging technologies for improved engagement and efficiency.
- Utilize advanced AI tools such as **ChatGPT**, **Azure AI**, **Google Vertex AI**, and **TensorFlow** for analytics and content generation.

3. RFP, Vendor & SLA Management

- Lead the preparation of **RFPs**, **EOIs**, and other procurement documents.
- Manage vendor selection, contracting, onboarding, and performance monitoring.
- Oversee **SLA management**, ensuring compliance with service standards, uptime, and delivery commitments.
- Coordinate **bill management**, ensuring verification, approval, and timely processing in collaboration with administration and finance.
- Ensure full compliance with **DIC's procurement and governance frameworks**.



4. Coordination & Stakeholder Engagement

- Drive **inter-departmental coordination** among MoYAS, DIC, and partner ministries/departments.
- Liaise with ecosystem partners such as **NIC, MyGov, DigiLocker, Skill India, NCS, and PMKVY** for integration and synergy.
- Represent MY Bharat in regular meetings with **Department of Youth Affairs (DOYA)**, working groups, and review committees.
- Ensure transparent communication and documentation across all stakeholders.

5. Awareness, Outreach & Support

- Lead awareness and engagement initiatives to promote youth participation in MY Bharat.
- Oversee onboarding, training, user support, and helpdesk operations.
- Ensure systematic reporting, documentation, and audit preparedness.

b. Qualifications & Experience

- Postgraduate degree in Engineering, Computer Science, Information Technology, Management, or Public Policy from a recognized institution.
- **More than 12 years** of professional experience(post qualification), including **8 years** in leadership roles managing large-scale digital transformation or e-Governance programmes.
- Proven experience in **programme management, vendor/RFP/SLA management, documentation, and inter-departmental coordination.**
- Strong experience working with **Product Development, BA, and Operations** teams.
- Exposure to **AI/ML, cloud computing, data analytics, and emerging technology ecosystems.**
- Demonstrated ability to lead **multidisciplinary teams** and coordinate with government stakeholders.

c. Technical Competencies

- Experience with ChatGPT, Azure AI, TensorFlow, AWS AI Suite, and Google Vertex AI.
- Proficiency with NIC Cloud, AWS, Azure, GCP, and hybrid cloud environments.
- Understanding of microservices, APIs, Git, Jenkins, Docker, Kubernetes, and CI/CD pipelines.
- Expertise in Power BI, Tableau, and Google Data Studio.
- Familiarity with ISO 27001, CERT-In, OWASP, and national data protection frameworks.
- Knowledge of APIs, middleware, and data exchange standards across government systems.

d. Management Competencies

- Strong command over planning, execution, risk mitigation, and outcome tracking.
- Skilled in ensuring compliance, transparency, and timely reporting to senior stakeholders.
- Proficiency in procurement processes, RFP drafting, SLA monitoring, and issue resolution.
- Experience in budget control, expenditure tracking, and bill management.
- Ability to mentor, motivate, and manage large multidisciplinary teams.
- Strong interpersonal skills to build consensus across ministries and agencies.



- Analytical and solution-oriented approach under pressure.
- **Knowledge of Government Procedures:** Familiarity with e-filing, procurement through **GeM** and other **e-Procurement** portals, and public sector compliance mechanisms.

e. Preferred Certifications

- **Project Management:** PMP, PRINCE2, Agile Scrum Master, Six Sigma.
- **Quality & Security:** CMMI, ISO 9001, ISO 27001.
- **Technology & Analytics:** Cloud (AWS/Azure/GCP), AI/ML, Business Intelligence (Power BI, Tableau).

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:

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