



Advt. No. DIC/Poshan Tracker/15/2025/12

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
15.12.2025

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 **Poshan Tracker** project:-

Sr. No.	Name of the Post	No. of positions
1.	Consultant, Data Analyst	1
2.	State Coordinator	8

**** The place of posting** shall be in Noida or New Delhi and the states described in the vacancy for State Coordinators 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: Consultant, Data Analyst

Reporting To: Program Head

Age Limit: 20 - 35 Years

Number of Positions: 01

Duration: 02 Years

About the Role:

We are seeking a dedicated and detail-oriented Consultant to support end-to-end onboarding activities and assist with coordination between MoWCD, DIC and State/UT teams. The consultant will facilitate compliance with established processes, and contribute to data-driven reporting for management review. The role requires strong coordination capabilities, analytical skills, and the ability to manage multiple tasks in a dynamic work environment.

Key Responsibilities:

- Ensure Coordination and communication b/w MoWCD and DIC Project team.
- Facilitates MoWCD Poshan 2.0 PMU on day-to-day basis.
- Collect, verify, and organize required documents as per MoWCD and administrative guidelines.
- Assist MoWCD in MIS and Data Analysis in regards to Poshan Abhiyaan and its convergence ministries.
- Provide data-driven analysis and prepare periodic onboarding and deployment reports for MoWCD.
- Assist in compiling performance dashboards, MIS updates, and compliance summaries.
- Respond to onboarding and state coordination queries in a professional and timely manner.
- Assist in improving onboarding processes, documentation systems, and coordination mechanisms.

Education and Experience:

- Bachelor's degree in Engineering, Computer Applications, Management, Data Analytics or a relevant discipline.
- Minimum 2-4 years of experience in onboarding, MIS/data analysis, or administrative coordination.
- Experience working with large-scale government programs, development sector projects, or MoWCD-led initiatives is preferred.
- Strong analytical skills with proficiency in MS Excel, Word, PowerPoint, and basic HRIS/MIS systems.
- Experience in handling coordination with State/UT government departments will be an advantage.
- Excellent communication, interpersonal, and documentation skills.



2. Job Description - State Coordinator

Age Limit:

20-40 Years

Number of Positions: 8

Sr. No.	States	Vacancies
1.	Odisha	1
2.	Assam	2
3.	Tamil Nadu/Puducherry	1
4.	West Bengal	1
5.	Mizoram	1
6.	Lakshadweep	1
7.	Gujarat	1

Education Qualifications:

MA Economics, MA Political Science or Any Graduate with relevant years of experience.

Experience: 0-5 Years

Duration: 2 Years

Job Description:

- Carry out monitoring & supervision and review of state level project activities against agreed project deliverables.
- Coordinate with and provide hands on supervision when needed to project staff based at State PMU to ensure effective implementation, supervision and follow-up of prison level activities.

Roles and Responsibilities:

- Project Management and coordination
- Lead, support and manage the project implementation in the state
- Coordinate with key officials/state at State PMU
- In collaboration with PMU and respective Aids Fond Officer, develop strategic direction and work plans (as appropriate) for the project
- Carry out monitoring& supervision and review of state level project activities against agreed project deliverables.
- Timely preparation and submission of monthly and quarterly project reports
- Information, Education and Communication (IEC) & Capacity Building
- Assess the programmatic and technical support needs of the state level staff and plan capacity



building program/activities for project staff.

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
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Electronics Niketan Annexe,
6 CGO, Complex Lodhi Road,
New Delhi - 110003
Phone No. 011-24303500, 24360199