



Advt. No. N-22018/24/2023-DIC/04-24

**Digital India Corporation**  
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**  
**10.04.2024**

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 Digital office for Data Protection Board under the Digital Personal Data Protection Act 2023:-

Sr. No.	Name of the Post	Number of Position
1	Consultant (Techno-Legal)	01

\*\* The place of posting shall be in 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, NeGD, MyGov & MeitY viz. [www.dic.gov.in](http://www.dic.gov.in), [www.negd.gov.in](http://www.negd.gov.in), [www.mygov.in](http://www.mygov.in), & [www.meity.gov.in](http://www.meity.gov.in)

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



## **1. Job Description: Consultant (Techno-Legal)**

### **Role and Responsibilities**

- Conduct a comprehensive analysis of the DPDP Act 2023 to identify the specific requirements and obligations related to the establishment of a digital office.
- Collaborate with key stakeholders, including IT specialists, legal advisors, and senior management, to develop a strategic roadmap for the implementation of the digital office within the framework of the DPDP Act 2023.
- Assess the current infrastructure, processes, and systems to determine the necessary technological upgrades and modifications needed to achieve compliance with data protection and privacy regulations.
- Develop and implement robust data protection policies, procedures, and controls tailored to the unique requirements of the digital office environment, ensuring alignment with the DPDP Act 2023.
- Have fair understanding on the selection and implementation of digital tools and technologies, such as cloud computing solutions, cybersecurity measures, and data encryption protocols, to enhance security and privacy.
- Conduct risk assessments and feasibility studies to evaluate the potential impact of the digital office setup on data protection and privacy compliance, identifying any areas of concern or vulnerability.
- Collaborate with legal counsel to review and negotiate contracts and agreements with third-party vendors and service providers to ensure compliance with data protection regulations.
- Develop training programs and educational materials to raise awareness among employees about their roles and responsibilities in maintaining data protection and privacy within the digital office environment.
- Stay abreast of developments and updates to data protection laws and regulations, proactively identifying any changes that may impact the digital office setup, and recommending appropriate adjustments as necessary.
- Serve as a liaison between the organization and regulatory authorities, responding to inquiries, requests for information, and audits related to data protection and privacy compliance within the digital office.

### **Skills & Abilities**

- In-depth knowledge of data protection laws and regulations, particularly the DPDP Act 2023, and other such laws prevalent along with a strong understanding of emerging technologies and digital trends.
- Demonstrated experience in developing and implementing data protection policies, procedures, and controls within digital office environments.
- Proficiency in assessing and selecting digital tools and technologies to enhance data security and privacy within organizations.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders and convey complex technical concepts in a clear and concise manner.
- Strong analytical skills and attention to detail, with the ability to identify risks and develop practical solutions to mitigate them.



- Knowledge of techno-legal contracts, NDA's, MoU's and experience of negotiating contracts and agreements with third-party vendors and service providers to ensure compliance with data protection regulations
- Commitment to maintaining the highest standards of data protection and privacy compliance while promoting innovation and efficiency within the digital office setup.

### **Qualifications and Experiences**

- Bachelor's degree in Law, or a related field. Master's Degree in law is preferred.
- Advanced degrees or certifications in Data Protection, Privacy Law, or Cybersecurity are preferred.
- Proven experience (5 years) working in a techno-legal capacity, with a focus on data protection, privacy compliance, or digital transformation initiatives.
- In-depth knowledge of the Digital Privacy and Data Protection Act 2023 and other relevant laws and regulations.
- Strong analytical skills with the ability to interpret complex legal provisions and apply them to practical scenarios.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders.
- Certifications in data privacy and protection (e.g., CIPP, CIPM) would be an advantage.



**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. The designation of the selected candidates shall be mapped as per the existing designation policy of DIC.
7. 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