

**Advt. No. DIC/NeGD/CB/01/2024**

**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**  
**09.02.2024**

**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.

Positions	Positions
Assistant Manager - Finance & Accounts	1

**\*\* 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/>

**Last date for submission of applications: 21 February 2024**

**Job Description: Assistant Manager - Finance & Accounts**

**No. of Posts: 01**

**Project: CB Phase - III**

**Salary: Commensurate with Qualifications, skills and experience**

**JOB OBJECTIVE:**

The incumbent is required to contribute to tax planning, capital budgeting, budget forecasting, financing or any other activity, and preparation of books of accounts. Implementing suitable accounting processes, financial reports, checking general ledger entries and providing professional accounting support in assessing and rectifying any financial discrepancies. In addition, you need to suggest measures to reduce/prevent fraudulent activities. Responsible for preparing tax returns, tracking tax liabilities and providing financial expertise in any tax-related matters. Familiar with organization/project plan, able to investigate any irregularities and suggest improvement measures.

**DUTIES AND RESPONSIBILITIES:**

- **Tax accounting:** Prepare corporate and personal income tax statements, and design tax plans including financial preference, tax deferment etc. Review completed tax forms and provide recommendations. Collaborate with staff on income tax preparation and planning
- **Auditing:** Reviewing accounting ledgers and corporate financial statements. Liaising with government departments, auditors and vendors and providing them with accurate information is also important.
- **Financial accounting:** Review and release online banking payments.
- **Cost management:** Assist in capital financial planning and business account review.
- **Budget analysis:** Responsible for creating and implementing financial arrangements for DIC. Prepare an expense budget report.
- Control the master data of the general register.
- Reconcile income statements.
- Required to create new solutions, leveraging and, where needed, adapting existing methods and procedures.
- Understand the strategic direction senior management sets, clearly communicate team goals and deliverables, and keep the team updated on change.
- Manage the full financial process.

**OTHER (SKILL) REQUIREMENTS:**

- Excellent interpersonal communication at all levels (verbal and written).
- Positive attitude, problem solving and analytical skills.
- Ability to handle a substantial, time-bound workload that requires prioritization and focus
- Skills in supportive supervision, coaching conversations and developing linkages with internal stakeholders
- Ability to cope with high levels of responsibility and with confidential matters.
- A high level of professionalism is required on the job at all times.

- Abreast of new technological solutions in the area of responsibility to enable speed, accuracy and impact in decision-making.
- Ability to work well within the team.
- Computer Literacy.

**QUALIFICATION:**

**Essential Criteria:** Bachelor's Degree in Finance / Accounts or MBA (Finance)

**Desirable:** ICWA/ CA (Inter/ Final)

**EXPERIENCE:**

- 1 year of post-qualification experience in public accounting
- Preferably experience in a government organisation
- Expertise in GST, TDS, Audit and ROC CA
- Experience in communicating with senior level personnel.

**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