

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

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
Manager - Training Management	2

****** 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, www.negd.gov.in, www.mygov.in, & www.meity.gov.in

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

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

Job Description: Manager - Training Management

No. of Posts: 02

Project: CB Phase - III

Salary: Commensurate with Qualifications, skills and experience

Job summary:

The resource will **assist the training managers in conducting training activities and programs** to support the participants in learning new knowledge and skills. The resource should be able to conduct programmes in all physical, digital and physical modes.

Duties & Responsibilities:

- Determine and analyze the need for training.
- Facilitate training sessions.
- Creates and/or acquires training procedure manuals, guides, and course materials.
- Maintains records of training and development activities, attendance, results of tests and assessments, and retraining requirements.
- Assesses training materials prepared by instructors.
- Coordinates with speakers/experts for session alignment.
- Evaluates program effectiveness through assessments, surveys, and feedback.
- Maintains knowledge of the latest trends in training and development.
- Prepares and implements training budget; maintains records and reports of expenses.
- Performs other related duties as required.

Essential qualification & experience:

- Bachelor's degree in any discipline
- Total 5 years of experience in training & development preferably as Training Facilitator or a similar role.
- Experience in conducting atleast 10 trainings & online programs in any learning platform/ tools.

Preferred qualifications & experience:

- Experience with a variety of multimedia training platforms and methods.
- Proficient in MS Office.
- Strong communication skills (verbal, written and presentational)
- Strong ability to work in a team.
- Ability to manage and handle multiple tasks.

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
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