



**Advt. No. N-22030/2/2025-DIC**

**Digital India Corporation**

Electronics Niketan Annexe, 6, CGO Complex Lodhi Road,

New Delhi – 110003

Tel.: +61 (11) 24360166, 24301756

**Website: [www.dic.gov.in](http://www.dic.gov.in)**

**Web Advertisement**

**05.06.2026**

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 Kisan Sarathi 2.0 Project: -

| <b>Sr. No.</b> | <b>Name of the Positions</b> | <b>No. of Positions</b> |
|----------------|------------------------------|-------------------------|
| 1.             | Program Executive            | 1                       |

\*\* **The place of posting** shall be in Delhi/NCR 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](http://www.dic.gov.in)

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



## **1. Job Description: Program Executive**

We are seeking a proactive and detail-oriented Program Executive with 2 years of experience to support the planning, execution, and monitoring of projects/programs. The candidate **must have prior experience working on Government or public sector projects**. The role involves coordination with internal teams, tracking deliverables, and ensuring smooth implementation of program activities.

### **Key Responsibilities**

- Assist in planning and execution of program activities and initiatives
- Coordinate with internal teams and external stakeholders, including Government stakeholders
- Monitor project timelines, deliverables, and progress
- Prepare reports, presentations, and documentation
- Track performance metrics and ensure adherence to project goals
- Identify risks/issues and escalate as required
- Support in organizing meetings, reviews, and stakeholder interactions
- Ensure proper documentation and compliance with Government/project guidelines

### **Required Skills**

- Strong documentation and file management
- Coordination and organizational skills
- Good communication (written and verbal)
- Proficiency in MS Office (Excel, PowerPoint, Word)
- Basic understanding of project management processes
- Ability to manage multiple tasks and deadlines

### **Qualifications**

- Graduate/Postgraduate in any discipline (preferably Management/IT)
- **Minimum 2 years of relevant experience in program/project coordination in Government or public sector projects (mandatory)**

### **Key Skills**

Program Management, Coordination, Reporting, Stakeholder Management, Documentation, Government Project Execution, File Management

### **Preferred Candidate Profile**

- Proven experience in handling **Government or large-scale public sector projects**
- Familiarity with **GFR guidelines, RFP processes, and compliance requirements**
- Experience with project management tools
- Strong analytical and problem-solving skills
- Team player with a proactive approach



**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  
Digital India Corporation  
Electronics Niketan  
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Lodhi Road,  
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