



Advt. No. N-22028/17/2022-DIC

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

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 LokOS Project: -

Sr. No.	Name of the Positions	No. of Positions
1.	Data Analyst cum Project Coordinator	2

**** 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

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



1. Job Description: Data Analyst cum Project Coordinator

Overview:

We are seeking a dedicated and detail-oriented Data Analyst cum Project Coordinator to be deputed with senior officials of the Ministry of Rural Development, Government of India, for the LokOS project of DIC being implemented for DAY - National Rural Livelihood Mission (NRLM). The incumbent will work in close collaboration with NRLM officials to provide continuous analytical support, project monitoring, data insights, reports, and presentations to aid decision-making. The role also involves acting as a liaison between the Ministry and the project implementation team to ensure seamless coordination and timely delivery.

Responsibilities:

- Provide continuous analytical and coordination support to senior ministry officials for project oversight and decision-making.
- Engage with stakeholders, including Government Officials and Mission Staff, to gather and understand requirements related to reports, presentations, and data analysis.
- Monitor project MIS/dashboards, flag deviations, highlight trends, and identify areas requiring intervention.
- Prepare review meeting briefs, MIS summaries, status reports, and data analyses.
- Document minutes of review meetings, track action items, and follow up on deliverables with the project team.
- Timely resolution of the issues/ challenges and alignment with mission priorities.
- Document functional as well as non-functional requirements of the Mission and translate business needs into clear technical specifications and user stories for development teams.
- Create visual representations of workflows through flow charts and presentations for stakeholder reviews.
- Analyse current processes and recommend improvements to enhance system efficiency and user experience.
- Coordinate with developers, designers, and testers to ensure the solution meets stakeholders' needs.
- Conduct data analysis to support decision-making and prepare various reports and presentations.
- Monitor field activities and prepare reports for management and stakeholders.
- Provide support for project monitoring, implementation tasks, and quality assurance activities.
- Ready to work from the client site (Ministry/Mission offices) and undertake travel as per requirements.

**Qualifications:**

- Bachelor's degree in Business Administration, Rural Development, Information Technology, or related fields.
- **2+ years** of proven experience as a Data Analyst / Consultant / Project Coordinator, preferably in rural development, government projects, or women empowerment programmes.
- Exposure to BI Tools — ability to translate complex data into understandable insights and visual dashboards.
- Proficient with Office tools viz. Excel, PowerPoint, Word, etc.
- Proficient in using AI tools for preparing reports, summaries, and data analysis.
- Strong analytical, communication, and problem-solving skills.
- Experience in Agile methodologies and requirement gathering.
- Ability to work in a government/ institutional setting with senior stakeholders, maintaining professionalism, discretion, and confidentiality.
- Good documentation skills — ability to prepare concise briefs, minutes of meetings, and status reports.



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 Annexe,

6 CGO, Complex Lodhi Road,

New Delhi – 110003

Phone No. 011-24303500, 24360199