



Advt. No. DIC/Academic Bank of Credits/06/2025/06

**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**  
**06.06.2025**

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 **Academic Bank Of Credits** project:-

Sr. No.	Name of the Post	No. of positions
1.	Business Analyst	2

\*\* The place of posting shall be in New Delhi/Noida 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/>



## **Job Description: Business Analyst**

### **Job Summary:**

The job holder will be Collaborating with stakeholders to gather and document requirements. Creating visual representations of workflows through flow charts and design API specification. Acting as a mediator to ensure clear communication between technical teams and Onboarding team (or stakeholders) of ABC project.

### **Essential Qualification:**

- B.E/ B. Tech and equivalent
- Qualification can be relaxed in case of exceptional candidates

### **Required Experience:**

- 3+ years' experience in Software/Networking Project Management/Operations, Enterprise-Wide systems integration/implementation projects
- MS-Office, MS Project, Visio, Draw.io, JIRA etc.
- Good Communication and soft skills (Oral and Written)
- Capability to manage timelines, oversee deliverables, and ensure project milestones are met.
- Analytical Skills: Ability to analyze technical information, assess progress, and generate detailed reports.
- Must have working knowledge of backend architecture, trends, and emerging technologies.

### **Roles and Responsibilities:**

#### Requirement Analysis

- Create and review Functional Requirement Specifications (FRS) and API documentation.
- Sound knowledge of API integration and API testing
- Ability to work collaboratively with cross-functional teams.

#### Monitoring

- Interact with quality audit team to monitor testing bugs and ensure timely resolution and maintain quality standards.
- Bring out regular progress assessment reports with qualitative input and flagging off any deviations/issues that need to be looked into by the higher authorities
- Provide support for project monitoring and implementation tasks as needed.



#### Support

- Coordinate with technical and onboarding team for application integration and post integration operations.
- Post delivery of services, keep in touch with departments to resolve any operational issue and endeavor to keep the services up and running.
- Ensure that issues/complaints raised through various channels (including social media, Play store etc.) are addressed

#### Reporting

- Prepare reports, presentations for both internal and external distribution on project progress
- Maintain adherence to project timelines and ensure quality of output/deliverables  
Provide requisite support for necessary audits (SLA, Security etc.) by third party auditor/s



**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  
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