Digital India Corporation
Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road
New Delhi – 110003
Tel: +91 (11) 24301244

Website: www.dic.gov.in

Web Advertisement
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Digital India Corporation (DIC) has been set up by the Ministry of Electronics & Information Technology (MeitY), 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 the use of technology for e-Governance, e-Health, Telemedicine, e-agriculture, e-Payments etc. The Digital India programme promotes safety and security concerns of the growing cashless economy and addresses challenges confronting its wider acceptance. It also promotes innovation and evolves models for the empowerment of citizens through Digital initiatives and promotes participatory governance and citizen engagement across the government through various platforms including social media.

IndiaAI, is an Independent Business Division under DIC. IndiaAI aims to catalyse the AI for social good ecosystem in India while support innovation, research, and capacity building in the field of Artificial Intelligence.

Digital India Corporation is currently inviting applications for the following positions purely on Contract / Consolidated basis:

S.No.	Position Title	No. Of Positions
1	Data Analyst	40
2	Data Scientist	20

** 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 of Receipt of Applications: 5th December 2023

<h3>1. <u>Job Description: Data Analyst</u></h3>

Designation: Data Analyst

Project: Data Management Units (DMU)

Reports to: Chief Data Office - Data Management Unit

Job objectives:

The Data Analyst will play a key role in the future of IndiaAI. He/she will be responsible for operationalising efforts towards transforming the data management practices of the ministry/department to improve the quality and use of public sector data and catalyse the data-based research and innovation ecosystem. The Data Analysts will be dedicated to the pursuit of building capacity throughout the end-to-end data value chain in Ministries/Departments for the purposes of AI-based innovation.

i. Roles and Responsibilities

- Ensure compliance with relevant data policies/guidelines/rules as set forth by the Data Management Office (when established) or any other Government of India agency;

- Streamline data collection practices and systems within the host Ministry/Department/Agency;

- Ensure data integrity and accurate record-keeping by supporting data collection and management efforts (data entry into electronic formats, SOP based data verification);

- Create, maintain, and improve the quality of data repositories for the host Ministry/Department/Agency;

- Perform data analysis for cleaning data, and generation of insights;

- Perform quality assurance checks on datasets;

- Maintain detailed documentation on data management decisions and technical work;

- Work on cross-sectoral initiatives across governments to extract data from data warehouses and other back-end systems;

- Develop data feeds and automated reporting through dashboarding;

- Stay up-to-date with industry trends and best practices in data management, data analysis and visualization;

- Develop and ensure adoption of data storage, archival and deletion SOPs in alignment with relevant government policies/guidelines/rules.

ii. Education

- Bachelor's degree in computer science, mathematics, economics, statistics or related fields from a recognized university/institute;

- Certifications in data analytics, data science, data/information management are preferred from recognized university/institute

iii.   Desirable Skills & Experience

- 2-3 years of data management and analysis experience, preferably in software or technology industry;

- Familiar with cleaning, coding, merging, and analyzing large and complex quantitative data files in Python, R;

- Detail-oriented with a focus on data quality and accuracy;

- Strong analytical and problem-solving skills;

- Strong experience in building complex SQL queries and schema building Advanced Excel/Google Sheets & Macros knowledge.

2. **Job Description: Data Scientist**

Designation: Data Scientist

Project: Data Management Units (DMU)

Reports to: Chief Data Officer - Data Management Unit

Job objectives:

The Data Scientist will play a key role in the future of IndiaAI. He/she will be responsible for leading efforts towards transforming the data management practices of the ministry/department to improve the quality and use of public sector data and catalyse the data-based research and innovation ecosystem. He/She will define the vision, strategy and principles for the data management unit and define standards for the integration of data ecosystems. He/She will assist line ministries in identifying and leveraging their data for purposes of AI innovation and research. The Data Scientist will be dedicated to the pursuit of modernising the data management practices and building capacity throughout the data value chain within Ministries/Departments for the purposes of AI-based innovation.

i. **Job description**

- Define vision, strategy and principles for the data management unit;

- Lead and mentor Data Analysts in streamlining data management and cleaning practices;

- Define standards and design data flows throughout both the host Ministry/Department and for integration with the external ecosystems;

- Standardise the host Ministry/Department's data enterprise architecture through data and design strategies;

- Create and implement Data Quality and Metadata management capabilities including through coordination with e-gov standards portal and STQC;

- Frame data-access practices for the India Datasets Platform (when established) and other requests for the host Ministry/Department;

- Assist the development of thought-provoking insights through data analysis and in-depth review of trends for the host Ministry/Department;

- Work across teams to leverage synergies and align data models with overall Information Architecture;

- Coordinate closely with Data Management Office (when established) or other digital program teams within the Ministries/Departments to create and disseminate SOPs or protocols for data management;

- Stay up-to-date with latest industry developments across data management and use, including machine learning and artificial intelligence.

- Coordinate with the Data Management Office and Data Monitoring and Evaluation Office (NITI Aayog) to ensure compliance with relevant data policies/guidelines/rules as set forth by the Data Management Office or any other Government of India agency;

ii.   Education

- B.E / B.Tech / BCA, and;
- Post-graduation in Data Science, Statistics, Mathematics or other quantitative field or equivalent technical qualification including professional certification from recognised university/institute;

iii.   Experience and Skill requirements

- 5-7 years of experience in data warehousing, database management and end-to-end data architecture management;
- Knowledge and experience in statistical and data mining techniques: GLM/Regression, Random Forest, Boosting, Trees, etc.
- Knowledge of a variety of machine learning techniques (clustering, decision tree learning, artificial neural networks, etc.) and their real-world advantages/drawbacks;
- Experience with Excel, PowerPoint, Tableau, SQL, and programming languages (ex: Java/Python, SAS);
- Experience working with and creating data architectures;
- Two or more years of project management experience;
- Ability to work effectively in a government setting that has several concurrent projects;
- Excellent written and verbal communication skills for coordinating across internal and external stakeholders;
- Detail-oriented with a focus on quality and accuracy;
- Ability to break down the complexity of the technical problem and provide solutions;
- Ability to bridge the gap amongst all technical and non-technical stakeholders.

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. Each of the specified roles will be placed in host ministries or departments for a period of 2 years for the initial contract, following which the contract may be subsequently renewed for another 2 years. The probation period will be of 3 months.

3. 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.

4. 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.

5. 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.

In case of a query, the following officer may be contacted

Ms. Vinaya Viswanathan
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