



Advt. No. DIC/NHAI/NHIDCL/2026

Digital India Corporation

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New Delhi – 110003

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Website: www.dic.gov.in

Web Advertisement

04.08.2026

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:-

Sr. No.	Name of the Post	Number of Position
1	Solution/ Technical Architect	01
2	Product Manager	01
3	Business Analyst	01

** 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.

Shortlisting shall be carried out through an objective evaluation matrix based on educational qualification, relevant experience, domain expertise, certifications, publications, and other criteria as approved by the Competent Authority. Mere fulfillment of eligibility conditions shall not confer any right to be shortlisted.

Digital India Corporation reserves the right to fix higher threshold of qualifications and experience for screening and limiting the number of candidates for interview. DIC reserves the right not to fill the post without assigning any reason thereof. The decision of DIC regarding shortlisting shall be final and binding. Only shortlisted candidates shall be invited for selection interviews.

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: 19.08.2026



1. Job Description: Solution/ Technical Architect

Role Summary

Digital India Corporation is looking for an experienced Solution / Technical Architect to design, guide, and oversee the implementation of scalable, secure, interoperable, and future-ready technology solutions for large-scale digital transformation projects.

The Solution / Technical Architect will be responsible for defining the overall technology architecture, selecting appropriate technology stacks, guiding development teams, ensuring system scalability and performance, and aligning technical decisions with business, governance, security, and long-term organizational objectives.

The candidate should have strong experience in enterprise application architecture, cloud-native systems, microservices, API-led integration, DevOps, security architecture, and modern software engineering practices. The candidate should also be proficient in AI technologies and should be capable of identifying, designing, and integrating AI-enabled solutions where relevant.

Educational Qualifications

Basic Qualification-

Bachelor's degree in Computer Science, Information Technology, Electronics, Information or related fields.

Preferred Qualification-

Master's degree in Computer Science, Information Technology, Management, Data Science, Artificial Intelligence, or related fields from a recognized university/institute.

Experience

The candidate should have:

1. More than 10 years of experience in software development, IT architecture, solution design, enterprise architecture, or technical leadership roles.
2. At least 5 years of hands-on experience in designing and implementing enterprise-grade applications, large-scale platforms, distributed systems, and secure technology solutions.
3. Proven experience in designing cloud-native, scalable, secure, and high-performance systems using modern architecture practices.
4. Experience in working on large government, public sector, digital transformation, e-Governance, infrastructure, transport, citizen-centric platforms, or enterprise-scale IT projects will be an added advantage

Consolidated Remuneration:

Consolidated remuneration shall be commensurate with qualifications and experience within the approved project norms.

Roles and Responsibilities

The Solution / Technical Architect shall be responsible for the following:

- Define and implement technology strategy, architecture roadmap, and solution design aligned with business requirements and organizational objectives.
- Design high-level and detailed architecture for applications, platforms, systems, infrastructure, databases, APIs, integrations, and deployment environments.
- Translate business and functional requirements into scalable, secure, and technically feasible solutions.

- Work closely with business stakeholders, project managers, product managers, business analysts, development teams, QA teams, DevOps teams, and security teams to ensure correct implementation of approved architecture.
- Guide development teams on architecture principles, design patterns, coding standards, technology frameworks and engineering best practices.
- Design and oversee implementation of microservices architecture, API-led architecture, event-driven architecture, modular architecture, and domain-driven design approaches, wherever applicable.
- Review system design, database design, integration design, security design, deployment architecture, and performance architecture.
- Oversee system integration, including REST APIs, GraphQL, gRPC, message queues, middleware, third-party integrations, and inter-application data exchange.
- Ensure application scalability, reliability, maintainability, observability, performance, and resilience through efficient system design.
- Establish coding guidelines, conduct technical reviews, review critical code/components, and ensure adherence to quality standards.
- Implement and enforce best practices for security, risk management, regulatory compliance, data protection, identity and access management, and secure software development.
- Guide the team on cloud architecture, containerization, CI/CD pipelines, DevOps practices, infrastructure automation, and deployment strategies.
- Support architecture decisions related to databases, storage, caching, reporting, analytics, and data exchange.
- Evaluate emerging technologies and recommend adoption of suitable tools, platforms, frameworks, and practices for improving project delivery and system capability.
- Identify opportunities for integrating Artificial Intelligence, Machine Learning, Generative AI, automation, analytics, intelligent workflows, and AI-assisted decision-support capabilities into digital platforms.
- Design AI-enabled solution components such as intelligent search, chatbot/virtual assistant, document processing, recommendation systems, predictive analytics, anomaly detection, automated classification, and AI-assisted reporting, wherever relevant.
- Ensure responsible use of AI technologies by incorporating data privacy, security, explainability, auditability, validation, and human oversight in AI-enabled systems.
- Review architecture for interoperability, extensibility, API reusability, maintainability, and alignment with long term enterprise architecture goals.
- Prepare architecture documents, solution design documents, technical specifications, integration documents, deployment architecture, technology evaluation notes, and technical decision records.
- Mentor technical teams, support technical problem-solving, and provide leadership during critical project phases, production issues, performance bottlenecks, and technology transitions.

Required Skill Set

The candidate should have the following skills and capabilities:

1. Strong expertise in software architecture and design patterns, including microservices, event-driven architecture, domain-driven design, layered architecture, modular architecture, and service-oriented architecture.
2. Strong hands-on experience in backend technologies such as Java, .NET, Python, Node.js, or similar platforms.
3. Working knowledge of frontend technologies such as React, Angular, Vue.js, TypeScript, JavaScript, HTML, and CSS.
4. Proven experience in cloud platforms such as AWS, Microsoft Azure, Google Cloud Platform, or government/community cloud environments.
5. Experience in cloud-native application development, serverless architecture, containerization, and infrastructure as code.
6. Hands-on experience with Docker, Kubernetes, Jenkins, GitLab CI/CD, GitHub Actions, GitOps, Terraform, CloudFormation, or similar DevOps and automation tools.

7. Strong understanding of database design, including SQL and NoSQL databases such as PostgreSQL, MySQL, MS SQL Server, Oracle, MongoDB, Cassandra, DynamoDB, or similar platforms.
8. Knowledge of caching and performance optimization tools and techniques such as Redis, Memcached, indexing, query optimization, load balancing, and distributed caching.
9. Strong experience in API and system integration using RESTful APIs, GraphQL, gRPC, Kafka, RabbitMQ, middleware, API gateways, and integration platforms.
10. Strong understanding of security architecture, including OWASP, secure coding practices, identity and access management, Zero Trust principles, encryption, API security, logging, audit trails, vulnerability management, and compliance requirements.
11. Knowledge of standards and frameworks such as ISO 27001, GDPR/data protection principles, enterprise architecture frameworks, and secure software development lifecycle practices.
12. Familiarity with enterprise architecture frameworks such as TOGAF, Zachman, or similar methodologies will be preferred.
13. Experience in Agile, Scrum, Kanban, SAFe, sprint planning, backlog refinement, technical reviews, and team leadership.
14. Strong understanding of software development lifecycle, release management, configuration management, version control, testing lifecycle, UAT, deployment, and production support.
15. Proficiency in AI technologies, including Artificial Intelligence, Machine Learning, Generative AI, Large Language Models, Natural Language Processing, computer vision, intelligent automation, and AI-assisted analytics.
16. Familiarity with AI/ML tools and platforms such as Python ML libraries, TensorFlow, PyTorch, scikit-learn, Hugging Face, LangChain, vector databases, RAG-based architectures, AI APIs, and cloud AI services will be preferred.
17. Ability to assess AI use cases, select suitable AI models/tools, define AI solution architecture, and guide teams in integrating AI capabilities into enterprise applications.
18. Understanding of responsible AI practices, including privacy, bias mitigation, data quality, model validation, explainability, security, governance, and human-in-the-loop review.
19. Good understanding of emerging technologies such as AI/ML, Blockchain, IoT, Edge Computing, automation platforms, and advanced analytics.
20. Excellent communication, documentation, stakeholder management, analytical, and problem-solving skills.

Preferred Certifications

The following certifications will be preferred:

1. TOGAF or equivalent Enterprise Architecture certification
2. AWS / Azure / Google Cloud Architect certification
3. Kubernetes / DevOps / CI-CD certification
4. Certified Secure Software Lifecycle Professional or equivalent security certification
5. Agile / Scrum / SAFe certification
6. Certification in Artificial Intelligence, Machine Learning, Generative AI, Data Science, or Cloud AI services
7. Certification in database, API management, or enterprise integration technologies will be an added advantage

Desired Attributes

The candidate should demonstrate:

1. Strong technical leadership and ownership.
2. Ability to design enterprise-grade, scalable, secure, and maintainable systems.
3. Ability to balance business requirements, technology feasibility, security, cost, and timelines.
4. Strong problem-solving ability in complex and multi-stakeholder environments.
5. Ability to guide and mentor development teams.
6. Good understanding of government/digital transformation project requirements.
7. Ability to evaluate emerging technologies and recommend practical adoption.
8. Responsible and ethical approach towards the use of AI technologies.

9. Strong documentation discipline and clarity in technical communication.
10. Ability to work under tight timelines and support critical project delivery.

Key Deliverables

The Solution / Technical Architect shall be expected to deliver, as applicable:

1. Technology strategy and architecture roadmap
2. High-level architecture documents
3. Solution design documents
4. Technical architecture diagrams
5. API and integration architecture
6. Database and data flow design
7. Cloud and infrastructure architecture
8. Security architecture and compliance recommendations
9. DevOps and deployment architecture
10. Performance and scalability recommendations
11. Technical standards and coding guidelines
12. Architecture review notes and technical decision records
13. AI use-case assessment and AI solution architecture
14. Technical guidance for development, testing, deployment, and production support teams



2. Job Description: Product Manager

Role Summary

Digital India Corporation is looking for experienced and result-oriented Product Managers to lead the planning, development, implementation, and continuous improvement of large-scale digital transformation and e-Governance products.

The Product Manager will be responsible for understanding business objectives, stakeholder expectations, user needs, policy requirements, and technology constraints, and converting them into a clear product vision, roadmap, backlog, and delivery plan. The role requires close coordination with business stakeholders, project teams, technical architects, developers, QA teams, UI/UX teams, data teams, security teams, and external agencies to ensure timely and quality delivery of digital products.

The candidate should have strong product ownership, stakeholder management, analytical, documentation, coordination, and decision-making skills. The candidate should also be proficient in leveraging AI tools for product planning, requirement refinement, user story creation, documentation, data analysis, reporting, process improvement, and decision-support activities.

Educational Qualifications

Basic Qualification-

Bachelor's degree in Computer Science, Information Technology, Information Systems, Engineering, Management, Business Administration, or related fields.

Preferred Qualification-

Master's degree in Computer Science, Information Technology, Information Systems, Business Administration, Management, Product Management, Data Science, Artificial Intelligence, or related fields.

Experience

Minimum 7 years of experience in product management, business analysis, project management, software product development, digital transformation, or IT implementation projects.

Experience in managing e-Governance platforms, enterprise applications, workflow-based systems, citizen-centric digital services, data platforms, dashboards, GIS-based systems, or large-scale government technology projects will be an added advantage.

Consolidated Remuneration:

Consolidated remuneration shall be commensurate with qualifications and experience within the approved project norms.

Roles and Responsibilities

The Product Manager shall be responsible for the following:

1. Define and own the product vision, product roadmap, release plan, feature prioritization, and success metrics in alignment with organizational and stakeholder objectives.
2. Understand business requirements, user needs, policy requirements, operational challenges,

- and project goals from multiple stakeholders.
3. Convert stakeholder requirements into clear product requirements, user journeys, functional flows, user stories, acceptance criteria, wireframes, prototypes, and release-ready backlog items.
 4. Prepare and maintain product requirement documents, feature specifications, use cases, workflow documents, product notes, release notes, user manuals, SOPs, training material, and management reports.
 5. Work closely with business stakeholders, project managers, business analysts, technical architects, developers, QA teams, DevOps teams, security teams, and external agencies to ensure smooth product delivery
 6. Prioritize product features and enhancements based on business value, user impact, statutory or policy requirement, technical feasibility, dependencies, risk, and timelines.
 7. Conduct requirement workshops, product walkthroughs, sprint planning discussions, review meetings, UAT coordination meetings, and stakeholder feedback sessions.
 8. Review developed features against approved requirements and ensure that the implementation is aligned with documented specifications and user expectations.
 9. Coordinate with QA teams for test scenarios, defect review, UAT readiness, bug prioritization, regression testing, and production release preparedness.
 10. Monitor product progress, sprint delivery, issue closure, feature readiness, release timelines, and dependency resolution.
 11. Coordinate with UI/UX teams to ensure that product design is user-friendly, accessible, consistent, and aligned with business processes.
 12. Analyze user feedback, operational data, support tickets, usage trends, and stakeholder inputs to identify product improvements and automation opportunities.
 13. Support change management by assessing change requests, impact on scope/timeline/cost, stakeholder approvals, and implementation planning.
 14. Ensure proper documentation discipline, version control, requirement traceability, approval tracking, and adherence to approved project governance processes.
 15. Coordinate UAT, field trials, user training, handholding, production rollout, and post-go-live support activities.
 16. Ensure timely preparation of dashboards, progress reports, review presentations, status notes, and escalation summaries for senior management.
 17. Identify product risks, dependencies, blockers, and implementation gaps, and proactively coordinate for their resolution.
 18. Ensure that product development follows applicable security, data privacy, accessibility, performance, compliance, and quality requirements.
 19. Use AI-enabled tools for requirement refinement, backlog creation, documentation, meeting summarization, user story drafting, process mapping, data analysis, report preparation, and productivity improvement.
 20. Ensure responsible and ethical use of AI tools while maintaining confidentiality, data privacy, accuracy, validation, and compliance with organizational policies.

Required Skill Set

The candidate should have the following skills and capabilities:

1. Strong understanding of product management principles, product lifecycle, product roadmap planning, feature prioritization, release planning, and product success measurement.
2. Experience in preparing product requirement documents, user stories, acceptance criteria, use cases, process flows, wireframes, product notes, release notes, and stakeholder presentations.
3. Strong understanding of Agile, Scrum, Kanban, Waterfall, Hybrid Agile, and software development lifecycle processes.
4. Hands-on experience with product and project management tools such as Jira, Confluence, Microsoft Azure DevOps, Trello, Asana, Microsoft Project, or similar platforms.
5. Ability to manage product backlog, sprint priorities, feature dependencies, stakeholder expectations, and release readiness.
6. Experience in coordinating with business stakeholders, government departments, technical teams, vendors, QA teams, UI/UX teams, data teams, and support teams.

7. Good understanding of application development, APIs, integrations, databases, dashboards, cloud platforms, security requirements, and production support processes.
8. Familiarity with UI/UX design principles, user journey mapping, prototyping, usability review, accessibility, and customer-centric product design.
9. Familiarity with data analysis and visualization tools such as Power BI, Tableau, Google Looker Studio, or similar platforms for product monitoring and decision support.
10. Working knowledge of SQL, data structures, reporting systems, analytics dashboards, and data-driven product decision-making will be an added advantage.
11. Experience in UAT planning, defect prioritization, release validation, user feedback analysis, and post-go-live support coordination.
12. Knowledge of business process modelling techniques such as BPMN, UML, swimlane diagrams, workflow mapping, and process optimization.
13. Experience with documentation and modelling tools such as Microsoft Visio, Lucidchart, Draw.io, Figma, Balsamiq, or similar tools.
14. Exposure to e-Governance platforms, workflow-based systems, procurement systems, document management systems, GIS-based applications, mobile applications, or enterprise-scale applications will be preferred.
15. Proficiency in leveraging AI tools such as ChatGPT, Microsoft Copilot, Gemini, Claude, Perplexity, or similar platforms for requirement analysis, product documentation, meeting summarization, user story creation, product research, data interpretation, process modelling, and productivity enhancement.
16. Understanding of AI concepts such as Generative AI, Machine Learning, Natural Language Processing, intelligent automation, AI-assisted analytics, and responsible AI adoption will be an added advantage.
17. Excellent written and verbal communication skills with the ability to prepare clear notes, reports, presentations, minutes of meetings, product summaries, and senior management updates.
18. Strong analytical, problem-solving, coordination, negotiation, and stakeholder management skills.
19. Ability to work under tight timelines in a multi-stakeholder environment and support critical project delivery.
20. Strong ownership, accountability, and ability to drive product outcomes across cross-functional teams.

Preferred Certifications

The following certifications will be preferred:

1. Certified Scrum Product Owner
2. Certified Scrum Master / Professional Scrum Master
3. PMI-ACP or equivalent Agile certification
4. Product Management certification from a recognized institution
5. SAFe Product Owner/Product Manager certification
6. Certification in Business Analysis such as CBAP, CCBA, or PMI-PBA
7. Certification in Power BI, SQL, Data Analytics, AI productivity tools, Cloud, or Digital Transformation will be an added advantage.

Desired Attributes

The candidate should demonstrate:

1. Strong product ownership and accountability.
2. Ability to understand complex business requirements and convert them into implementable product features.
3. Good coordination skills with business, technical, QA, design, and leadership teams.
4. Strong documentation discipline and attention to detail.
5. Ability to manage ambiguity, changing priorities, and multiple stakeholder expectations.
6. Proactive approach towards product improvement, automation, and technology adoption.
7. User-centric approach with focus on usability, adoption, and measurable outcomes.

8. Responsible and ethical use of AI tools for improving productivity and quality of deliverables.
9. Ability to work independently as well as collaboratively within cross-functional teams.
10. Strong organizational and time management skills with ability to manage multiple priorities and meet project deadlines.

Key Deliverables

The Product Manager shall be expected to deliver, as applicable:

1. Product vision and product roadmap
2. Product requirement documents
3. User stories and acceptance criteria
4. Feature prioritization and product backlog
5. Process flows, user journeys, wireframes, and prototypes
6. Release plan and sprint priority inputs
7. Requirement traceability matrix
8. UAT coordination notes and validation reports
9. Change request analysis and impact assessment
10. Product review presentations and management reports
11. User manuals, SOPs, training material, and release notes
12. Product adoption, usage, and feedback analysis reports
13. Issue, risk, dependency, and escalation trackers
14. Dashboards, product insights, and analytical reports
15. AI-assisted documentation and productivity outputs, duly validated for accuracy



3. Job Description: Business Analyst

Role Summary

Digital India Corporation is looking for experienced and result-oriented Business Analysts to support the implementation of large-scale digital transformation projects. The Business Analyst will be responsible for understanding business and stakeholder requirements, translating them into clear functional and technical documentation, coordinating with project teams, and supporting informed decision-making through structured analysis, documentation, and reporting.

The candidate should have strong analytical, communication, documentation, and stakeholder management skills. The candidate should also be proficient in leveraging AI tools for requirement analysis, documentation, process mapping, reporting, productivity enhancement, and decision-support activities.

Educational Qualifications

Basic Qualification-

Bachelor's degree in Computer Science, Information Technology, Information Systems, Engineering, Management, or related fields.

Preferred Qualification-

Master's degree in Computer Science, Information Technology, Information Systems, Finance, Business Administration, Management, or related fields.

Experience

Minimum 5 years of experience as a Business Analyst, preferably in IT, e-Governance, digital transformation, software development, product implementation, or large-scale technology projects.

Experience in government, public sector, infrastructure, transportation, or citizen-centric digital platforms will be an added advantage.

Consolidated Remuneration:

Consolidated remuneration shall be commensurate with qualifications and experience within the approved project norms.

Roles and Responsibilities

The Business Analyst shall be responsible for the following:

1. Understand business requirements from multiple stakeholders and prioritize them based on project objectives, business value, timelines, and implementation feasibility.
2. Interact with internal and external stakeholders to gather, validate, document, and communicate business, functional, and non-functional requirements.
3. Actively participate in capturing and interpreting new business requirements and simplify them into structured documents, presentations, reports, dashboards, and summaries for senior management and project leadership.
4. Prepare Business Requirement Documents, Functional Requirement Specifications, use cases, user stories, process flows, wireframes, requirement traceability matrices, and other project documentation.
5. Collaborate with business stakeholders, project managers, architects, developers, QA teams, and external agencies to gather requirements, facilitate workshops, communicate functional expectations, resolve queries, and ensure successful implementation. Support the project implementation team in defining system design elements, business rules, workflows, user journeys, validations, reports, dashboards, and relevant deliverables.

6. Analyze existing business processes and recommend improvements, automation opportunities, and digital solutions aligned with organizational goals.
7. Create change management proposals, assess the impact of proposed changes, and support implementation of approved changes through proper documentation and coordination.
8. Review specifications, change requests, functional flows, and system behavior to ensure alignment with approved business needs.
9. Collect, consolidate, and analyze information from multiple sources within the organization and prepare meaningful insights for informed decision-making.
10. Break down technical, architectural, and infrastructure-related requirements into simplified language so that business and project teams can clearly understand the implications.
11. Coordinate directly with relevant stakeholders and transfer domain and process knowledge to project teams.
12. Support user acceptance testing by preparing test scenarios, validating outputs, coordinating feedback, and tracking closure of issues.
13. Review developed functionality against approved business requirements and ensure implementation complies with documented specifications.
14. Assist management in identifying future requirements arising from changing business processes, policy requirements, stakeholder expectations, and technology advancements.
15. Use AI-enabled tools for requirement analysis, documentation, summarization of meetings, generation of process flows, preparation of reports, drafting of user stories, analysis of large datasets, and productivity improvement.
16. Ensure proper version control, documentation discipline, traceability, and adherence to approved project governance processes.
17. Prepare prototypes, user manuals, SOPs, training material, and conduct end-user training sessions whenever required.

Required Skill Set

The candidate should have the following skills and capabilities:

1. Strong understanding of business analysis methodologies such as Agile, Scrum, Waterfall, Hybrid Agile, Lean Six Sigma, or other relevant frameworks.
2. Familiarity with industry-standard business analysis frameworks such as BABOK or PMI-PBA.
3. Experience in requirement elicitation and management techniques, including interviews, workshops, questionnaires, surveys, stakeholder meetings, user stories, use cases, and process analysis.
4. Proficiency in preparing BRD, FRD, FRS, SRS, user stories, use cases, process flows, workflow diagrams, wireframes, test scenarios, and requirement traceability matrices.
5. Hands-on experience with project management and collaboration tools such as Jira, Confluence, Microsoft Azure DevOps, Microsoft Project, Trello, or similar platforms for requirements management, backlog prioritization, issue tracking, sprint planning, project coordination, and progress monitoring.
6. Knowledge of business process modelling and analysis techniques such as BPMN, UML, swimlane diagrams, flowcharts, and workflow mapping.
7. Experience with modelling and documentation tools such as Microsoft Visio, Lucidchart, Draw.io, Enterprise Architect, Figma, Balsamiq, or similar tools.
8. Familiarity with data analysis and visualization tools such as Power BI, Tableau, Google Looker Studio, or similar platforms for analyzing and presenting business data and insights.
9. Working knowledge of SQL for querying and analyzing data from relational databases, along with exposure to tools such as SQL Server Management Studio, Oracle SQL Developer, MySQL Workbench, or similar tools.
10. Understanding of software development lifecycle processes, including requirement analysis, design, development, testing, UAT, deployment, operations, and change management.
11. Experience in working with Agile development teams using Scrum boards, Kanban boards, sprint planning, backlog refinement, sprint review, and retrospective processes.
12. Exposure to business process automation tools such as Microsoft Power Automate, UiPath, Zapier, or similar platforms will be an added advantage.
13. Experience working with GIS-based applications and geospatial data, including concepts

such as layers, shapefiles, coordinates, map services, and spatial analysis. Familiarity with GIS platforms such as ArcGIS, QGIS, OpenLayers, Leaflet, or similar tools will be an added advantage.

14. Proficiency in leveraging AI tools such as ChatGPT, Microsoft Copilot, Gemini, Claude, Perplexity, or similar platforms for requirement analysis, documentation, meeting summarization, report drafting, process modelling, data interpretation, knowledge management, and productivity enhancement, while ensuring data privacy, confidentiality, accuracy, validation, and compliance with organizational policies.
15. Excellent written and verbal communication skills with the ability to prepare clear notes, reports, presentations, minutes of meetings, and senior management summaries.
16. Strong analytical, problem-solving, coordination, and stakeholder management skills.
17. Ability to work under tight timelines in a multi-stakeholder environment and support critical project delivery.
18. Experience in e-Governance, workflow-based systems, procurement, document management systems, or other enterprise-scale applications will be an added advantage.

Preferred Certifications

The following certifications will be preferred:

- CBAP – Certified Business Analysis Professional from IIBA
- CCBA – Certification of Capability in Business Analysis from IIBA
- PMI-PBA – Professional in Business Analysis from PMI
- Agile/Scrum certification such as CSM, PSM, PMI-ACP, or equivalent
- Certification in Power BI, SQL, Data Analytics, AI productivity tools, or Business Process Management will be an added advantage.

Desired Attributes

The candidate should demonstrate:

1. Strong ownership, accountability, and commitment towards timely and quality delivery of assigned responsibilities.
2. Ability to understand complex business problems and convert them into implementable solutions.
3. Good coordination skills with business, technical, and leadership teams.
4. Attention to detail in documentation and requirement tracking.
5. Ability to manage ambiguity changing priorities, and multiple stakeholder expectations in a fast-paced project environment..
6. Proactive approach towards process improvement and technology adoption.
7. Responsible and ethical use of AI tools for improving productivity and quality of deliverables.
8. Ability to work independently as well as collaboratively within cross-functional teams.
9. Customer-centric approach, ensuring that proposed solutions align with business objectives and deliver maximum value to stakeholders.
10. Strong organizational and time management skills, with the ability to manage multiple assignments while meeting project deadlines.

Key Deliverables

The Business Analyst shall be expected to deliver, as applicable:

1. Business Requirement Documents
2. Functional Requirement Documents
3. User stories and use cases
4. Prototypes, Process flow diagrams and workflow documents
5. Requirement traceability matrix
6. Change request analysis and impact assessment
7. UAT scenarios and validation reports
8. Meeting notes and stakeholder discussion summaries
9. Project status inputs and management reports
10. Dashboards, data insights, and analytical reports
11. AI-assisted documentation and productivity outputs, duly validated for accuracy.

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. Candidates shall disclose any actual or potential conflict of interest with Digital India Corporation or its projects.
4. Selected candidate shall furnish an Integrity and Vigilance Declaration and shall be required to maintain highest standards of ethics.
5. Any candidate found debarred, blacklisted or convicted of offences involving moral turpitude shall not be eligible.
6. 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.
7. Appointment shall remain subject to verification of educational qualifications, previous employment, antecedents and character.
8. If any information furnished by the candidate is found false or suppressed at any stage, candidature/appointment shall stand cancelled without notice.
9. Selection shall be made by a duly constituted Selection Committee as approved by the Competent Authority of DIC.
10. Personal information shall be processed solely for recruitment purposes in accordance with applicable laws.
11. Digital India Corporation is an Equal Opportunity Employer.
12. 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 of the selected candidates shall be mapped as per the existing designation policy of DIC.
13. 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