



**Advt. No. DIC/9/(20)/Op/ecom/MoT/SVS/12/20-
Part(1)**

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
19.02.2025**

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.

S. No	Name of the Post	No. of Vacancies
1	Manager (Analytics)	1

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/>



1. Job Description: Manager (Analytics)

Education Qualifications & Experience:

- Bachelor's degree in business administration, Mathematics, Statistics, Computer Science, Economics, or related field with 6+ years of experience in analytics, preferably in the e-commerce industry.
- Candidate having MBA or PG Diploma in Analytics or related field would be given preference.

Roles and Responsibilities

- Develop and implement analytics strategies that support the e-commerce portal's business objectives.
- Collaborate with other departments to identify business problems and opportunities for improvement and develop analytical solutions to address them.
- Lead a team of data analysts to deliver data-driven insights and recommendations that drive business decisions.
- Design, develop, and maintain data models, databases, and data systems that support the e-commerce portal's analytics needs.
- Develop and maintain dashboards and reports that provide insights into key performance metrics and trends.
- Work with stakeholders to define and track key performance indicators (KPIs) that measure the success of the e-commerce portal.
- Ensure data accuracy, completeness, and consistency across all analytics systems and tools.
- Stay up to date with the latest analytics tools, techniques, and trends, and recommend new tools and approaches that can improve the e-commerce portal's analytics capabilities.
- Communicate complex analytical findings to non-technical stakeholders in a clear and concise manner.
- Manage relationships with external vendors and partners that provide analytics-related services to the e-commerce portal.
- Create business documentation- BRD, FRS, SRS as per project requirement.

Required Skill Set

- Strong analytical and problem-solving skills.
- Proficiency in statistical analysis, data modeling, and data visualization.
- Proficiency in SQL and at least one programming language (e.g., Python, R).
- Experience with data visualization tools (e.g., Tableau, Power BI).
- Excellent communication and presentation skills.
- Ability to lead a team and manage projects effectively.

Desirable Skill Set

- Knowledge of e-commerce industry trends and best practices.
- Familiarity with big data technologies (e.g., Hadoop, Spark).
- Experience with machine learning and predictive analytics.
- Familiarity with cloud-based analytics platforms.



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