



Advt. No. DIC/DPDPA/28/2024/10
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
28.10.2024

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 DPDPA Project: -

Sr. No.	Name of the Post	No. of Positions
1.	Content Writer	1

** **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 viz. www.dic.gov.in

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



1. Job Description: Content Writer

A. Roles & Responsibilities

1. Research and write high-quality content on legal topics, including articles, blog posts, whitepapers, and case studies.
2. Collaborate with legal experts to ensure accuracy and relevance of content.
3. Collaborate with cross-functional teams to create content that aligns with brand messaging and marketing goals.
4. Edit and proofread content for clarity, grammar, and legal compliance.
5. Develop content strategies that align with our marketing goals and target audience.
6. Stay up to date with current legal trends, regulations, and industry news.
7. Stay updated on industry trends and audience preferences to inform content creation.
8. Optimize content for SEO to enhance online visibility.
9. Engage with readers through comments and social media to foster community and discussion.
10. Monitor content performance and make recommendations for improvement.

B. Qualification & Experience:

Bachelor's degree in law/English/Mass Communications/Journalism or a related field with 5+ years of Experience.

C. Desirable Qualification & Experience:

Master's degree in mass communications/journalism or a related field with 3+ years of Experience.

D. Required Skill Set:

1. Proven experience as a content writer, preferably in a legal setting or with a focus on legal topics.
2. Strong understanding of legal terminology and concepts.
3. Excellent writing, editing, and research skills.
4. Ability to simplify complex legal concepts for a general audience.
5. Familiarity with SEO best practices and digital marketing strategies.
6. Strong attention to detail and commitment to producing high-quality content.



E. Desirable Required Skill Set:

1. Knowledge of legal compliance and ethical considerations in content creation.
2. Experience with content management systems (CMS) and social media platforms.
3. Knowledge of analytics tools to track content performance.
4. Basic graphic design skills is a plus



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