

DigiLocker Partner On-Boarding

Designation: Assistant Manager/ Senior Manager/General Manager for DigiLocker On-Boarding

Age Limit: 28-45 Years

Education Qualifications:

- University degree in the field of computer science, engineering graduate or equivalent.

Key Requirements

- Excellent verbal and written English & Hindi.
- Ability to multitask and manage multiple priorities and commitments concurrently.
- Exceptional time-management skills and the ability to work under pressure.
- Commitment to the organization's goals and values.
- MBA or equivalent will be an added advantage.

Knowledge & Experience

- 7-15 years*of experience having Corporate Exposure and dealing with senior management.
- Minimum 5 years of experience in Banking/ Health care/ Education/ Government domain.
- Experience in working with Business development/ Sales.
- Liaising with Corporate Houses, Government departments.

**Note - Experience may be relaxed by one year if the candidate is found suitable*

Responsibilities

- Achieve monthly Onboarding target.
- Extensive travelling required.
- Inter-Ministry & Intra-Ministry communications
- Letter Correspondences, Grievance Management
- Empanelment / Association with various authorities/ organization.
- Formulates strategies and methods for Onboarding.
- Managing, mentoring and providing technical guidance/support to the team.
- Improve the technical competence of the team through training & development of existing and new team members.

Please apply via email to: **partners@digitallocker.gov.in** with subject line: **Application for position "Role"**

You will be appointed on a contractual basis for two years, this being extendable for another 2 years depending on your work performance.