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.