



Adv. No. – DIB/36/62023-DIB

DIGITAL INDIA CORPORATION

A section 8 Company, Ministry of Electronics and Information Technology, Govt. of India
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WEB ADVERTISEMENT

09th January 2024

The Ministry of Electronics and Information Technology (MeitY) under the Digital India Programme has undertaken a unique initiative, Bhashini, the National Language Translation Mission. Mission Bhashini was launched by Hon'ble PM on 4th July 2022 during Digital India Week 2022 in Gandhinagar, Gujarat. Vision of Bhashini to “Harness natural language technologies to enable a diverse ecosystem of contributors, partnering entities and citizens for the purpose of transcending language barriers, thereby ensuring digital inclusion and digital empowerment in an Aatma Nirbhar Bharat.”

In order to build this ecosystem, The Digital India Bhashini Division (DIBD), an Independent Business Division under Digital India Corporation (DIC). The DIBD is managing and executing the activities of “National Language Translation Mission”: Bhashini. Bhashini (<https://www.bhashini.gov.in/en/>) has been developed as a platform where various components have been integrated to bring stakeholders together. Bhashini works with some of the premier academic institutes, including IITs and IIITs) in India. These institutes are developing state of the art language AI models for various Indian languages. Bhashini platform already hosts 1000+ AI based language models in various technologies.

Digital India Corporation/Bhashini is currently inviting applications for the following positions purely on Contract/ Consolidated basis.

Sr. No.	Name of the Post	No. of Vacancies
1.	Manager (Innovation, Start-ups & Industries)	01
2.	Engagement Managers	06
3.	Assistant Manager (Social-Media / Outreach)	01
4.	Assistant Manager (Finance & Commercialization)	01
5.	Technical Solution Managers	04
6.	Office Executive / DEOs	02

Screening of applications will be based on qualifications, age, and 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 MeitY, DIC, BHASHINI & NeGD viz. www.meity.gov.in & www.dic.gov.in , www.Bhashini.gov.in and www.negd.gov.in

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



1. Job Title – Office Executives /DEOs

Division: Digital India Bhashini Division (DIBD)	Age: Maximum Age for Application is 45 Years
No of Post: 02	Remuneration: Salaries for this position would depend on the qualification and experience of the selected candidate and will be fixed as per the industry norms.
Location: Delhi or as project requirement	

JOB DESCRIPTION

We are seeking experienced Office Executives / Data Entry Operators [DEOs] to join our team. As Office Executives / Data Entry Operators [DEOs] you will be working closely with Assistant Manager – HR to manage daily administrative work of the Division including dictation and proofreading the note.

Role & Responsibilities

1. Managing the filing and documentation of the Division.
2. Adept in multitasking and attention to details
3. Experience of working for a government set up / project is desirable.
4. Proficient in taking notes and proofread the documents.

Required Profile

Essential Qualification	<ul style="list-style-type: none">• Any Graduate with 1+ Years of experience in Data Entry operations, Note preparations.• Strong hold on Accounts/ Finance / Administration related documents.
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22. Job Title – Manager (Technical Solutions)

Division: Digital India Bhashini Division (DIBD)	Age: Maximum Age for Application is 45 Years
No of Post: 04	Remuneration: Salaries for this position would depend on the qualification and experience of the selected candidate and will be fixed as per the industry norms.
Location: Delhi or as project requirement	

JOB DESCRIPTION

We are seeking talented Managers (Technical Solutions) to join our team. As, Manager you will be working closely with Product Manager / CEO- DIBD to manage IT systems and applications of the Division. The candidate should have experience in development of Web Portals and Cloud related activities.

Role & Responsibilities

1. Strong experience working in pre-sales on software development projects across a variety of technologies (JavaScript, DevOps, Mobile, etc.).
2. Demonstrable ability to communicate, present and influence key stakeholders at all levels of an organization, including executive and C-level
3. Experience working with clients in a B2B environment.
4. Experience crafting detailed proposals in response to RFPs.
5. Experience leading software development teams to successfully ship projects that exceed expectations
6. Proven track record of success in similar position.
7. Proven ability to juggle multiple accounts/teams at a time, while maintaining sharp attention to detail.
8. Independent, proactive and self-motivated with a proven track record of always learning and growing and able to thrive under pressure.
9. Experience of working for a government set up / project is desirable.

Required Profile

Essential Qualification	<ul style="list-style-type: none">• B. Tech / BCA / B.Sc. (IT) with 5+ Years of experience in managing IT systems and applications of a dynamic organization, experience in development of web portals/ Mobile Apps and Cloud related activities.• Must have experience in Handling/Operating Govt Projects.• Good hands-on experience in development of web portals / mobile applications and server management.
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3. Job Title – Assistant Manager (Finance & Commercialization)

Division: Digital India Bhashini Division (DIBD)	Age: Maximum Age for Application is 45 Years
No of Post: 01	Remuneration: Salaries for this position would depend on the qualification and experience of the selected candidate and will be fixed as per the industry norms.
Location: Delhi or as project requirement	

JOB DESCRIPTION

We are seeking talented Assistant Manager- Finance to join our team. As Asst. Manager, you will be working closely with Deputy Manager (Finance) to manage financial tasks of the Division. The candidate should have experience in maintaining handling files and processing of bills.

Role & Responsibilities

1. Managing the financial tasks of the Division.
2. Handling the files and all billing related processes
3. Work closely with cross- functional teams to support budgeting, forecasting, and financial planning processes.
4. Ensure timely and accurate payment of invoices and expenses and manage cash flow to support business operations
5. Proven track record of success in similar position.
6. Prepare tax returns (income tax, GST, TDS, etc.) accurately and timely.

Required Profile

Essential Qualification	<ul style="list-style-type: none">• Any Graduate (Preferable in Finance) with 3+ Years.• Must have Start-up Financing Skills with Equity Handling and Financial Portfolio management of start-ups / Companies.• Experience in Handling Grants / Government Funding and Grant in Aid• Experience of working for a government set up / project is desirable.• Strong problem solving, decision making and management skills.• Familiarity with GST, TDS, Income Tax etc.• Proficiency in MS Office and accounting software.• Knowledge of regulatory and compliance requirements.
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4. Job Title – Assistant Manager (Social Media Management/ Outreach)

Division: Digital India Bhashini Division (DIBD)	Age: Maximum Age for Application is 45 Years
No of Post: 01	Remuneration: Salaries for this position would depend on the qualification and experience of the selected candidate and will be fixed as per the industry norms.
Location: Delhi or as project requirement	

JOB DESCRIPTION

We are seeking talented Assistant Manager- SMM to join our team. As Asst. Manager, you will be working closely with Manager (Awareness & Coordination) to manage SMM portfolio of the Division. The candidate should have experience in maintaining media house relations & multiple social media calendars. Ultimately someone whose manages SMM activities in line with milestones of the Project.

Role & Responsibilities

1. Managing the entire SMM portfolio the Division thorough impact driven strategies.
2. Maintaining media relations with media houses and planned press releases of the events.
3. Collaborate with various teams to create brand taglines, logo and other promotional material for events, meetings & launches.
4. Travel required as needed.
5. Proven track record of success in similar position.
6. Strong command over writing and oral communication skills
7. Strong interpersonal and teamwork skills
8. Experience of working for a government set up / project is desirable.

Required Profile

Essential Qualification	<ul style="list-style-type: none">• Any Graduate with 3+ Years of Experience in Social Media Handling / Campaigning and SMM• Must have experience in managing multiple social media calendars of leading Social Media handles.
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5. Job Title –Engagement Managers

Division: Digital India Bhashini Division (DIBD)	Age: Maximum Age for Application is 45 Years
No of Post: 06	Remuneration: Salaries for this position would depend on the qualification and experience of the selected candidate and will be fixed as per the industry norms.
Location: Delhi or as project requirement	

JOB DESCRIPTION

We are seeking talented Engagement Managers to join our team. As Manager, you will be working closely with CEO-DIBD / Manager (Innovation, Start-ups & Industries) to manage start-up portfolio in the Division. The candidate should have experience in Tech proposal with start-ups and handling policy level execution of sprints. Ultimately someone whose manages operations & activities in line with milestones of the Project.

Role & Responsibilities

1. Managing the start-up portfolio in the Division
2. Scouting and on-boarding start-ups/ Incubators in Division with valid Innovation exchanges.
3. Program Management like hackathon(s) conference and sprint challenges with Govt/ Private players.
4. Ability to collaborate on long-term projects.
5. Detail-oriented with great organizational skills, comfortable with ambiguity.
6. Thinks critically and objectively; has excellent problem-solving skills and the ability to make quick decisions based on business demands.
7. Excellent communication and interpersonal skills, ability to be personable yet persistent.
8. Comfortable working in a fast-paced environment with minimal guidance.
9. Passion for technology and communications, well-versed on the latest trends.
10. Travel required as needed.
11. Proven track record of success in similar position.

Required Profile

Essential Qualification	<ul style="list-style-type: none">• B. Tech /M-Tech / MBA with 5+ Years of experience in Innovation, Start-ups and incubation Segment• Must have experience in preparing Tech proposals with start-ups /companies incubated with leading incubators.• Experience in Handling Policy level executing of Innovation sprints will be an advantage. OR <ul style="list-style-type: none">• Any Graduate with 6+ Years of Experience in Innovation Ecosystem / Engagement and Incubation Unit Operations.
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6. Job Title - Manager (Innovation, Start-ups & Industries)

Division: Digital India Bhashini Division (DIBD)	Age: Maximum Age for Application is 45 Years
No of Post: 01	Remuneration: Salaries for this position would depend on the qualification and experience of the selected candidate and will be fixed as per the industry norms.
Location: Delhi or as project requirement	

JOB DESCRIPTION

We are seeking a talented Manager (Innovation, Start-ups & Industries) to join our team. As Manager, you will be working closely with CEO-DIBD to manage Establishment of Bhashini Ecosystem Engagement Unit (EEU) operations and reporting vital to CEO. The candidate should have a background in Innovation, Start-ups and Incubation Segment. Ultimately someone whose manages daily operations & activities in line with milestones of the Project.

Role, Responsibilities, Education & Experience

1. Managing EEU operations and Reporting All Vital to CEO to ensure Mission Success
2. At least 10+ years' experience in Innovation, Start-Ups & Incubation Segment
3. B. Tech / M. Tech / MBA
4. Experienced in handling Innovation portfolios
5. Proficient in Start-ups Portfolios
6. Adept in Equity Management, Grants Management
7. Well versed in Funds Creation & PPP Model implementation
8. Ability to collaborate on long-term projects.
9. Detail-oriented with great organizational skills, comfortable with ambiguity.
10. Thinks critically and objectively; has excellent problem-solving skills and the ability to make quick decisions based on business demands.
11. Excellent communication and interpersonal skills, ability to be personable yet persistent.
12. Highly entrepreneurial and comfortable working in a fast-paced environment with minimal guidance - be an owner.
13. Passion for technology and communications, well-versed on the latest trends.
14. Travel required as needed.

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 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.
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