



Advt. No. DIC/IndiaAI /11/2023/03

**Digital India Corporation**  
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**Web Advertisement**  
**13.11.2023**

Digital India Corporation (DIC) has been set up by the Ministry of Electronics & Information Technology (MeitY), 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 the use of technology for e-Governance, e-Health, Telemedicine, e-agriculture, e-Payments etc. The Digital India programme promotes safety and security concerns of the growing cashless economy and addresses challenges confronting its wider acceptance. It also promotes innovation and evolves models for the 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 position purely on Contract / Consolidated basis:

Sr. No	Name of post	No of position required
1	Manager (Human Resources and Administration)	1
2	Associate (General Administration)	1
3	Associate (Human resources)	1
4	Manager (Finance and Accounts)	1
5	Associate (Finance and Accounts)	1
6	Manager (Legal)	1
7	Manager (Marketing)	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 and academic record and relevant experience. Digital India Corporation reserves the right to fix a 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](http://www.dic.gov.in), [www.negd.gov.in](http://www.negd.gov.in), [www.mygov.in](http://www.mygov.in), & [www.meity.gov.in](http://www.meity.gov.in)

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



## 1. Job Description: Manager (Human Resources and General Administration)

Role / Position	:	Manager (Human Resources and General Administration)
Project	:	IndiaAI
Reporting to	:	CEO, IndiaAI

### **About IndiaAI:**

IndiaAI program is envisioned as an umbrella programme by the Ministry of Electronics and Information Technology (MeitY) to drive convergence across all AI efforts of the government for leveraging this transformative technology to foster inclusion, innovation, and adoption for social impact.

### **Job objectives:**

The Manager (Human Resources and General Administration) at IndiaAI will be responsible for leading and overseeing all human resources and general administrative functions within the organisation. This role will play a critical part in ensuring the smooth operation of administrative tasks to support the overarching goals of the IndiaAI program.

### **A. Roles and Responsibilities**

- Develop and implement human resource strategies and initiatives aligned with the overall mission and goals of IndiaAI.
- Oversee the recruitment and onboarding process, ensuring the selection of top-tier talent to support the organisation's objectives.
- Administer HR policies and procedures to ensure compliance with relevant labour laws and regulations.
- Collaborate with cross-functional teams to support various initiatives and projects, fostering a culture of collaboration and teamwork.
- Manage various HR systems like Performance Management System, Recognition Schemes and Variable Pay Plan etc.
- Help in smooth implementation and management of leave, attendance and employee information module in the HRIS and work towards making various modules on HRIS live

### **B. Education**

- Bachelor's degree from a recognized university/institution
- MBA/Post graduation in Human Resource Management from a recognized university/institution

### **C. Desirable Skills & Experience**

- 5+ years' experience in human resources management and general administration, preferably in the technology or government sector.
- Strong understanding of labour laws and regulations, with the ability to ensure compliance within the organisation.
- Strong problem-solving and decision-making abilities, with a strategic mindset to drive organisational growth and development.
- Prior experience in managing large-scale projects and handling complex administrative tasks effectively.
- Ability to thrive in a fast-paced, dynamic work environment and effectively manage multiple priorities simultaneously.



## **2. Job Description: Associate (Human Resources)**

Designation	:	Associate (Human Resources)
Project	:	IndiaAI
Reports to	:	Manager (Human Resources and General Administration)

### **About IndiaAI:**

IndiaAI program is envisioned as an umbrella programme by the Ministry of Electronics and Information Technology (MeitY) to drive convergence across all AI efforts of the government for leveraging this transformative technology to foster inclusion, innovation, and adoption for social impact.

### **Job Objectives:**

The role would include responsibility in all aspects of areas like design and implementation of HR processes, systems and other administrative functions for employees, developing and implementing change management initiatives, managing recruitment and selection of personnel and managing other HR activities.

### **A. Roles and Responsibilities**

- Assist in the recruitment and onboarding process, including candidate sourcing, screening, and coordinating interviews.
- Support the development and maintenance of HR policies and procedures in compliance with relevant regulations and guidelines.
- Assist in managing employee records, including attendance, leave, and performance-related data.
- Support the coordination of training and development programs for staff members to enhance their skills and capabilities.
- Assist in the facilitation of internal communication processes, ensuring effective dissemination of information and updates.
- Contribute to the efficient handling of general administrative tasks and office management duties as required.
- Assist in maintaining and updating various HR-related documentation and reports.

### **B. Education**

- Bachelor's degree from a reputed university/institution
- MBA / Postgraduation in Human Resource Management is desirable.

### **C. Desirable Skills & Experience**

- 3-4 years of experience in operations management and administration in a large office set-up
- 1-2 years of experience in HR-related activities in a large-scale organization
- Knowledge of GFR and other Government process for procurement, bidding, administration aspects
- Excellent communication and interpersonal skills.
- Experienced in streamlining the onboarding process.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)



### **3. Job Description: Associate (General Administration)**

Designation: Associate (General Administration)

Project: IndiaAI

Reports to: Manager (Human Resources and General Administration)

#### **About IndiaAI:**

IndiaAI program is envisioned as an umbrella programme by the Ministry of Electronics and Information Technology (MeitY) to drive convergence across all AI efforts of the government for leveraging this transformative technology to foster inclusion, innovation, and adoption for social impact.

#### **A. Roles and Responsibilities**

- Manage the day-to-day administrative operational tasks
- Undertake the management of facilities, including office space and equipment
- Manage procurement activities (if any), including vendor selection and contract negotiation as needed
- Develop and maintain relationships with relevant stakeholders to ensure timely delivery of services
- Ensure compliance with all relevant laws and regulations
- Collaborate with other departments, such as finance, marketing, and operations, to ensure that all administrative activities are aligned with overall company objectives

#### **B. Education**

- Bachelor's degree from a reputed university/institution

#### **C. Desirable Skills & Experience**

- 3-4 years of experience in operations management and administration in a large office set-up
- Knowledge of GFR and other Government process for procurement, bidding, administration aspects
- Strong organisational and project management skills
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Knowledge of procurement and vendor management
- Knowledge of human resources management
- Experience with administration operation



#### **4. Job Description: Manager (Finance and Accounts)**

Designation: Manager (Finance and Accounts)

Project: IndiaAI

Reports to: CEO, IndiaAI

##### **About IndiaAI:**

IndiaAI program is envisioned as an umbrella programme by the Ministry of Electronics and Information Technology (MeitY) to drive convergence across all AI efforts of the government for leveraging this transformative technology to foster inclusion, innovation, and adoption for social impact.

##### **Job Objectives:**

The Manager (Finance and Accounts) at IndiaAI will play a pivotal role in overseeing the financial operations of the program, ensuring efficient budgeting, forecasting, and reporting. The Manager will lead the finance and accounting team, ensuring accurate financial records, and developing and implementing robust financial policies and procedures.

##### **A. Roles and Responsibilities**

- Oversee financial operations for IndiaAI, including budgeting, forecasting, and financial reporting
- Develop and implement financial policies and procedures to ensure compliance with regulatory requirements and best practices
- Analyse financial data and make recommendations for cost savings and process improvements
- Manage the accounts payable and receivable processes
- Oversee payroll and benefits administration
- Manage relationships with financial institutions and vendors
- Prepare financial reports and presentations for senior management
- Ensure that financial records are accurate and up-to-date
- Provide guidance and training to finance and accounting staff

##### **B. Education**

- Bachelor's degree in Finance, Accounting, or related fields from a recognized university/institution.
- Candidate having MBA or PG Diploma in Finance or related field would be given preference
- Chartered Accountant (CA) is desirable.

##### **C. Desirable Skills & Experience**

- 7+ years of experience in accounting and/or financial analysis
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to work under pressure and meet deadlines
- Strong leadership and management skills
- Proficiency in financial management software and Microsoft Office
- Knowledge of regulatory and compliance requirements



## **5. Job Description: Associate (Finance and Accounts)**

Designation: Associate (Finance and Accounts)

Project: IndiaAI

Reports to: Manager (Finance and Accounts)

### **About IndiaAI:**

IndiaAI program is envisioned as an umbrella programme by the Ministry of Electronics and Information Technology (MeitY) to drive convergence across all AI efforts of the government for leveraging this transformative technology to foster inclusion, innovation, and adoption for social impact.

### **Job Objectives:**

The Associate (Finance and Accounts) at IndiaAI will provide crucial support in maintaining the financial operations of the program, contributing to various financial analysis activities and transactional processes. This role will assist in the implementation of financial policies and the maintenance of financial records, ensuring adherence to regulatory requirements.

### **A. Roles and Responsibilities**

- Assist in the maintenance of financial operations for IndiaAI, including support in budgeting, forecasting, and financial reporting processes.
- Aid in the implementation of financial policies and procedures, ensuring adherence to regulatory requirements and industry best practices.
- Support financial analysis activities, including the examination of financial data to identify opportunities for cost savings and process enhancements.
- Assist in managing accounts payable and receivable processes, ensuring timely and accurate transactions.
- Support payroll and benefits administration activities, ensuring compliance with relevant guidelines and regulations.
- Assist in maintaining relationships with financial institutions and vendors, facilitating effective communication and coordination.
- Provide support and assistance to the finance and accounting team as needed.

### **B. Education**

- Bachelor's degree in Finance, Accounting or related fields
- Candidate having MBA or PG Diploma in Finance or related field would be given preference
- Chartered Accountant (CA) is desirable.

### **C. Desirable Skills & Experience**

- 2-3 years of experience in accounting and/or financial analysis
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to work under pressure and meet deadlines
- Proficiency in financial management software and Microsoft Office
- Knowledge of regulatory and compliance requirements



## **6. Job Description: Manager (Legal)**

Designation: Manager (Legal)

Project: IndiaAI

Reports to: CEO, IndiaAI

### **About IndiaAI:**

IndiaAI program is envisioned as an umbrella programme by the Ministry of Electronics and Information Technology (MeitY) to drive convergence across all AI efforts of the government for leveraging this transformative technology to foster inclusion, innovation, and adoption for social impact.

### **Job Objectives:**

The Legal Manager at IndiaAI will be responsible for guiding laws, ethics, and compliance involved in developing and implementing AI solutions in government organizations, schemes, services, and businesses. They manage the contracts with vendors, partners, and business peers. They are responsible for collaborating with cross-functional teams to ensure legal compliance in all aspects of any outcomes of the IndiaAI program.

### **A. Roles and Responsibilities**

- Develop and implement legal strategies that support the objectives of IndiaAI
- Ensure compliance with all applicable laws and regulations as required
- Draft and negotiate contracts with vendors, partners, and customers
- Manage disputes and litigation related to IndiaAI operations, including negotiations, settlements, and litigation support
- Monitor legal and regulatory developments related to AI globally
- Collaborate with cross-functional teams, including other pillars of IndiaAI to ensure that legal considerations are integrated into all aspects of the IndiaAI program
- Develop and implement policies and procedures that ensure compliance with legal requirements and best practices
- Manage relationships with external counsel and other legal service providers

### **B. Education**

- Bachelor's degree in Law
- Candidate having PG Diploma or Masters in Law would be given preference

### **C. Desirable Skills & Experience**

- 7+ years of experience in law, with a focus on the areas of AI and emerging technologies
- Prior work experience with state or central government would be preferred.
- Strong knowledge of AI and global AI developments/Regulations
- Excellent drafting, negotiation, and communication skills.
- Ability to work collaboratively with cross-functional teams.
- Ability to work independently and manage multiple priorities in a fast-paced environment



## **7. Job Description: Manager (Marketing)**

Designation: Manager (Marketing)

Project: IndiaAI

Reports to: CEO, IndiaAI

### **About IndiaAI:**

IndiaAI program is envisioned as an umbrella programme by the Ministry of Electronics and Information Technology (MeitY) to drive convergence across all AI efforts of the government for leveraging this transformative technology to foster inclusion, innovation, and adoption for social impact.

### **Job Objective:**

The Marketing Manager at IndiaAI will be responsible for developing and implementing marketing strategies to promote the adoption of AI solutions in government organizations, schemes, services, and businesses. This role will involve a data-driven and compliance-oriented approach to market strategy planning, market research, campaign planning, and monitoring with a diverse set of stakeholder management (government, businesses, and citizens)

### **A. Roles and Responsibilities**

- Develop and implement a comprehensive marketing strategy that aligns with the IndiaAI's overall business objectives
- Develop and manage the marketing budget to ensure that marketing initiatives are cost-effective and aligned to the needs of the IndiaAI pillars
- Develop and execute marketing campaigns across various channels, including email, social media, search engines, and affiliate marketing.
- Develop and manage relationships with marketing partners and affiliates to expand the engagement with the larger AI ecosystem
- Identify and Analyse marketing campaign performance based on the KPIs and ROI derived from IndiaAI's business objectives and goals and make data-driven recommendations for campaign optimization
- Develop and maintain brand guidelines to ensure consistent messaging across all marketing channels
- Collaborate with cross-functional teams, including product, technology, and customer service, to ensure that marketing initiatives are aligned with objectives of IndiaAI
- Stay up-to-date with global AI developments

### **B. Education**

- Bachelor's degree in business administration, operations management, or a related field
- MBA/Post-graduation in Marketing from a recognized university/institution

### **C. Desirable Skills & Experience**

- 7+ years of work experience in marketing, including social media marketing
- Strong knowledge about AI and global developments around AI
- Experience in project management, budgeting, and resource management
- Excellent communication and interpersonal skills
- Strong problem-solving and analytical skills



- Ability to work effectively in a team environment
- Effective in creating and maintaining relationship with various stakeholders - government, public and business peers.
- Knowledge and experience in analysing KPIs and reports on marketing campaigns and goals.
- Knowledge in Marketing Strategies, Market Research, Statistical Analysis and Campaign Management.
- Prior work experience with government organizations with familiarity with government policies and regulations.
- Proven experience in data analytics tools and techniques in assessing the effectiveness of marketing campaigns, insight generation, and making data-driven decisions.



**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.
6. In case of a query, the following officer may be contacted

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Head- HR  
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