



Advt. No. DIC/IndiaAI /11/2023/04

**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:

S.No.	Position Title	No. Of Positions
1	India Data Officer	1
2	Data Integrity & Audit Head	1
3	Data Management Head	1
4	Data Regulation Head	1
5	Consultant - Project Management Unit (National Data Management Office)	3

\*\* 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: India Data Officer

Role / Position	:	India Data Officer
Project	:	National Data Management Office (NDMO)
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.

The National Data Management Office is set up with the objective of streamlining data governance and enhancing the quality of data for catalysing data-based innovation and research. The NDMO will coordinate closely with government ministries, departments, states, and other relevant stakeholders (within and outside the government) to streamline data quality and accelerate its use for large-scale social transformation.

### **Job objectives:**

The India Data Officer (IDO) will work closely with the CEO IndiaAI and key government stakeholders towards transforming and standardising the data management practices of ministries, departments, and other government agencies. The India Data Officer will be responsible for setting the overall direction for ensuring availability of and access to high-quality datasets for the research and innovation ecosystem while preserving privacy, security, and trust of citizens. The IDO will also be responsible for creating an ecosystem for catalysing data-driven governance, research and innovation.

The India Data Officer will work closely with the CEO, IndiaAI towards building capacity in central ministries and state departments to streamline data access, ensure data quality and create a thriving data ecosystem. This role requires a combination of technical expertise, strategic vision, and collaborative leadership to contribute to India's growth and progress through AI-powered initiatives.

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

- Provide strategic direction in terms of framing and execution of the implementation strategy for the NDMO with a focus on three functions - Data Integrity & Audit, Data Regulation and Data Management.
- Oversee overall governance of the NDMO and ensure adherence to implementation of its responsibilities as stated in the National Data Governance Policy.
- Oversee quarterly reviews of the performance and progress of various DMUs and provide strategic direction.
- Collaborate with external stakeholders to harmonise existing efforts being undertaken on data governance and ensure implementation of the India Datasets Program and India Datasets Platform (IDP).
- Oversee the overall budgeting and hiring for the NDMO
- Creating a robust data for innovation ecosystem in India
- Provide strategic advice on the long-term vision of NDMO to the CEO, IndiaAI and ensure availability of datasets for AI research and innovation.



## **B. Education**

- Master's degree/PhD in computer science, mathematics, economics, statistics, business administration or related fields from a recognized university/institute

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

- Senior executive with 15+ years of experience spread across Data Governance, technology, technology policy and industry, with demonstrated expertise in data management and instituting data governance frameworks
- Strong leadership and team management skills, with a minimum of 10 years of experience in leading and mentoring teams.
- Strong project management skills with a track record of successfully delivering complex technical projects
- Proven ability to engage with diverse stakeholders, including government officials, technical experts, and industry partners
- Knowledge and familiarity with domestic and global data governance and AI policy developments



## **2. Job Description: Data Integrity & Audit Head**

Designation	:	Data Integrity & Audit Head
Project	:	National Data Management Office (NDMO)
Reports to	:	India Data Officer

### **About IndiaAI:**

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The National Data Management Office is set up with the objective of streamlining data governance and enhancing the quality of data for catalysing data-based innovation and research. The NDMO will coordinate closely with government ministries, departments, states, and other relevant stakeholders (within and outside the government) to streamline data quality and accelerate its use for large-scale social transformation.

### **Job objectives:**

The Data Integrity & Audit Head will play a critical role in upholding the quality and integrity of datasets and systems, working closely with the India Data Officer as well as CEO IndiaAI. This will involve setting up and ensuring adoption of data quality and integrity standards, meta-data standards and conducting regular data and systems audits.

The Data Integrity & Audit Head will be responsible for the formation of standards for data governance, conducting rigorous audits of datasets and systems, and ensuring that data used in AI projects is not only accurate and reliable but also complies with ethical standards and legal regulations. This role requires a keen eye for detail, a strong understanding of data governance, and a commitment to data integrity.

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

- Conduct periodic audits of systems and processes related to the collection, storage, and use of data within the Central government
- Work with sectoral ministries/departments and standard setting bodies for setting up of Data Quality and Metadata standards
- Ensure data sets and systems comply with rules/standards/guidelines issued by the NDMO
- Prepare annual reports assessing NDMO and DMU's performances in the previous financial year
- Identify areas for continuous improvement in data management and recommend strategies to optimise data quality and integrity
- Collaborate with the India Data Officer and other stakeholders to align data integrity practices with the broader objectives of IndiaAI
- Maintain comprehensive records of data audits and integrity assessments, and provide regular reports to management and relevant authorities
- Provide guidance to a team of consultants, fostering a collaborative and innovative work environment

### **B. Education**

- Master's degree/PhD in computer science, mathematics, economics, statistics, business administration or related fields from a recognized university/institute



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

- 10+ years of experience spread across technology, technology policy and industry, with prior experience in Data Governance preferred
- Strong leadership and team management skills, with a minimum of 5 years of experience in leading and mentoring teams
- Strong project management skills with a track record of successfully delivering complex technical projects
- Proven ability to engage with diverse stakeholders, including government officials, technical experts, and industry partners
- Knowledge and familiarity with domestic and global AI policy developments



### **3. Job Description: Data Management Head**

Designation : Data Management Head  
Project : National Data Management Office (NDMO)  
Reports to : India Data Officer

#### **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.

The National Data Management Office is set up with the objective of streamlining data governance and enhancing the quality of data for catalysing data-based innovation and research. The NDMO will coordinate closely with government ministries, departments, states, and other relevant stakeholders (within and outside the government) to streamline data quality and accelerate its use for large-scale social transformation.

#### **Job objectives:**

The Data Management Head will play a key role in ensuring that data is effectively managed and utilised for AI-driven initiatives. This includes driving the institutional framework for non-personal data management, monitoring the progress of the outputs and outcomes of NDGP, shaping the efforts towards data storage and management practices, streamlining data access, among others. This position requires a deep understanding of data management principles, strategic vision, and collaborative skills.

The Data Management Head will work closely with the India Data Officer and CEO, IndiaAI towards the strategic alignment of data management practices with the overarching goals of the IndiaAI program, fostering data-driven innovation, inclusion, and social impact.

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

- Lead the creation and management of the institutional framework for non-personal data collection, processing, storage and access
- Develop detailed Standard Operating Procedures (SOPs), FAQs, Decision Making Frameworks, and toolkits as guidance for Data Officers, covering the data collection, processing, storage, and access practices
- Develop processes and systems for streamlined inter-government data access
- Develop, in consultation with the central government, metrics for measuring outputs and outcomes under the NDGP
- Drive efforts towards preparing guidelines and standards for data storage & retention management practices within the central government
- Oversee the preparation of whitepapers, consultation papers, and reviews on relevant topics
- Drive the creation, operation and maintenance of the India Datasets Platform and India Datasets Program
- Provide guidance to a team of consultants, fostering a collaborative and innovative work environment

#### **B. Education**

- Master's degree/PhD in computer science, mathematics, economics, statistics, business administration or related fields from a recognized university/institute



### C. Desirable Skills & Experience

- 10+ years of experience spread across technology, technology policy and industry with prior experience in Data Governance preferred
- Strong leadership and team management skills, with a minimum of 5 years of experience in leading and mentoring teams.
- Strong project management skills with a track record of successfully delivering complex technical projects
- Proven ability to engage with diverse stakeholders, including government officials, technical experts, and industry partners
- Knowledge and familiarity with domestic and global AI policy developments



#### **4. Job Description: Data Regulation Head**

Designation : Data Regulation Head  
Project : National Data Management Office (NDMO)  
Reports to : India Data Officer

##### **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.

The National Data Management Office is set up with the objective of streamlining data governance and enhancing the quality of data for catalysing data-based innovation and research. The NDMO will coordinate closely with government ministries, departments, states, and other relevant stakeholders (within and outside the government) to streamline data quality and accelerate its use for large-scale social transformation.

##### **Job objectives:**

The Data Regulation Head will play a key role in shaping the rules/standards/guidelines for overseeing non-personal data management, establishing strong data security and privacy measures, and fostering collaboration with government entities and external stakeholders.

The Data Regulation Head will work closely with the India Data Officer and CEO, IndiaAI to strategically align data regulation standards and practices with the broader mission of the IndiaAI program.

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

- Develop guidelines and oversee their adoption for non-personal data identification, classification, access, and use
- Develop anonymisation guidelines and privacy preservation tools for data security, privacy preservation, and anonymization
- Lead efforts towards instituting a grievance redressal mechanism related to the discharge of the functions of NDMO and Data Management Units
- Lead efforts to establish strong data security and privacy controls, including anonymization, to safeguard sensitive data and ensure compliance with legal and ethical standards
- Collaborate with government ministries, departments, states, and external stakeholders to promote the adoption of data governance rules/standards/guidelines and encourage cooperation in data governance
- Provide guidance to a team of consultants, fostering a collaborative and innovative work environment

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

- Bachelor's degree in computer science, mathematics, economics, statistics, business administration or related fields from a recognized university/institute
- Master's degree/PhD in computer science, mathematics, economics, statistics, business administration or related fields from a recognized university/institute

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

- 10+ years of experience spread across technology, technology policy, and industry.
- Relevant certifications in privacy and security of data and information systems will be a plus.
- Adequate knowledge and familiarity with domestic and global AI policies, laws, and regulations.





- Prior experience in data-related policy-making, and data management (privacy and security) for large-scale project and organisations.
- Strong leadership and team management skills, with a minimum of 5 years of experience leading and mentoring teams.
- Strong project management skills with a track record of successfully delivering complex technical projects.
- Proven ability to engage with diverse stakeholders, including government officials, technical experts, and industry partners.



## 5. Job Description: Consultant

Designation	:	Consultant
Project	:	National Data Management Office (NDMO)
Reports to	:	Data Regulation Head, Data Management Head and Data Integrity & Audit Head

### **About IndiaAI:**

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The National Data Management Office is set up with the objective of streamlining data governance and enhancing the quality of data for catalysing data-based innovation and research. The NDMO will coordinate closely with government ministries, departments, states, and other relevant stakeholders (within and outside the government) to streamline data quality and accelerate its use for large-scale social transformation.

### **Job objectives:**

The Consultant will play a pivotal role in modernising and standardising the non-personal data ecosystem in India, facilitating stakeholder engagement and ensuring that non-personal datasets are effectively collected, processed, stored, and governed to promote responsible and secure data handling. Experience in program management and understanding of data practices will be essential.

The Consultant will work across Data Regulation; Data Management; and Data Integrity & Audit functions to drive the necessary data governance and management practices. The role will encompass working with relevant stakeholders to develop a robust, responsible, and secure non-personal data ecosystem in India, creating a wide pool of diverse non-personal datasets, ultimately advancing the goals of the IndiaAI program.

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

- Collaborate with relevant teams to implement strategies that enhance data quality, accuracy, and reliability, ensuring that the non-personal data within the Indian ecosystem is of the highest standard
- Prepare guidelines, rules, and standards for data management practices, data audits, data governance and regulation practices in the Indian ecosystem
- Monitor compliance with the rules, guidelines, standards published by the NDMO and prepare reports to document and communicate adherence to these practices
- Stay updated on industry best practices, emerging technologies, and evolving data regulations.
- Engage with stakeholders to shape data management, governance, and audit practices to assist in the responsible handling of data within the NDMO
- Provide support for various data management and governance projects within the NDMO, ensuring their successful execution

### **B. Education**

- Bachelor's degree in a relevant field, such as Computer Science, Education, or a related discipline from a recognized university/institute
- Master's degree is preferred



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

- 6-7 years' experience in program management with a focus on skill development initiatives
- Strong understanding of data management principles, data governance frameworks, regulation, and best practices
- Good knowledge about the recent advancements in data management tools and techniques
- Excellent communication and interpersonal skills
- Ability to work collaboratively with diverse stakeholders
- Demonstrated project management skills



**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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New Delhi - 110003  
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