



Adv. No. – DIC/DIBD/3(3)/CEO/10/2022

DIGITAL INDIA CORPORATION

A section 8 Company, Ministry of Electronics and Information Technology, Govt. of India
Delhi Office: Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road, New Delhi - 110003

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Website: www.dic.gov.in

WEB ADVERTISEMENT

12th March 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 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 – Human Resources	01

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 – Manager (Human Resources)

Division: Digital India Bhashini Division (DIBD)	Age: Maximum Age for Application is 58 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	Reports to: CEO-DIBD

JOB DESCRIPTION

We are seeking talented Manager – HR to join our team. As Manager – HR, you will be working closely with CEO-DIBD / Director (HR) to manage tasks of the Division. Manager – HR is responsible for formulating and executing HR strategies aligned with the company's objectives. S/He maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations & HR policies, programs, and practices. HR Manager is essential in shaping the organization's long-term success through effective workforce management, strategic planning, and the development of HR policies that promote a healthy and productive workplace environment

Objectives

1. The work profile of an HR manager is to oversee and refine employee procedures, keeping in mind existing HR guidelines.
2. Implement and improve employee benefits programs, including health insurance, compensation, expense reimbursement, and other HR functions.
3. Spearhead and assist recruitment processes and prepare new employees by establishing and conducting relevant orientation and training programs.
4. Guarantee compliance with organization's HR strategy by conducting detailed investigations and maintaining records.
5. Identify improvements to internal operating activities, including team restructuring and morale building.

Roles & Responsibilities

1. Develop and implement HR strategies that align with the organization's objectives.
2. Oversee workforce planning, talent acquisition, and succession planning, including job postings, candidate screening, and interviews. Conducting and analysing exit interviews; recommending changes.
3. Prepare employees for assignments by conducting orientation and training programs. Scheduling and conducting job evaluations; preparing budgets; monitoring, recommending, planning, and implementing appraisal of employee work.
4. Lead, mentor, and manage the HR team.
5. Implement Performance Management & Appraisal System, Recognition Schemes & Variable Pay Plan. Address employee concerns, disputes, and grievances.
6. Support various departments by delivering strategic HR functions that fits with the overall organizational goals.
7. Help in smooth implementation and management of leave, attendance & employee information module in the HRIS and work towards making various modules on HRIS live.
8. Maintain management guidelines with the preparation of new HR projects.
9. Foster strong relations with external suppliers that are built on trust.
10. Handle confidential business matters with discretion, while adhering to standard HR practices.
11. Coordinate for arrangements for ID cards, access to tools & biometric registration of new joiner.
12. Work in close coordination with Operations & HR leadership of the processes to achieve business delivery targets.

REQUIRED PROFILE

Education	Experience & Skills
Graduate with PG / MBA / PGDM – HR / Industrial Relations	<ol style="list-style-type: none">1. 8+ years' experience in human resources management of which 2+ years in Managerial role, preferably in the IT organization or government sector.2. Should have handled a team of 2-3 members.3. Strong understanding of labour laws and regulations, with the ability to ensure compliance within the organization.4. Strong problem-solving and decision-making abilities, with a strategic mindset to drive organizational growth and development.5. Prior experience in managing large-scale projects and handling complex administrative tasks effectively.6. Ability to thrive in a fast-paced, dynamic work environment and effectively manage multiple priorities simultaneously.7. Be good at keeping the peace and manage conflict in the company.

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
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6 CGO, Complex Lodhi Road,
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Phone No. 011-24303500, 24360199