



Adv. No. – DIB/36/62023-DIB

**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](http://www.dic.gov.in)

**WEB ADVERTISEMENT**

**09<sup>th</sup> 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 4<sup>th</sup> 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](http://www.meity.gov.in) & [www.dic.gov.in](http://www.dic.gov.in) , [www.Bhashini.gov.in](http://www.Bhashini.gov.in) and [www.negd.gov.in](http://www.negd.gov.in)

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



### 1. Job Title – Office Executives /DEOs

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

### 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"><li>• Any Graduate with 1+ Years of experience in Data Entry operations, Note preparations.</li><li>• Strong hold on Accounts/ Finance / Administration related documents.</li></ul>
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**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