



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

02nd April 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.	Human Resources - Executive	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 – Executive (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

The HR Executive to work in coordination with the Manager - HR. As an HR Executive, he/she shall be responsible for supporting various aspects of human resources management within DIBD. The role will encompass recruitment, employee relations, performance management, training and development, and compliance with HR policies and regulations. The HR Executive shall execute HR initiatives that align with organizational objectives and promote a positive work culture.

Roles & Responsibilities

1. Point of contact for employee inquiries, grievances, and conflict resolution. Maintain open communication channels to address concerns and foster a supportive work environment. Provide information to employees on HR policies, benefits & statutory compliances.
2. Provide assistance in the recruitment process by sourcing candidates, screening resumes, conducting interviews, and coordinating all hiring related activities. Oversee the onboarding process for new employees, including orientation, documentation, and introduction to company policies and procedures.
3. Aids in performance appraisal processes thereby evaluating performance, setting goals, and providing feedback to employees and managers. Collaborate with managers to identify performance improvement plans and implement corrective actions.
4. Assist in upkeep of HR records and databases, ensuring accuracy and confidentiality of information. Compose HR-related documents such as employment contracts, job descriptions, and HR policies. Handle leave & payroll management, benefits administration.
5. Supervise training programs and workshops to enhance employee skills. Identify training needs based on performance gaps and organizational goals. Evaluate the effectiveness of training initiatives.
6. Support to HR projects and initiatives aimed at enhancing employee engagement, & retention. Participate in cross-functional teams to support strategic HR goals & continuous improvement in HR processes.

REQUIRED PROFILE

Education	Experience & Skills
Bachelor's degree in Human Resources, Business Administration, or related field.	<ol style="list-style-type: none">1. 2+ years' experience in human resources role with exposure in recruitment, HR Administration & other incidental functioning.2. Excellent organizational skills & attention to details, with the ability to prioritize tasks.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. Ability to thrive in a fast-paced, dynamic work environment and effectively manage multiple priorities simultaneously.6. Demonstrated ability to maintain confidentiality & handle sensitive information with discretion.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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Phone No. 011-24303500, 24360199