Advt. No.INDAI/15/2025-INDAI
India AI
Digital India Corporation
Electronics Niketan Annexe, 6, CGO Complex Lodhi Road,
New Delhi – 110003
Tel.: +91 (11) 24360199, 24301756
Website: www.dic.gov.in

25.02.2025

Web Advertisement

Ministry of Electronics, and Information Technology, MeitY, has established India AI Independent Business Division (India AI) under Digital India Corporation for implementing the India AI mission. The India AI Mission aims to create a robust ecosystem that accelerates AI innovation through strategic initiatives and collaborations spanning both public and private domains. By democratizing access to computing resources, enhancing data quality, nurturing homegrown AI expertise, attracting top talent, fostering industry partnerships, supporting startup ventures, promoting socially impactful AI projects, and emphasizing ethical practices, the mission seeks to foster responsible and inclusive growth within India's AI landscape. Government of India has recently approved the IndiaAI Mission to democratize access to AI innovation pillars and ensure global competitiveness of India's AI ecosystem catalyzing AI innovation through strategic programs and partnerships across the public and private sectors. By democratizing computing access, improving data quality, developing indigenous AI capabilities, attracting top AI talent, enabling industry collaboration, providing startup risk capital, ensuring socially impactful AI projects and bolstering ethical AI, it will drive responsible, inclusive growth of India's AI ecosystem. India AI is currently inviting applications for the below position purely on Contract/ Consolidated basis.

S.No	Name of the post	No. of Positions
1.	Assistant Manager - Projects	5

The place of posting shall be in New Delhi but transferable to project locations of IndiaAI as per existing policy of IndiaAI. The details can be downloaded from the official website of DIC, NeGD & MeitY, viz. www.dic.gov.in, www.negd.gov.in,&www.meity.gov.in

Eligible candidates may apply ONLINE: https://ora.digitalindiacorporation.in/. Last date for submission of the application: 11.03.2025.

About India AI

The IndiaAI Mission aims to build a comprehensive ecosystem that fosters AI innovation by democratizing computing access, enhancing data quality, developing indigenous AI capabilities, attracting top AI talent, enabling industry collaboration, providing startup risk capital, ensuring socially impactful AI projects, and promoting ethical AI. This mission drives responsible outcomes and inclusive growth of India's AI ecosystem through seven pillars.

About DIC

The Digital India Corporation (formerly Media Lab Asia) has been set up by the Ministry of Electronics and Information Technology (MeitY), Government of India, to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man. Digital India Corporation plays the role of a leader in promoting e-Governance by taking forward the projects and activities of the Digital India Programme, to facilitate its stakeholders to realise its goals. It also provides strategic support to Ministries & Departments, both at the Central and State level for carrying forward the mission of the Digital India Programme by way of Capacity Building for e-Governance projects, promoting best practices, encouraging Public-Private Partnerships (PPP), nurturing innovation and technology in various domains. Digital India Corporation has several Independent Business Divisions under it and these include NeGD, MyGov, Bhashini, ISM, IndiaAI and MSH. More details can be seen at https://dic.gov.in/

Job Description: Assistant Manager - Projects

Role/Position	:	Assistant Manager - Projects
Project	:	India AI
Reporting to	:	COO

Roles & Responsibilities
• Conduct preliminary research and analysis for decision-making.

• Assist in policy formulation and evaluation.

• Assist in managing files, correspondence, and official records.

• Draft and process official documents, reports, and communications.

• Ensure proper documentation and compliance with procedures.

• Ensure compliance with organizational policies and regulations.

- Coordinate with various departments and external agencies.
- Assist in responding to queries from senior officials and stakeholders.
- Follow up on pending matters and ensure timely completion.
- Assist in planning, organizing, and coordinating technical projects.

Essential Qualification and experience:

- Bachelor's/Master's degree in Computer Science, IT, Public Administration, Management, Law, or a related field.

- 4+ years of experience, technical/administrative experience preferred.

- Strong organizational, communication, and problem-solving skills.

- Ability to collaborate effectively across teams, drive initiatives, and remain calm under pressure.

- Understanding of government procedures, financial management, and office administration.

- Proficiency in M.S. Office especially in MS Excel, Word and PPT preparation.

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. DIC/IndiaAI 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 DIC/IndiaAI and the appointees shall not derive any right or claim for permanent appointment at DIC/IndiaAI or on any vacancies existing or that shall be advertised for recruitment by Digital India Corporation in future.

4. DIC/IndiaAI 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. The designation against the position shall be mapped as per the approved policy.

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

HR Division
India AI Division
4th Floor, Electronics Niketan 6-CGO, Complex Lodhi Road, New Delhi – 110003
Email: hrd-ai@indiaai.gov.in HR Team

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