



DIGITAL INDIA BHASHINI DIVISION-DIC

A section 8 Company, Ministry of Electronics and Information Technology, Govt. of India
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Advt. No. N/351/2024-DIC

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The National Language Translation Mission has been named BHASHINI. The mission BHASHINI was launched by the Hon'ble PM during Digital India week in July 2022. Later it was decided by the Ministry of Electronics and Information Technology (MeitY), that the mission should be implemented by a newly formed Independent Business Division (IBD) under Digital India Corporation (DIC).

Mission BHASHINI's commitment extends to fostering a resilient content ecosystem that is bolstered by technological support specifically tailored for Indian languages. The platform aims to facilitate widespread access to open-source data and efficient translation tools, strategically positioned to address the needs of a vast and diverse population. With a vision "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" the BHASHINI platform is poised to serve as a digital public good, contributing significantly to linguistic accessibility and technological empowerment on a national scale.

Digital India BHASHINI Division (DIBD) is looking for young, talented, innovative, and dynamic Professionals who desire to be a part of the team that is scripting the exciting transformation story which is unfolding in India today.

Purpose of Assignment:

- To support various DIBD initiatives for boosting the culture of creativity, innovation, and entrepreneurship in India.
- Operational ground level execution of various DIBD Programs and their implementation of various activities which may call for field level visits/support.
- To manage, review and monitor DIBD beneficiaries as front end/Regional accounts holder of DIBD Programs.

DIBD-DIC invites applications for 26 Young Professional positions to provide services on a contractual basis, as detailed below:



S.No	Category	No. of Posts*	Essential Qualification**	Essential Experience**	Tentative Task Profile (subject to change based on urgency and requirements)
1	Domain-1 (General)	3	B.S./B.E./B.Tech/M.S./M.E./M.Tech/ MCA in Technology subjects (preference for Computer Science, AI, Information Technology, or related fields)	Minimum 01 year of professional experience in the Government sector. Should be well- versed in government procedures such as e- Office, noting, drafting, etc.	<ul style="list-style-type: none">• Preparing official communications, reports, and policy notes.• Handling e-Office processes and document management.• Liaising with ministries and government agencies for coordination.• Ensuring adherence to government policies and procedures.• Assisting in administrative and regulatory compliance tasks.
2	Domain-2 (Technical)	13	B.S./B.E./B.Tech/M.S./M.E./M.Tech/ MCA in Technology subjects (preference for Computer Science, AI, Information Technology, or related fields)	Minimum 01 year of professional experience in AI/ML frameworks/ Product development/ Application architecture/ Software development/Cloud services/UI/UX design/ MLOps/ DevOps/Data Analytics/Visualizati on, Emerging technologies like AI/ML, Cloud computing, OCR, speech recognition/ Enterprise IT support, or Technical writing.	<ul style="list-style-type: none">• Assisting in AI/ML frameworks, product development, and application architecture.• Supporting software development, cloud services, and enterprise IT infrastructure.• Managing DevOps, MLOps, and emerging technologies such as AI/ML, cloud



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					<p>computing, OCR, and speech recognition.</p> <ul style="list-style-type: none">• Enhancing UI/UX design for improved user experience.• Conducting data analytics, visualization, and reporting insights.• Contributing to digital transformation initiatives.• Assisting in technical documentation and content development.• Supporting managers in tracking and executing daily tasks.
3	Domain-3 (a) (Onboarding & Support)	2	Any graduate, preferably with an MBA in Marketing or equivalent.	Minimum 01 year of professional experience in customer/client onboarding. Preference will be given to candidates with expertise in Customer Engagement and Customer Portfolio Management.	<ul style="list-style-type: none">• Engaging with customers to promote and expand DIBD offerings.• Assisting in onboarding processes and maintaining client relationships.• Supporting cross-selling and up-selling initiatives to enhance customer engagement.



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					<ul style="list-style-type: none">• Handling assigned queries and providing timely resolutions. Maintaining accurate documentation and records.• Assisting managers in tracking and supporting daily operational tasks.
4	Domain-3 (b) (GIC & Hackathons)	2	Any graduate, preferably with an MBA in Event Management or equivalent.	Minimum 01 year of professional experience in Event coordination, Hackathons/ Startup ecosystem, or related domains.	Conducting research on Grand innovation challenges (GIC) and hackathon trends, best practices, and successful case studies. Assisting in designing and structuring hackathons and innovation challenges, including themes, problem statements, and competition formats. Documenting registrations, queries, and participant onboarding for hackathons and GIC events. Coordinating venues, technology platforms, and



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					<p>other logistical requirements for online/offline events. Supporting the management of event-related materials, including invitations, guidelines, FAQs, and post-event reports. Preparing reports summarizing event outcomes, impact assessments, and recommendations for future improvements. Assisting managers in tracking and supporting daily tasks.</p>
4	Domain-4 (Social Media & Creative Design)	2	Any graduate, preferably with an MBA or equivalent. Candidates with a background in Marketing, Communications, Graphic Design, Multimedia Arts, Film Production, or a related field will be given preference.	Minimum 01 year of hands-on experience in Digital Marketing. Preference will be given to candidates with: <ul style="list-style-type: none"> - Experience in branding, marketing visuals, and storytelling through visuals. - A strong sense of visual composition, typography, and color theory. - Strong attention to detail in content creation and campaign execution. -Proficiency in Canva and other digital multimedia tools. 	<ul style="list-style-type: none"> • Conducting research on social media platforms, digital outreach trends, and audience behaviour. • Developing and implementing social media strategies to maximize engagement. • Managing content scheduling, audience interactions, and real-time engagement.



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				- Experience in video and shorts- content design.	<ul style="list-style-type: none">• Creating compelling motion graphics and video content for digital platforms.• Maintaining an organized content library and streamlining workflow for seamless collaboration.• Tracking and integrating trending hashtags, tags, viral strategies, and engagement techniques.• Monitoring key performance metrics (reach, engagement, CTR, conversions) and analysing results.• Preparing reports with insights and suggesting optimization strategies. Conceptualizing and executing creative ideas from ideation to final delivery.• Assisting managers in



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					tracking and supporting daily tasks.
5	Domain-5 (a) (General Finance)	1	Any Commerce graduate, preferably with an MBA in Finance or equivalent.	Minimum 01 year of hands-on experience in in general finance within the government system, including budgeting, accounting, financial reporting, and compliance.	<ul style="list-style-type: none">• Assisting in financial data entry, record-keeping, and reporting.• Maintenance of book of accounts viz. journal, cash book, Petty cash ledger and Subsidiaries.• Supporting budget preparation, expense tracking, and financial analysis.• Processing invoices, payments, and assisting in vendor management.• Ensuring compliance with financial policies, procedures, and regulatory requirements.• Assisting in reconciliation of accounts, audits, and financial documentation.• Maintaining confidentiality and accuracy



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					<p>in financial transactions.</p> <ul style="list-style-type: none">• Strong analytical skills, proficiency in MS Excel, Tally, and financial software.• Knowledge of GFR, TDS Filing & other financial rules of GOI• Should be well-versed in government procedures, including budgeting, accounting, financial reporting, compliance, handling e-Office processes, and document management.• Assisting managers in tracking and supporting daily financial tasks.
5	Domain-5 (b) (Business Finance)	1	Any Commerce graduate, preferably with an MBA in Finance or equivalent.	Minimum 01 year of professional experience in budgeting, costing, revenue planning, and financial forecasting.	<ul style="list-style-type: none">• Conducting research on various revenue and business models relevant to DIBD initiatives.



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					<ul style="list-style-type: none">• Analysing financial frameworks to support sustainable growth and effective monetization strategies.• Evaluating cost structures, funding mechanisms, and revenue streams for financial sustainability.• Assessing activity-based costing models to enhance financial efficiency and resource allocation.• Identifying potential funding opportunities and revenue-generating avenues.• Preparing comprehensive financial reports, forecasts, and projections based on research insights.• Assisting managers in tracking and supporting daily financial tasks.



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6	Domain-6 (HR)	1	Any graduate, with an MBA in HR or equivalent.	Minimum 01 year of professional experience in HR operations, recruitment, or employee engagement. - Experience in working with the government sector will be an added advantage.	<ul style="list-style-type: none"> • Assisting in recruitment, interview coordination, and onboarding & induction of new employees. • Supporting employee engagement initiatives and grievance handling. • Maintaining HR records, databases, and ensuring policy compliance. • Ensuring confidentiality and data integrity. • Strong communication, multitasking skills, and proficiency in MS Office, Recruitment & HRMS tools. • Assisting managers in tracking and supporting daily HR tasks.
6	Domain-7 (Admin)	1	Any graduate, preferably with an MBA or equivalent.	Minimum 01 year of professional experience in Administrative & Procurement work. - Experience in working with the government	<ul style="list-style-type: none"> • Negotiating and establishing contract rates for procurement and service agreements.



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				sector will be an added advantage.	<ul style="list-style-type: none">• Identifying, evaluating, and onboarding vendors to ensure a reliable and efficient supply chain.• Managing vendor relationships, monitoring performance, and ensuring compliance with quality standards.• Assisting in procurement planning, cost analysis, and contract management.• Ensuring adherence to government procurement policies, regulations, and procedures, including GeM (Government e-Marketplace) procurement.• Assisting in procurement activities on GeM, including vendor selection, bidding, and order processing.



S.No	Category	No. of Posts*	Essential Qualification**	Essential Experience**	Tentative Task Profile (subject to change based on urgency and requirements)
					<ul style="list-style-type: none">• Coordinating with internal teams to assess procurement needs and vendor requirements.• Assisting managers in tracking and supporting daily admin & procurement tasks.

*The no. of position may vary and/or can be interchange at any stage of hiring process by DIBD-DIC.

** Formal educational qualifications and experience may be relaxed for exceptional candidates. The minimum required experience will be considered as of the last date of application submission.

Note : Internship or training experience will not be considered. Please ensure that you meet the essential criteria before applying, excluding any internship or training experience.

Age Limit: 32 years (as on last date of application).

Job Location: The current Job Location are at New Delhi. However, Young Professional may be posted anywhere in India depending upon the requirement.

Tenure of Engagement: The engagement will be purely on contractual basis for a period of 1 year from the date the candidate joins the assignment or co-terminus with the project, whichever is earlier. Further continuation beyond this period will be subject to project requirements and satisfactory performance.

Remuneration: A consolidated monthly remuneration of ₹50,000/- (inclusive of all) will be paid to young professionals. The remuneration is subject to statutory deductions, and TDS will be applicable as per the provisions of the Income Tax Act.

The terms and conditions of engagement of the Young Professional will be according to the NITI guidelines no. A-12036/2/2023-Adm.IB dated 07.07.2023. The guidelines are placed on NITI Aayog's website www.niti.gov.in.

https://docs.google.com/forms/d/e/1FAIpQLSda_diANB3fgXNRSSKSgnZfGCLj0MTgVa4ba7FqfgE01ZIVUg/viewform?usp=header

Submission of Applications: Eligible candidates may apply **online** via the **BHASHINI, DIC, NeGD OR MeitY website** within **30 days** from the date of advertisement. **Only online applications will be accepted.**

Note: Direct inquiries with the BHASHINI team will not be entertained during the application process. Only shortlisted candidates will be contacted for the next selection stages.



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. DIBD, DIC reserves the right to fill all or some or none of the positions advertised without assigning any reasons thereof.
3. The positions are purely temporary in nature for the project of DIBD, DIC and the appointees shall not derive any right or claim for permanent appointment at DIBD, DIC or on any vacancies existing or that shall be advertised for recruitment by DIBD, DIC in future.
4. DIBD, DIC 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

Director- HR

Digital India Bhashini Division, Digital India Corporation

Electronics Niketan Annexe,

6 CGO, Complex Lodhi Road,

New Delhi – 110003

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