



Adv. No. – N/350/2024-DIC

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
Tel.: +91 (11) 24360199 / 24301756
Website: www.dic.gov.in

WEB ADVERTISEMENT

23rd July 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 (<https://www.bhashini.gov.in>) 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 300+ 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.	State Engagement Head	01

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



1. Job Title – State Engagement Head

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 State Engagement Head will play a pivotal role in fostering and maintaining robust relationships with both State government bodies. This position requires a seasoned professional with extensive experience in government engagement, possessing a blend of strategic insight, leadership skills, and domain expertise.

Role & Responsibilities

1. To establish a comprehensive presence and engagement strategy for Bhashini in every state, fostering collaboration with state governments, key stakeholders, and local communities to drive language and domain improvement initiatives.
2. Conduct a thorough assessment of language and domain improvement needs, existing infrastructure, and government policies in each state. Develop a tailored state-specific strategy aligned with Bhashini's overarching goals and objectives.
3. Strengthened partnerships and collaboration between Bhashini, state government departments and local communities to address linguistic and domain challenges effectively.
4. Collaborate closely with internal teams to align government engagement initiatives with organizational goals and priorities.
5. Organize and facilitate meetings, workshops, and events to facilitate dialogue and collaboration between the organization and government stakeholders.
6. Stay updated on government policies, regulations, and initiatives related to language and domain improvement, and incorporate this knowledge into engagement strategies.
7. Explore opportunities for PPP models to leverage resources and expertise from public and private sectors for impactful projects, fostering collaboration and innovation.
8. Manage a team of Engagement Managers/Advisors, providing guidance and support through regular performance monitoring, evaluations, and capacity-building initiatives.
9. Providing Support to the PMU Team & work closely with the Technical and Policy Teams at the Department of Innovation and Business Development (DIBD) to project needs and priorities, offering support as required.
10. Ability to collaborate on long-term projects, envisioning and implementing strategies for sustainable impact.
11. Detail-oriented with great organizational skills, comfortable with ambiguity.
12. Thinks critically and objectively; has excellent problem-solving skills and the ability to make quick decisions based on business demands.
13. Excellent communication and interpersonal skills, ability to be personable yet persistent along with Leadership skills with the ability to inspire and motivate teams towards common goals.
14. Comfortable working in a fast-paced environment with minimal guidance, capable of thriving amidst

ambiguity and uncertainty.

15. Passion for technology and communications, well-versed on the latest trends.

16. Travel required as needed.

17. Proven track record of success in similar position.

Required Profile

Essential Qualification

- B. Tech /M. Tech / MBA with 10+ Years' experience with Engagement with State government.
- Proven track record of successfully driving engagement with state governments and stakeholders, with a deep understanding of government processes and priorities.
- Experience in managing PPP projects and partnerships is desirable.

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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



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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.	Assistant Manager- Social Media & PR	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.

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1. Job Title – Assistant Manager- Social Media & PR

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 Assistant Manager- Social Media and Public Relations to join our team. As Asst. Manager, you will be working closely with reporting to CEO-DIBD to manage Social Media and PR portfolio of the Division. You will be responsible for developing and implementing our social media strategy, managing public relations initiatives, and engage with the online community.

Role & Responsibilities

1. Managing the entire social media portfolio the Division thorough impact driven strategies and increase engagement across various platforms.
2. Plan and execute PR campaigns and initiatives to enhance the company's public image and visibility.
3. Collaborate with various teams to create brand taglines, logo and other promotional material for events, meetings & launches.
4. Travel required as needed.
5. Proven track record of success in similar position.
6. Proficient in creating engaging content, including text, image, and video, for social media channels.
7. Strong interpersonal and teamwork skills
8. Experience of working for a government set up / project is desirable.

Required Profile

Essential Qualification	<ul style="list-style-type: none">• Any Graduate with 3+ Years of Experience in Social Media Handling / Campaigning and Public Relations.• Formulating and executing social media strategy, oversee content creation and engage with the online community.• Must have Demonstrated experience in managing multiple social media calendars of leading Social Media handles.• Coordinating public relations campaigns, including drafting press releases and organizing events.• Bachelor's degree in Marketing, Communications, Public Relations, or a related field will be preferred.
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Sr. No.	Name of the Post	No. of Vacancies
1.	Assistant Manager (Support)	01

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1. Job Title – Assistant Manager (Support)

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 IT Support experts to join our dynamic IT team. As, an Assistant Manager you will be working closely with CEO- DIBD/ Product Manager to manage IT systems and applications of the Division. The ideal candidate will have experience in IT support roles and while ensuring the smooth operation of IT systems and infrastructure.

Role & Responsibilities

1. Collaborate with other IT teams and departments to resolve complex technical issues and ensure seamless integration of systems.
2. Provide expert support for cloud-based technologies and oversee the implementation and management of cloud solutions.
3. Act as a point of contact for critical IT support issues, ensuring timely resolution and minimal disruption to business operations.
4. Maintain and improve IT support processes and procedures to enhance efficiency and delivery.
5. Conduct thorough RCA to identify underlying causes of technical issues and incidents, collaborating with relevant teams to enhance system reliability and minimize downtime.
6. Apply ITIL best practices and leverage hands-on experience with ServiceNow and Remedy to efficiently manage incidents, changes, and problems within the IT support framework.
7. Manage ticketing systems effectively, ensuring all incidents and service requests are logged, prioritized, and resolved within agreed SLAs.
8. Lead outage calls, assess impact, drive resolution efforts, and conduct post-mortem analyses as an IT support solution manager
9. Provide prompt documentation and drafting of technical and management communications, ensuring readiness for quick responses to critical situations.
10. Experience of working for a government set up / project is desirable.

Required Profile

Essential Qualification	<ul style="list-style-type: none">• B. Tech with 3 years of experience in supporting IT Systems.• Demonstrated experience in cloud technologies, APIs, and their impact on IT support solutions.• Hands-on experience in managing support functions using ITIL methodologies.
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1.	Data Entry Operator (DEO)	01

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1. Job Title – Data Entry Operator (DEO)

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 experienced Office Executives / Data Entry Operators [DEOs] to join our team. As Office Executive / Data Entry Operator [DEO] you will be working closely with CEO-DIBD 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.
5. Proficiency in advanced word processing and spreadsheet software, including Microsoft Office Word and Excel, is required.

Required Profile

Essential Qualification	<ul style="list-style-type: none">• Any Graduate with 1+ Years of experience in Data Entry operations, Note preparations.• Strong hold on Accounts/ Finance / Administration related documents.• Accurately input and update information into databases, spreadsheets, or other data management systems.• Managing of Files on E office and related software.• Any Technical Exposure to UI/UX design, Software Development etc would be preferable
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Sr. No.	Name of the Post	No. of Vacancies
1.	Multi-Tasking Staff	01

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1. Job Title – Multi-Tasking Staff

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Location: Delhi or as project requirement	Reports to : CEO - DIBD

Role & Responsibilities

1. Physical maintenance of files and records
2. General cleanliness & upkeep of the division
3. Carrying files & other papers within the building
4. Photocopying, scanning
5. Other non-clerical work
6. Assisting in routine office work like diary, dispatch, etc. including on computer
7. Delivering of Dak (inside & outside the building)
8. Watch & ward duties
9. Opening & closing of rooms
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixtures, etc
13. Work related to his ITI qualification, if it exists
14. Driving of vehicles, if in possession of a valid driving license
15. Upkeep parks, lawns, potted plants, etc.
16. Any other work assigned by superior authority.

The above list of duties is only illustrative and not exhaustive. The company is free to add to the list, duties of similar nature ordinarily performed by officials at this level.

Required Profile

Essential Qualification & Eligibility Criteria.	<ul style="list-style-type: none"> • The candidates must have passed the 10th Std. pass or equivalent from a recognized Board. • Minimum two years of experience. • Experience working in the government sector will be preferred. Basic oral & written communication skills • Basic knowledge of Microsoft Office Suite Excellent coordination and follow-up skills. Ability to follow confidentiality guidelines. • Must be a Team player.
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