



Adv. No. – DIB/36/2023-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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**WEB ADVERTISEMENT**

**05<sup>th</sup> November 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>) 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.	Assistant Manager (Finance & Commercialization)	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](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 – Assistant Manager (Finance & Commercialization)

<b>Division: Digital India Bhashini Division (DIBD)</b>	<b>Age: Maximum Age for Application is 58 Years</b>
<b>No of Post: 01</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>	<b>Reports To: CEO, DIBD</b>

#### JOB DESCRIPTION

The Assistant Manager – Finance & commercialization who will play a crucial role in supporting the financial planning, analysis, and decision-making processes. The role involves collaborating with various business units, analyzing financial data, providing insights, and assisting in budgeting and forecasting. The candidate will ensure accurate financial reporting and compliance with relevant financial regulations.

#### Role & Responsibilities

1. Lead short- and long-term financial planning, budgeting, and forecasting. Support financial modeling, performance, and provide actionable insights.
2. Assess and recommend restructuring opportunities for business contracts.
3. Ensure adherence to accounting policies, regulatory requirements, and maintain robust internal controls.
4. Track financial performance, analyze budget variances, and develop structured business cases for decision-making.
5. Manage grants, government funding, and grants-in-aid.
6. Improve financial systems, automate processes, and streamline operations, including managing offshore workload.
7. Experience in Product and Service Costing and Pricing Mechanisms.
8. Collaborate with teams to assess financial impact of decisions and support business initiatives to support budget forecasting, and financial planning processes
9. Prepare and ensure the accuracy of financial reports, complying with relevant regulations.
10. Monitor expenditures, conduct cost analyses, and recommend cost-saving measures.
11. Assess the financial impact of business decisions and provide recommendations to support initiatives.
12. Identify financial risks, ensure compliance with regulations, and assist in audit processes.
13. Maintain financial databases, conduct data analysis, and produce reports to support financial planning.
14. Oversee the payment of invoices and expenses, ensuring timely and accurate processing to support operations.
15. Prepare and file tax returns (e.g., GST, TDS, income tax) accurately and on time. Demonstrate proficiency in MS Office and accounting software.
16. Utilize strong analytical skills to address financial challenges and improve outcomes.
17. Proven track record of success in similar position.

## Required Profile

### Essential Qualification & Skills

- Full time Bachelor's degree in Finance, Accounting, Commerce or a related field. A master's degree (MBA) in Finance is preferred.
- 3-5 years of relevant experience in financial planning, analysis, or business finance roles.
- Proficiency in financial modeling, budgeting, and forecasting.
- Must have Start-up Financing Skills with Equity Handling and Financial Portfolio management of start-ups / Companies.
- Experience in Handling Grants / Government Funding and Grant in Aid. Experience of working for a government set up / project is desirable.
- Prepare and file tax returns e.g., GST, TDS, income tax, etc.
- Knowledge of regulatory and compliance requirements.
- Proficiency in MS Office and accounting software.

### 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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