

**Advt. No. INDAI/24/2025-INDAI**  
**India AI Division**  
**Digital India Corporation**

Electronics Niketan, 6, CGO Complex Lodhi Road, New Delhi – 110003  
Website: [www.indiaAI.gov.in/](http://www.indiaAI.gov.in/) [www.dic.gov.in](http://www.dic.gov.in)

**Web Advertisement**

**01.01.2026**

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 – Project Management (Safe & Trust)	1

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](http://www.dic.gov.in), [www.negd.gov.in](http://www.negd.gov.in), & [www.meity.gov.in](http://www.meity.gov.in)

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

Last date for submission of application: 14.01.2026

## **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 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 – Project Management (Safe & Trust)**

Role/Position	: Assistant Manager – Project Management (Safe & Trust)
Project	: IndiaAI
Location	: New Delhi

## **Role Summary**

The Assistant Manager – Project Management is responsible for supporting the execution of projects, coordinating with the agencies who have been selected to receive the regular updates, monitoring, and delivery of projects within the Safe & Trusted pillar of the IndiaAI Mission. This role requires the ability to evaluate and summarize the project proposals, coordinate resources, oversee timelines, and ensure that the project deliverables are maintained. The position will support cross-functional team collaborations, engaging with internal and external stakeholders, and resolving barriers throughout the project lifecycle to advance India's responsible AI ecosystem.

## **Key Responsibilities**

- **Project Planning & Implementation:** Receive, evaluate and present the project proposals with defined scope, timelines, and deliverables in alignment with mission objectives. Monitor progress and adapt plans proactively to ensure targets are achieved.
- **Stakeholder Coordination:** Collaborate with project proponents, industry partners, academia, and government agencies to align project goals, roles, and expectations. Facilitate discussions and maintain clear channels for ongoing communication.
- **Monitoring & Reporting:** Track project milestones, risks, and dependencies using established methodologies and tools. Prepare and present regular status reports, dashboards, and recommendations for decision-making by leadership.
- **Resource Management:** Coordinate allocation and utilization of financial, technological, and human resources.
- **Quality Assurance:** Implement standard operating procedures and project management best practices to ensure deliverables meet benchmarks and compliance standards.

## **Essential Qualifications**

- **Education:** Bachelor's degree or equivalent in Engineering, Economics, Public Policy, Business Administration, or a related field from a recognized university. A master's degree or equivalent in Public Policy, Engineering, Management, or a related discipline is preferred
- **Experience:** Minimum 2 years of experience in tech policy and 2 years in project management/ implementation/program management, or related roles within government, industry associations, technology organizations, or consultancy firms.

## **Desired Qualifications**

- Project Management certifications (e.g., PMP, PRINCE2, Agile, or equivalent) or credentials in relevant project management software/tools are highly desirable.
- Proficiency in project management and collaborative tools (e.g., MS Project, Jira, Asana, Trello, or other equivalent platforms).
- Advanced knowledge of MS Office Suite and familiarity with AI-driven project management solutions preferred.
- Excellent communication, organizational, and analytical skills, demonstrating the ability to manage multiple deadlines and priorities in a dynamic environment.

## **Competencies & Skills**

- Strong planning, execution, and risk mitigation skills.
- Ability to coordinate multidisciplinary teams and build consensus among diverse stakeholders.
- Detail-oriented approach with a focus on process improvement and outcomes.
- Adaptability, leadership potential, and high standards of integrity.
- Problem-solving, negotiation, and interpersonal skills suitable for high-impact project environments.

**General Conditions applicable to all applicants covered under this advertisement:**

- 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.
- IndiaAI reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
- The positions are purely temporary in nature for the project of India AI and the appointees shall not derive any right or claim for permanent appointment at India AI or on any vacancies existing or that shall be advertised for recruitment by IndiaAI in future.
- Screening of applications will be based on qualifications and relevant experience. IndiaAI 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 interviews. India AI reserves the right to not to select any of the candidates without assigning any reason thereof.
- 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.
- The maximum age shall be as on the last date of receipt of the applications.
- In case of a query, the following officer may be contacted at:

**HR Division**

India AI Division

4th Floor, Electronics Niketan 6-CGO, Complex Lodhi Road, New Delhi – 110003

Email: [hrd-ai@indiaai.gov.in](mailto:hrd-ai@indiaai.gov.in)