

Advt. No. INDAI/83/2025-INDAI

India AI Division

Digital India Corporation

Electronics Niketan, 6, CGO Complex Lodhi Road, New Delhi – 110003 Website:

www.indiaAI.gov.in/ www.dic.gov.in

Web Advertisement

09.07.2026

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.

Sr.No	Name of the Post	No. of Positions
1.	Assistant Manager – Operations/support(EA)	3

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 application: 23.07.2026

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 – Operations/support (EA)

Role/Position: Assistant Manager – Operations/support (EA)

Project:IndiaAI

A. Roles &Responsibilities :

- Manage calendars, appointments, meetings, and travel arrangements
- Coordinate and prioritize schedules to optimize executive productivity
- Prepare meeting agendas, presentations, reports, and briefing materials.
- Assistance in Noting, drafting and conducting research and compiling to support decision - making.
- Draft, review, and format documents including letters, reports, PPT , mailing and internal communications using MS Word.
- Prepare and maintain Minutes of Meetings(MoM)and follow-up on action points.
- Follow up , compiling data & maintain database.
- Handle official correspondence and documentation through the e Office system.
- Coordinate with various departments, officials, and external parties to ensure timely communication and task completion.
- Assisting with special projects, meeting coordination, webinar, events and ad-hoc tasks.
- Miscellaneous task and other activity assigned by reporting officer

B. Essential Qualifications & Experience

- Bachelor's degree in any discipline. Additional certifications in office management or administration preferred.

C. Desirable skills and experience:

- Minimum 4+years of experience as an Executive Assistant or similar role, preferably in a government or public sector setup.
- Proficiency in e-Office, Microsoft Word, Excel, PowerPoint.
- Excellent written and verbal communication abilities.
- Strong organizational and multi tasking skills.
- High level of discretion, integrity, and attention to detail

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. 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.
6. 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.
7. 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.
8. 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