Adv. No. - N/350/2024-DIC /04

DIGITAL INDIA BHASHINI DIVISION-DIC

Delhi Office: Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road, New Delhi - 110003
Tel.: +91 (11) 24360199 / 24301756
Website: https://BHASHINI.gov.in

WEB ADVERTISEMENT

18th September 2026

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 BHASHINI Division-DIC (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 BHASHINI Division-DIC 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 - Legal	01

Screening of applications will be based on qualifications, age, and academic record and relevant experience. Digital India BHASHINI Division-DIC 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 BHASHINI Division-DIC 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 & www.dic.gov.in , www.BHASHINI.gov.in and www.negd.gov.in

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

1. Job Title – Assistant Manager – Legal	
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: Noida or as project requirement	**Reports To: CEO-DIBD**

Job Description

The **Assistant Manager – Legal** will support DIBD in legal advisory, contract management, employment-related legal matters, regulatory and data-protection compliance, intellectual property, legal risk assessment and related documentation. The role will work closely with technical, programme, policy, HR and other functional teams to ensure that legal, contractual and regulatory requirements are appropriately addressed and documented. The role will also support compliance audits, legal and regulatory matters, and mitigation of legal and contractual risks arising from DIBD's technology-enabled operations.

Role & Responsibilities

1. Draft, review, vet and negotiate MoUs, MSAs, SOAs, SLAs, SOWs and other legal and contractual documents required for DIBD operations.
2. Manage the contract lifecycle, including renewals, amendments, extensions, notices, terminations, expiry tracking and maintenance of related records.
3. Maintain and periodically review approved legal templates, checklists, contract records and document-control systems, including appropriate version control, indexing and archiving.
4. Advise on data privacy and protection requirements, including the Digital Personal Data Protection Act, 2023, applicable Rules and related regulatory requirements.
5. Draft, review and update Privacy Policies, Terms of Use, data-governance documents, grievance redressal frameworks and data-sharing/licensing arrangements, including arrangements relating to datasets and AI annotation/labelling.
6. Advise on intellectual property rights, licensing, attribution, permitted use and restrictions relating to software, AI/ML models, datasets, open-source technologies and other digital assets.
7. Support ISO, regulatory and compliance governance, including compliance registers, SOPs, audit documentation, compliance reviews and corrective and preventive actions.
8. Undertake and support legal, contractual and regulatory risk assessments, including matters relating to information security, data protection, technology services and contractual obligations.
9. Provide legal advisory support to Technical, Programme, Policy, HR and other functional teams on contractual, regulatory, employment, intellectual property, data-protection and operational matters.
10. Advise on employment and labour law matters, including employment/service agreements, applicable statutory requirements, employee-related documentation, disciplinary and termination matters, and other HR-related legal matters.
11. Monitor legal and regulatory developments relating to AI, data governance, privacy, employment, intellectual property, technology contracts and Digital Public Infrastructure, and provide relevant legal inputs to stakeholders.
12. Support pre-litigation and litigation matters, including coordination with external legal counsel, maintenance of legal records, and identification, documentation, escalation and mitigation of legal, contractual and compliance risks.

Required Profile

Essential Qualification	• Bachelor's degree in Law (LL.B.) from a recognized university/institution. LL.M. or additional qualification/certification in Technology Law, Cyber Law, Intellectual Property, Data Protection, Employment Law or ISO/Quality Management will be preferred. • 3+ years of post-qualification experience in legal functions, with experience in contract management, legal advisory and regulatory compliance. • Experience in drafting, reviewing, vetting and interpreting contracts, agreements, MoUs and related legal documents, including provisions relating to liability, indemnity, confidentiality, intellectual property and data protection will be an added advantage. • Exposure to data privacy, technology/AI-related legal matters, intellectual property, employment/labour laws, open-source licensing and/or Digital Public Infrastructure (DPI). • Exposure to ISO compliance, audits, regulatory compliance, SOPs, legal documentation and maintenance of audit records. • Ability to identify, assess, document and address legal, regulatory, contractual and employment-related risks and provide legal inputs to relevant functional teams is a plus. • Legal drafting, communication, negotiation and stakeholder-management skills, with the ability to coordinate with technical, programme, policy, HR and external stakeholders. • Formal educational qualifications and experience may be relaxed for exceptional candidates.

Please note: 1. This is a dynamic role, and the responsibilities outlined are indicative and may be adjusted, reassigned, or expanded in line with evolving business requirement and organizational priorities.
2. Candidates selected in this interview could be considered for other vacant positions at DIBD-DIC requiring similar skill sets and at appropriate level.

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 BHASHINI Division-DIC 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 BHASHINI Division-DIC and the appointees shall not derive any right or claim for permanent appointment at Digital India BHASHINI Division-DIC or on any vacancies existing or that shall be advertised for recruitment by Digital India BHASHINI Division-DIC in future.
4. Digital India BHASHINI Division-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-DIC
Electronics Niketan Annexe,
6 CGO, Complex Lodhi Road,
New Delhi – 110003
Phone No. 011-24303500, 24360199