Advt. INDAI/16/2024-INDAI-Part(1)

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 **26.11.2026**

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.	General Manager - Finance	1

The place of posting shall be in Delhi/NCR 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: 10.12.2026

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 following 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/

GM – Finance

Designation	:	GM -Finance
Project	:	India AI
Reporting to	:	COO, IndiaAI

Roles & Responsibilities

Financial Statements & Records

- Ensure regular compilation of financial statements for IndiaAI
- Ensure preparation of financial reports for projects being implemented by IndiaAI.
- Compliance to statutory rules and regulations for all financial matters related to IndiaAI.
- Maintenance of book of accounts viz. journal ,cash book, Petty cash ledger and subsidiaries
- Preparation of P&L Accounts, Balance Sheet etc.
- Processing of Salary, Employees monthly contribution payments and tax computation.
- Filing of various tax returns after depositing same with concerned authorities and issue of TDS certificates.
- Ensure compliance to statutory rules and regulations for all financial matters related to IndiaAI

Funds Management

- Disbursements of funds to different verticals/pillars & monitoring its expenditure .
- Tracking of funds availability under various heads on monthly basis..
- Preparation of bank reconciliation statement.
- Submission of UC's on Quarterly/ need basis in format as prescribed in GFR/ respective Grant Allocation
- Issue & Submission of UC's to funding agencies/MeitY and coordination to reconcile Grant allocation

Budgeting

- Preparation of annual budget of IndiaAI .

Bills and Expense Monitoring

- Monitor the timely clearing of bills and payments in line with the established principles and guidelines.

- Timely payments of salaries/allowances to IndiaAI employees.

Coordination of Audit activity for internal, Statutory & CAG Audit, Including vendor Agencies Audit.

- To facilitate the audits ensure to keep the accounts ready, make the vouchers available, Compile Schedules such as Funds Received During the Year, Assets Schedules, Balance Sheet, Income & Expenditure Account etc.
- To process and respond to the audit queries, observations, comments and paras in coordination with respective verticals/ project owners

B. Education:

- Bachelor's degree in any discipline (Preferably B.Com)
- Professional qualification such as CA/ICWA or similar will be considered a plus

C. Desired Skills & Experience:

- 15 years of experience in diverse Finance & accounts in a large set up
- Proven track record in strategic financial leadership roles.
- Knowledge of Tally and other accounting software
- Experience in diverse Finance & accounts in Government Departments/ Organizations is preferable
- Knowledge of GFR & other financial rules of GOI, manual of office procedure would be added advantage
- Knowledge of noting and drafting and is well acquainted with Govt. Rules & Regulations will be considered a plus

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