Advt. No. INDAI/422/2026-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 **02.11.2026**

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 Position
1.	Deputy Manager / Manager – Administration and Operations	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, www.negd.gov.in and 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

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Job Description: Deputy Manager / Manager – Administration and Operations

Designation: Deputy Manager / Manager – Administration and Operations
Number of Positions: 1
Location: Delhi NCR

1. Job Purpose

The Administration and Operations Expert will provide day-to-day administrative, operational, and coordination support across the IndiaAI Future Skills Pillar and AI Talent Mission. The position will be responsible for maintaining programme documentation, facilitating administrative processes, supporting events and outreach activities, and assisting in the operational management of the national dashboard and Management Information System (MIS).

2. Key Responsibilities

- Provide day-to-day administrative and operational coordination across the various workstreams of the Future Skills Pillar and AI Talent Mission.
- Facilitate internal coordination, administrative approvals, meeting arrangements, scheduling, and follow-up on action points.
- Maintain programme records, official correspondence, project documentation, meeting minutes, trackers, and other administrative records.
- Assist in preparing agendas, briefing notes, presentations, reports, and documentation required for internal reviews and stakeholder meetings.
- Coordinate workshops, conferences, consultations, training programmes, outreach activities, and other programme-related events. Ensure arrangement of venue, all logistics requirement. Coordinate with media team to ensure branding/ outreach at venue
- Provide operational support for stakeholder engagement activities involving government departments, academic institutions, implementation partners, and other agencies.
- Support the operational administration of the national dashboard and MIS, including data coordination, updating records, tracking submissions, and following up with relevant stakeholders.
- Coordinate with technical teams and programme stakeholders to ensure timely availability and accuracy of information required for dashboard updates and management reporting.
- Monitor pending activities, maintain operational trackers, and follow up with concerned teams for timely completion of deliverables. Coordinate with states & it's department for execution of activities.
- Assist in collecting, compiling, validating, and consolidating programme information and periodic progress reports.
- Support logistics, documentation, and other administrative requirements necessary for smooth functioning of the PMU.
- Identify operational bottlenecks and escalate issues requiring intervention by programme leadership.
- Ensure proper record management, information accuracy, and adherence to established administrative procedures.
- Undertake other administrative and operational responsibilities assigned by the reporting officer.

3. Essential Qualifications

Either of the following:

- Bachelor's degree in any discipline, with at least 5 - 6 years of relevant professional experience.

4. Experience

- Relevant experience in administration, operations, programme coordination, MIS management, documentation, or project support is desirable.
- Experience in government projects, public-sector organizations, PMUs, or large-scale development programmes will be an advantage.
- Experience in event management, venue & logistic coordination
- Experience in drafting notes , preparing presentation, dashboard etc.

General Conditions applicable to all applicants covered under this advertisement:

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- 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.
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- In case of a query, the following officer may be contacted at:

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Email: hrd-ai@indiaai.gov.in

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India AI is currently inviting applications for the below position purely on Contract/ Consolidated basis.

Sr.No	Name of the Post	No. of Position
1.	Assistant Manager – Future Skill	3

The place of posting shall be in New Delhi but transferable to project locations of IndiaAI as per existing policy of IndiaAI.

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Job Description: Assistant Manager – Future Skills / AI Talent Mission

Designation: Assistant Manager
Number of Positions: 3
Location : Delhi NCR

1. Job Purpose

The Assistant Manager will serve as a shared resource for the IndiaAI Future Skills Pillar and the AI Talent Mission, supporting programme implementation, administrative clearances, interdepartmental coordination, and execution of assigned key result areas (KRAs). The role will involve working closely with the designated Project Manager and relevant stakeholders to ensure timely execution of initiatives, effective monitoring of deliverables, and adherence to established procedures.

2. Key Responsibilities

- Support the implementation and coordination of schemes and initiatives under the IndiaAI Future Skills Pillar and AI Talent Mission.
- Facilitate administrative approvals, internal clearances, file processing, and coordination with relevant divisions and government stakeholders.
- Work under the guidance of the designated Project Manager to execute assigned projects, activities, and deliverables.
- Drive individual KRAs and ensure timely achievement of assigned milestones and programme outcomes.
- Coordinate with implementing agencies, academic institutions, training partners, government departments, and other stakeholders, as required.
- Assist in preparing project proposals, implementation plans, progress reports, presentations, meeting briefs, and official correspondence.
- Monitor project timelines, track pending actions, and follow up with concerned stakeholders to ensure timely completion of activities.
- Maintain programme records, documentation, approval trails, and other relevant project information.
- Support review meetings, stakeholder consultations, workshops, events, and other programme-related activities.
- Identify implementation bottlenecks and escalate issues requiring managerial or administrative intervention.
- Undertake any other responsibilities assigned by the competent authority in furtherance of the Future Skills Pillar and AI Talent Mission.

3. Qualifications and Experience

- The candidate should possess a relevant graduate or postgraduate qualification in management, public administration, engineering, technology, social sciences, or a related discipline.
- 2+ relevant experience in project coordination, programme management, government initiatives, skilling, education, or technology-related programmes will be an advantage.

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India AI is currently inviting applications for the below position purely on Contract/ Consolidated basis.

Sr.No	Name of the Post	No. of Position
1.	Deputy Manager / Manager – Finance	1

The place of posting shall be in New Delhi but transferable to project locations of IndiaAI as per existing policy of IndiaAI.

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Job Description: Deputy Manager / Manager – Finance

Designation: Deputy Manager / Manager – Finance
Number of Positions: 1
Functional Area: Financial Management, Budgeting and Program Finance
Location : Delhi NCR

1. Job Purpose

The Finance Expert will be responsible for supporting financial planning, budgeting, expenditure monitoring, fund utilization, procurement-related financial processes, and financial reporting for initiatives under the IndiaAI Future Skills Pillar and AI Talent Mission. The role will ensure financial discipline, compliance with applicable guidelines, and timely reporting to program leadership and relevant authorities.

2. Key Responsibilities

- Prepare, consolidate, and monitor annual budgets, financial estimates, and expenditure plans for the AI Talent Mission and related Future Skills initiatives. Ensure regular compilation of financial statements for IndiaAI

- Track budget utilization and expenditure across implementing partners, participating States, and other program stakeholders.
- Review financial proposals, expenditure statements, utilization certificates, and supporting documents submitted by implementing agencies, as applicable.
- Monitor fund releases, expenditure patterns, outstanding financial requirements, and budget variances, and recommend corrective measures where necessary.
- Support procurement processes, financial evaluations, contract management, invoice verification, and vendor payment processing in coordination with the relevant teams.
- Ensure compliance with applicable financial rules, organizational policies, approved budgets, contractual provisions, audit requirements, and statutory obligations.
- Develop and maintain financial dashboards, budget trackers, and periodic utilization reports for program management and the Apex Steering Committee.
- Coordinate with implementing agencies, auditors, finance divisions, and other stakeholders for financial reporting, reconciliation, and timely fund releases.
- Assist in the preparation of financial inputs for project proposals, government submissions, review meetings, and management reports.
- Maintain accurate financial records, supporting documentation, expenditure statements, and audit trails.
- Identify financial risks, potential budget overruns, and utilization-related bottlenecks, and escalate issues to the appropriate authority.
- Support internal and external audits and facilitate timely responses to audit observations and financial queries.
- Coordinate with program and procurement teams to align financial planning with implementation schedules and contractual milestones.
- 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
- Undertake any other finance-related responsibilities assigned by the competent authority.

3. Essential Qualifications

Graduate preferably (B.Com)/MBA in Finance, or an equivalent relevant qualification from a recognized institution.Candidates with knowledge on GFR and Government Procurement rules may be preferred.

4. Experience

- Minimum 5 - 6 years of relevant professional experience in financial management, budgeting, procurement, or program finance.
- Experience working with public-sector, government, or social-sector organizations is preferred.
- Knowledge of Tally & other accounting software
- Experience in fund utilization monitoring, financial reporting, audit coordination, vendor payments, and contract-related financial processes will be an advantage.
- Financial Planning & Management, including budgeting, expenditure tracking, fund utilisation and financial analysis.
- Financial Reporting, Compliance & Risk Management, including reconciliation, audits, procurement and contract finance.
- MIS & Stakeholder Coordination, including advanced MS Excel, financial reporting tools and coordination with government agencies and implementing partners.

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India AI is currently inviting applications for the below position purely on Contract/ Consolidated basis.

Sr.No	Name of the Post	No. of Position
1.	Manager / Deputy Manager – Communications	1

The place of posting shall be in New Delhi but transferable to project locations of IndiaAI as per existing policy of IndiaAI.

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Job Description: Manager / Deputy Manager – Communications

Designation: Manager / Deputy Manager – Communications
Number of Positions: 1
Functional Area: Strategic Communications, Outreach and Branding
Location: Delhi/ NCR

1. Job Purpose

The Communications Expert will support the planning and execution of the communication strategy for the IndiaAI Future Skills Pillar, including the AI Talent Mission. The role will involve close coordination with the IndiaAI Communications team to ensure consistent messaging, effective outreach, stakeholder engagement, and visibility of program initiatives, achievements, and outcomes.

2. Key Responsibilities

- Develop and implement communication and outreach plans for initiatives under the Future Skills Pillar and AI Talent Mission in coordination with the IndiaAI Communications team.
- Prepare communication briefs, key messages, programme updates, press inputs, newsletters, website content, social media content, and other communication materials.
- Coordinate the development of presentations, brochures, reports, case studies, success stories, infographics, and other programme-related communication assets.
- Support digital outreach campaigns to increase awareness of AI skilling, talent development, educational initiatives, and related programme opportunities.
- Coordinate with internal teams, government departments, academic institutions, implementation partners, and other stakeholders to gather information and communicate programme developments.
- Ensure consistency of messaging, branding, and communication standards across programme materials and outreach activities.
- Support the dissemination of programme announcements, milestones, achievements, and impact stories through appropriate communication channels.
- Assist in planning and executing communication activities for workshops, conferences, stakeholder consultations, events, and public outreach programmes.
- Travel across the country for conducting the events
- Track the reach and effectiveness of communication initiatives using relevant engagement metrics and performance indicators.
- Prepare periodic communication reports and recommendations for improving programme visibility and stakeholder engagement.
- Maintain an organized repository of communication materials, approved content, photographs, event records, and programme information.
- Ensure that all external communication is reviewed and approved in accordance with organizational communication protocols.
- Undertake any other communication-related responsibilities assigned by the competent authority.

3. Essential Qualifications

Postgraduate degree or MBA in Marketing, Mass Communication, Public Relations, Branding, Digital Media, or a related discipline from a recognized institution.

4. Experience& Desired Skills

- Minimum 5 - 6years of relevant professional experience in large-scale public campaigns, digital marketing, communications, public relations, or brand management.
- Experience in education, skilling, technology, government outreach programmes, or public-sector initiatives is preferred.
- Experience in developing communication strategies, managing multi-channel campaigns, and coordinating with multiple stakeholders.
- Strategic Communication & Content Development, including editorial and presentation skills.
- Digital Marketing, Outreach & Campaign Management, including performance monitoring and digital tools.
- Public Relations, Brand Management & Stakeholder Coordination, including translating technical information into public-facing communication.

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1.	Deputy General Manager – Future Skills	1

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Job Description: Deputy General Manager – Future Skills

Designation: Deputy General Manager – Future Skills
Equivalent Designation: Project Manager 3
Number of Positions: 1
Functional Area: Future Skills and AI Talent Mission
Location: Delhi NCR

1. Job Purpose

The Deputy General Manager – Future Skills will support the General Manager in overseeing the operations, implementation, and coordination of the IndiaAI Future Skills Pillar. The position will be responsible for supervising ,implementation, execution of partnership management , coordinating with key ministries and government stakeholders for the AI Talent Mission, and ensuring effective planning, monitoring, and execution of programme activities.

2. Key Responsibilities

- Oversee the roles, responsibilities, and deliverables of the two Partnerships Managers, ensuring alignment with programme objectives and timelines.

- Support the General Manager in the overall planning, implementation, monitoring, and review of initiatives under the Future Skills Pillar.
- Prepare Dashboard & concept notes /proposals etc
- Coordinate with relevant Central Government ministries, State Governments, government institutions, and other stakeholders for the implementation of the AI Talent Mission.
- Facilitate inter-ministerial coordination, stakeholder consultations, and resolution of operational issues affecting programme delivery.
- Develop and monitor implementation plans, project milestones, performance indicators, and deliverables across assigned workstreams.
- Review progress reports, identify gaps in execution, and recommend corrective measures to ensure timely achievement of programme outcomes.
- Coordinate with internal IndiaAI divisions and external implementation partners to ensure alignment of activities and effective programme execution.
- Support the preparation of strategic notes, presentations, review briefs, meeting agendas, and progress reports for senior management and government stakeholders.
- Assist in identifying partnership opportunities with ministries, academic institutions, industry bodies, skilling organizations, and other relevant stakeholders.
- Monitor action points arising from review meetings and ensure timely follow-up and closure by the concerned teams.
- Support governance, reporting, and administrative processes related to the Future Skills Pillar and AI Talent Mission.
- Undertake additional responsibilities assigned by the General Manager or competent authority.

3. Essential Qualifications

- MBA or post graduate degree in policy, law , social studies or related field from a recognized institution.

4. Experience

- Minimum 12 years of professional experience, preferably in government organizations or PPP-mode programmes across digital transformation, skilling, education or technology initiatives.

- Programme Management & Strategic Execution, including implementation of large-scale initiatives, project monitoring and team leadership.
- Experience of working in Govt sector / Departments/ Organizations
- Stakeholder & Government Coordination, including inter-ministerial engagement, partnership management, analytical thinking, decision-making and communication skills.

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