



Adv. No. – N/350/2024-DIC

DIGITAL INDIA CORPORATION

A section 8 Company, Ministry of Electronics and Information Technology, Govt. of India
Delhi Office: Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road, New Delhi - 110003

Tel.: +91 (11) 24360199 / 24301756

Website: www.dic.gov.in

WEB ADVERTISEMENT

04th September 2024

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 Corporation (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 Corporation/Bhashini 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 Corporation 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 Corporation 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: Delhi or as project requirement	Reports to : CEO - DIBD

JOB DESCRIPTION

The Assistant Manager - Legal will be responsible for managing and overseeing the legal functions of our organization. This role demands a professional with strong legal acumen, experience in contract management, and a deep understanding of legal compliance, particularly within the government sector, startups, NGOs, or similar environments.

Role & Responsibilities

1. Contract Management; Draft, review, and negotiate contracts, Memorandums of Understanding (MoUs), and other legal documents to ensure alignment with the organization's goals and compliance with relevant laws.
2. Monitor and manage contract renewals, terminations, and amendments, ensuring adherence to legal standards and timely execution.
3. Provide strategic legal advice to support the organization's goals, covering areas such as regulatory compliance, intellectual property, and employment law.
4. Oversee litigation matters, identifying and mitigating legal risks effectively to protect the organization's interests.
5. Stay updated with legal regulations and ensure the organization's compliance with all relevant laws.
6. Collaborate with the PMU Team and work closely with the Technical and Policy Teams at DIBD to address project needs and priorities, offering legal support as required. Partner with internal stakeholders to identify and mitigate legal risks.
7. Ability to collaborate on long-term projects, envisioning and implementing strategies for sustainable impact.
8. Detail-oriented with great organizational skills, comfortable with ambiguity.
9. Thinks critically and objectively; has excellent problem-solving skills and the ability to make quick decisions based on business demands.
10. Excellent communication and interpersonal skills, ability to be personable yet persistent along with Leadership skills with the ability to inspire and motivate teams towards common goals.
11. Comfortable working in a fast-paced environment with minimal guidance, capable of thriving amidst ambiguity and uncertainty.
12. Passion for technology and communications, well-versed on the latest trends.
13. Travel required as needed.
14. Proven track record of success in similar position.

Required Profile	
Essential Qualification & Experience	<ul style="list-style-type: none"> • Bachelor's degree in Law (LLB) from a recognised university. • A Master's degree in Law (LLM) or additional legal certifications will be an advantage. • 3-5 years of Experience in Legal role, contract management, legal compliance, in a government sector startup, NGO Programs or similar environment.

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 Corporation 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 Corporation and the appointees shall not derive any right or claim for permanent appointment at Digital India Corporation or on any vacancies existing or that shall be advertised for recruitment by Digital India Corporation in future.
4. Digital India Corporation 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
 Head- HR
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