



Adv. No. – DIC/DIBD/3(3)/CEO/10/2022

DIGITAL INDIA BHASHINI DIVISION-DIC

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
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Website: <https://bhashini.gov.in>

WEB ADVERTISEMENT

11th July 2025

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.	Support/Onboarding Manager	02

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 – Support/Onboarding Manager

Division: Digital India Bhashini Division (DIBD)	Age: Maximum Age for Application is 58 Years
No of Post: 02	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: New Delhi/Noida or other locations as per project requirement	Reports To: CEO-DIBD

JOB DESCRIPTION

We are seeking a dynamic and skilled Support/Onboarding Manager to ensure the seamless integration of products and services across various government settings and departments. Working with CEO-DIBD, you must have a proven track record of successfully managing complex projects, particularly within government environments. This role involves coordinating onboarding activities, communicating government policies, and enhancing Indian language content online. The ideal candidate will possess strong leadership, analytical, and communication skills to manage project lifecycles and stakeholder relationships effectively.

Role & Responsibilities

1. Support and work with various departments and agencies for the on boarding exercise of a product.
2. Coordinate with various departments and the internal product team for various on-boarding activities.
3. Experience of building and managing stakeholder networks
4. Communicate Government policies to other departments for the on-boarding exercise.
5. Help in increasing the content in Indian languages on the Internet substantially in the domains of public interest, particularly, science & technology, education, healthcare, governance, and law & justice.
6. Periodical evaluation and assessment of project systems and update decision makers and Dashboard based monitoring and coordination.
7. Create presentations, business papers, white papers, proposals, manuals, and communications.
8. Properly escalate unresolved issues to appropriate internal teams for timely resolutions.
9. Prioritize and manage several open issues at one time.
10. Formulates strategies and methods for on boarding.
11. Achieve monthly onboarding target.
12. Letter Correspondences, Grievance Management
13. Responsible for development and floating of RFPs and agency onboarding.
14. API development and integration of available for Bhashini platform.
15. Responsible for cloud infrastructure and Management.
16. Responsible for Capacity building activities, startup engagement for Challenge rounds/Hackathons, Ministry and state engagements.

Required Profile

Essential Qualification

- A Full time B.S./B.Tech. /B.E. or equivalent degree
- MBA/PGDM (preferable).
- Minimum 5 Years of experience in IT/Software/ Management domain.
- Hands on experience on project management tools & technologies including open sources will be added advantage.
- Experience of working for a government set up/ project is desirable
- Ability to research a topic and prepare reports and presentations.
- Strong interpersonal and teamwork skills.
- Strong analytical and problem-solving skills.
- Strong command over writing and oral communication skills.
- Exposure in any one of the activities like Technical RFP preparation, managing software development and testing, API integration, holding challenge rounds, website localization, producing graphics/multimedia/creatives design for wider communication in the area of Natural Language Processing and AI.
- Exposure in executive roles to diverse management techniques and capacity building.
- Formal educational qualifications and experience may be relaxed for exceptional candidates.

* Candidates selected in this interview could be considered for other vacant positions at DIBD 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. DIBD-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 DIBD-Digital India Corporation and the appointees shall not derive any right or claim for permanent appointment at DIBD-Digital India Corporation or on any vacancies existing or that shall be advertised for recruitment by DIBD-Digital India Corporation in future.
4. DIBD-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
Director- HR
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