

Adv. No. – N/351/2024-DIC/03

DIGITAL INDIA BHASHINI DIVISION-DIC

A section 8 Company, Ministry of Electronics and Information Technology, Govt. of India
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Website: <https://BHASHINI.gov.in>

WEB ADVERTISEMENT

06th May 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.	Executive - Finance	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 – Executive-Finance

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

We are seeking an experienced finance professional to manage all accounting and financial operations, including budgeting, forecasting, accounts payable/receivable, payroll, and tax compliance. Responsibilities include financial reporting, month-end/year-end closing, and financial analysis for decision-making. The role also involves managing cash flow, and ensuring tax compliance, with experience in government grants and financial rules preferred.

Role & Responsibilities

1. Manage day-to-day accounting operations including accounts payable, accounts receivable, general ledger, and payroll support.
2. Ensure compliance with General Financial Rules (GFR), Government of India (GoI) guidelines, and other applicable regulatory frameworks.
3. Support month-end and year-end closing processes, including preparation of financial statements and schedules.
4. Process vendor payments and employee reimbursements within defined timelines, ensuring due diligence and policy adherence; support cash flow tracking.
5. Ensure compliance with statutory requirements including GST, TDS, and Income Tax; assist in timely filing of returns.
6. Maintain and reconcile bank statements, balance sheet accounts, and other financial records.
7. Work on ERP/accounting systems (e.g., Tally) for accurate financial data management and reporting.
8. Assist in budgeting, forecasting, and financial planning by coordinating with internal stakeholders.
9. Provide timely and accurate financial data/reports to support decision-making.
10. Support tax compliance activities, including maintaining records of tax payments, deductions, and reconciliations.
11. Stay updated on changes in financial and tax regulations and ensure compliance.
12. Drive process improvements and automation initiatives to enhance efficiency in finance operations.
13. Coordinate with cross-functional teams including HR for performance-linked incentive schemes and related financial inputs.
14. Ensure adherence to internal controls, financial policies, and organizational compliance standards.

Required Profile

Essential Qualification	<ul style="list-style-type: none"> • Bachelor’s degree in Commerce, Finance, Accounts or equivalent discipline with minimum 2 years of experience in Accounting and Finance functions in an organization. • Candidates possessing MBA (Finance) / CA (Inter or Final) / ICWA or equivalent professional qualification shall be given preference. • Working knowledge of government financial rules (GFR/Gol) is desirable. • Working knowledge of accounting operations, reconciliations, taxation and finance processes will be desirable. • Strong understanding of accounting principles, financial reporting, and reconciliations. • Experience with ERP systems (Tally or similar accounting software) shall be preferred. • Knowledge of GST, TDS, Income Tax regulations, and basic tax compliance processes is desirable. • Proficiency in MS Office, especially Excel. • Strong analytical, problem-solving, and organizational skills. • Good communication and interpersonal skills. • Ability to work independently, manage deadlines, and handle multiple tasks efficiently. • Experience working with government departments/PSUs or on government-funded projects will be an added advantage. • Formal educational qualifications and experience may be relaxed for exceptional candidates.
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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
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