

Advt. No. INDAl/24/2025-INDAl
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

07.09.2026

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.	Assistant Manager, Safe & Trusted AI Pillar	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: **21.09.2026**

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 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/>

Job Description: Assistant Manager, Safe & Trusted AI Pillar

Project	: IndiaAI
Number of Position	: 1
Reporting to	: Joint Director/General Manager – Safe & Trusted pillar
Place of Posting	: New Delhi

About the Role

The Assistant Manager will support the Safe & Trusted AI pillar by coordinating closely with the wide range of stakeholders involved in its work — research institutions, industry partners, regulators, civil society, and international counterparts. The role is central to keeping the pillar's day-to-day engagements organised: scheduling and following up on meetings and consultations, tracking commitments and deliverables across partners, and ensuring information flows smoothly between the pillar, Mission leadership, and external stakeholders. This is a coordination-focused role suited to someone who is organised, communicates well, and enjoys working across many moving parts and relationships.

Roles & Responsibilities

1. Coordinate scheduling, logistics, and follow-ups for meetings, workshops, and consultations involving technical experts, regulators, and international counterparts.
2. Track action items, timelines, and deliverables across partner institutions and ongoing pillar work streams, flagging delays or gaps to the General Manager.
3. Assist in organising evaluation and benchmarking exercises by coordinating logistics, data collection, and communication between technical teams and external evaluators.
4. Support correspondence and follow-up with regulatory and standard-setting bodies on India's AI governance and guardrails work.
5. Prepare meeting minutes, status trackers, briefing notes, and summaries for the General Manager and Mission leadership.
6. Maintain organised records, stakeholder databases, and documentation for the pillar's programmes and partnerships.
7. Provide general coordination and administrative support to the General Manager including for participation in inter-ministerial and international forums.

Education Qualifications

1. Graduate or postgraduate degree in a relevant field such as public policy, law, computer science, international relations, social sciences, or a related discipline.

Desirable Skills & Experience

1. Minimum 4 years of overall experience, including exposure to programme coordination, stakeholder management, or policy/administrative support in government, regulatory, or large institutional settings.
2. Working familiarity with AI governance concepts and frameworks — such as bias, explainability, and risk/safety terminology, and international processes like the OECD AI Principles, EU AI Act, or G7/G20 AI work streams — sufficient to follow and coordinate technical discussions.
3. Basic understanding of AI/ML concepts and current developments in the AI ecosystem is desirable.
4. Strong organisational skills, with the ability to track multiple stakeholders, timelines, and deliverables simultaneously.
5. Excellent written and verbal communication skills, including experience drafting minutes, notes, and correspondence for senior stakeholders.
6. Proficiency with MS Office (Word, Excel, PowerPoint) and comfort maintaining trackers, dashboards, and stakeholder records.
7. Comfortable working with government processes and protocols, and coordinating across diverse institutional cultures.
8. Prior experience in a government department, PSU, think tank, multilateral body, or consulting environment involving multi-stakeholder coordination is desirable.
9. Stakeholder coordination and relationship management across diverse institutions.
10. Strong organisation, follow-through, and attention to detail.
11. Clear, professional written and verbal communication.
12. Ability to multitask and prioritise across concurrent stakeholder engagements.
13. Ability to operate effectively in a fast-paced, evolving mission 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. India AI 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 India AI and the appointees shall not derive any right or claim for permanent appointment at IndiaAI or any vacancies existing or that shall be advertised for recruitment by India AI in future.
4. Screening of applications will be based on qualifications and relevant experience. India AI reserves the right to fix higher threshold of qualifications and experience for screening and limiting the number of candidates for interview.
5. Only shortlisted candidates shall be invited for interviews. IndiaAI reserves the right to not to select any of the candidates without assigning any reason thereof.
6. India AI 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.
7. The maximum age shall be as on the last date of receipt of the applications.
8. 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**