

Advt. No. INDAl/160/2026-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

28.08.2026

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.

Sl.No.	Name of the Post	No. of Positions
1	Assistant Manager – Future Skills	2

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

The details can be downloaded from the official websites of DIC, NeGD, and MeitY, viz. www.dic.gov.in, www.negd.gov.in, & www.meity.gov.in

Eligible candidates may apply ONLINE: <https://ora.digitalindiacorporation.in/>

Last date for submission of application: 11.09.2026

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), and 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 – Future Skills

Project: IndiaAI

Number of Positions: 2

Reporting to: GM – Future Skills

Place of Posting: Delhi NCR

About the Role

The Assistant Manager – Future Skills will monitor and ensure the smooth functioning of the initiatives under the Future Skills Pillar of IndiaAI, i.e., the Fellowship & Mentorship Program and the establishment of Data and AI Labs in Tier 2 and Tier 3 cities. The role will act as the primary point of contact between users and the development team for issue resolution, identify, document, and follow up on portal enhancements and change requests.

The role includes conducting UAT testing and reporting bugs/issues for portal improvement. The role also includes monitoring the smooth functioning of the IndiaAI Data Labs in NIELIT Centers and ITIs and Polytechnic Institutes while working closely with the State Nodal Agencies.

Roles & Responsibilities

- A. Tracking application submissions and maintaining real-time status updates (IndiaAI Fellowships)
 - Evaluating student applications as per defined guidelines and eligibility criteria
 - Maintaining structured records and databases of applicants and fellows
 - Preparing MIS reports, dashboards, and periodic progress summaries
 - Supporting disbursement-related processes in coordination with the finance team
 - Handling data validation, discrepancy checks, and audit-related requirements
 - Managing onboarding and status tracking of selected fellows

- B. Interacting and following up with State Teams
 - Evaluating State Proposals as per defined guidelines and eligibility.
 - Ensuring the queries from States are addressed promptly.
 - Closing MoUs with States and maintaining structured records and documents as shared by the States.
 - Preparing MIS reports, dashboards, and periodic progress summaries
 - Supporting disbursement-related processes in coordination with the finance team
 - Handling data validation, discrepancy checks, and audit-related requirements
 - Preparing e-files, presentations, reports, and briefing notes for senior management.
 - Reviewing the progress state-wise periodically, as the case may be.
 - Monitoring timelines and ensuring adherence to project milestones

- C. Stakeholder Management (Internal and external)
 - Responding to user queries from applicants, institutes, and stakeholders within defined timelines
 - Managing communication with universities regarding outreach, verification, and documentation
 - Coordinating with cross-functional teams, including Finance, social media, and MeitY officials
 - Preparing e-files, presentations, reports and briefing notes for senior management.

Education Qualifications

1. Graduate in any discipline, preferably a Bachelor's in Computer Science, IT, Data Science, or a related field.
2. A postgraduate degree in Management, Public Policy, or Business Administration is desirable.

Desirable Skills & Experience

1. 2+ years of experience managing technical projects or technology labs
2. Proficiency in Operations and Data management
3. Experience working in the Government Ecosystem is preferred.
4. User of multiple AI tools and having knowledge of the same for improving self- productivity at the workplace.
5. Strong Communication Skills (written and verbal)
6. Ability to work independently in a fast-paced, dynamic environment.
7. Strong ability to deliver projects on time and work calmly under pressure.
8. Competence in working with cross-functional groups; a collaborative working style is essential.
9. Open to traveling extensively

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 the proper channel or attach a 'No Objection Certificate' from the employer concerned with the application, or produce a No Objection Certificate at the time of interview.
2. DIC/IndiaAI 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 DIC/IndiaAI, and the appointees shall not derive any right or claim for permanent appointment at DIC/IndiaAI or on any vacancies existing, or that shall be advertised for recruitment by Digital India Corporation in the future.
4. DIC/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.
5. Screening of applications will be based on qualifications and relevant experience. IndiaAI reserves the right to fix a higher threshold of qualifications and experience for screening and limiting the number of candidates for interview.
6. Only shortlisted candidates shall be invited for interviews. India AI reserves the right not to select any of the candidates without assigning any reason therefor.
7. 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. The designation against the position shall be mapped as per the approved policy.
8. In case of a query, the following officer may be contacted.

HR Division

India AI Division

4th Floor, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003

Email: hrd-ai@indiaai.gov.in