

Advt. No.INDAI/14/2024-INDAI
INDIA Ai
Digital India Corporation
Electronics Niketan Annexe, 6, CGO Complex Lodhi Road,
New Delhi - 110003
Tel.: +91 (11) 24360199, 24301756
Website: www.dic.gov.in

Web Advertisement

11.11.2024

Digital India Corporation has been set up by the 'Ministry of Electronics & Information Technology, Government of India', to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man. It is a 'not for profit' Company under Section 8 of the Companies Act 2013. The Company has been spearheading the Digital India programme of the Government of India, and is involved in promoting use of technology for e-Governance/e- Health / Telemedicine, e-agriculture, e-Payments etc. The Digital India programme promotes safety and security concerns of growing cashless economy and addresses challenges confronting its wider acceptance. It also promotes innovation and evolves models for empowerment of citizens through Digital initiatives and promotes participatory governance and citizen engagement across the government through various platforms including social media.

Digital India Corporation is currently inviting applications for the following positions purely on Contract/ Consolidated basis.

Sr. No	Name of the Post	No. of Positions
1.	Assistant Manager – General Administration	1

The place of posting shall be in New Delhi/within different Ministries. However, it may be transferable to project locations of India AI as per existing policy of India AI.

The details can be downloaded from the official website of DIC, NeGD & 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: 25.11.2024

Job Description: Assistant Manager - General Administration

Role/Position	:	Assistant Manager - Admin
Project	:	India Ai
Reporting to	:	Sr. GM (General Administration)
Location	:	New Delhi/ within different Ministries

About India Ai:

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. The IndiaAI Mission will establish a comprehensive 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.

A. Roles and Responsibilities

- Manage the day-to-day administrative operational tasks
- Undertake the management of facilities, including office space and equipment
- Manage procurement activities including vendor selection and contract negotiation as needed.
- Develop and maintain relationships with relevant stakeholders to ensure timely delivery of Services.
- Undertake procurement activities through GEM portal.
- Ensure booking & arrangement for events, workshops etc.
- To maintain overall bills processing, office assets, petty cash etc. Examination of the bills submitted by different vendors & putting up the cases for approval & ensuring timely payment.
- Supervising and managing office vendors e.g. courier, manpower agency, facility management, telecom services company etc. for smooth operations of all facilities.
- Travel Booking and arrangements & coordination with travel agency for arranging transportation & hotel accommodation.
- Monitor the inventory, and maintenance of office Stationeries.
- Vendor Management, housekeeping and pantry.
- Ensure compliance with all relevant laws and regulations.
- Vehicle management & vehicle vendor management.
- Collaborate with other departments, such as finance, marketing, and operations, to ensure
- that all administrative activities are aligned with overall company objectives
- In addition to above primary responsibilities the incumbent may be assigned any other task from time to time by reporting officer/COO/CEO.

B. Education

- Bachelor's degree from a reputed university/institution.

C. Desirable Skills & Experience

- 4 + years of experience in operations management and administration in a large setup preferable Govt. set up.
- Knowledge of GFR, GEM and other Government process for procurement, bidding, administration aspects.
- Strong organizational and project management skills
- Excellent communication and interpersonal skills
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Knowledge of procurement and vendor management
- Knowledge of human resources management
- Experience with administration operation

General Conditions applicable to all applicants covered under this advertisement:

- 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.
- IndiaAI reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
- 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 India AI or on any vacancies existing or that shall be advertised for recruitment by IndiaAI in future.
- Screening of applications will be based on qualifications and relevant experience. IndiaAI 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 interviews. India AI reserves the right to not to select any of the candidates without assigning any reason thereof.
- 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.
- The maximum age shall be as on the last date of receipt of the applications.
- 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