Advt. No. INDAI/16/2024-INDAI
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   **10.10.2024**

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 India AI 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	Area of Expertise	No. of Positions
1.	Data Analyst	Data Analytics, Data Visualization	5

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: 24.10.2024

About India AI

The India AI 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 realize 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, India AI and MSH.

More details can be seen at https://dic.gov.in/

1. Job Description: Data Analyst

Designation: Data Analyst
Project: India AI
Reports to: GM- Data Science
Location: New Delhi/ within different Ministries

Job Objectives:
The Data Analyst will play a key role in the future of India AI. He/she will be responsible for operationalizing efforts towards transforming the data management practices of the ministry/department to improve the quality and use of public sector data and catalyze the data-based research and innovation ecosystem. The Data Analyst will focus on building capacity throughout the end-to-end data value chain in Ministries/Departments for AI-based innovation.

i) Roles and Responsibilities:

- Ensure compliance with relevant data policies/guidelines/rules as set forth by the Data Management Office or any other Government of India agency.

- Streamline data collection practices and systems within the host Ministry/Department/Agency.
- Ensure data integrity and accurate record-keeping by supporting data collection and management efforts (data entry into electronic formats, SOP-based data verification).
- Create, maintain, and improve the quality of data repositories for the host Ministry/Department/Agency.
- Perform data analysis for cleaning data and generating insights.
- Perform quality assurance checks on datasets.
- Maintain detailed documentation on data management decisions and technical work.
- Work on cross-sectoral initiatives across governments to extract data from data warehouses and other back-end systems.
- Develop data feeds and automated reporting through dashboarding.
- Stay up-to-date with industry trends and best practices in data management, analysis, and visualization.
- Develop and ensure adoption of data storage, archival, and deletion SOPs in alignment with relevant government policies/guidelines/rules.

ii) Education:
- Bachelor's degree in computer science, mathematics, economics, statistics, or related fields from a recognized university/institute.

- Certifications in data analytics, data science, or data/information management from a recognized university/institute are preferred.

iii) Desirable Skills & Experience:

- 0-2 years of experience in data management and analysis , preferably in the software or technology industry.
- Familiarity with cleaning, coding, merging, and analyzing large and complex quantitative data files in Python or R.
- Strong attention to detail with a focus on data quality and accuracy.
- Strong analytical and problem-solving skills.
- Experience in building complex SQL queries and schema building.
- Advanced knowledge of Excel/Google Sheets & Macros.
- Fresher's with internship experience pertaining to AI related project / completed project on AI in college as part of curriculum/ worked on AI project on pro bono. Fresher's familiar with statistical methods to analyze data and identify trends and patterns & have worked on AI related projects in college.

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.

- India AI 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 India AI in future.
- 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.
- 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.
- 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.
- 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