



Adv. No. – DIC/DIBD/3(3)/CEO/10/2022

**DIGITAL INDIA BHASHINI DIVISION-DIC**

A section 8 Company, Ministry of Electronics and Information Technology, Govt. of India  
**Delhi Office:** Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road, New Delhi - 110003

Tel.: +91 (11) 24360199 / 24301756

Website: <https://bhashini.gov.in>

**WEB ADVERTISEMENT**

**13<sup>th</sup> May 2025**

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 4<sup>th</sup> 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 Corporation (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 Corporation/Bhashini is currently inviting applications for the following positions purely on Contract/ Consolidated basis.

Sr. No.	Name of the Post	No. of Vacancies
1.	Assistant Manager/Deputy Manager-Finance	01

Screening of applications will be based on qualifications, age, and academic record and relevant experience. Digital India Corporation 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 Corporation 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](http://www.meity.gov.in) & [www.dic.gov.in](http://www.dic.gov.in) , [www.Bhashini.gov.in](http://www.Bhashini.gov.in) and [www.negd.gov.in](http://www.negd.gov.in)

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



## 1. Job Title – Assistant Manager/Deputy Manager-Finance

<b>Division: Digital India Bhashini Division (DIBD)</b>	<b>Age: Maximum Age for Application is 58 Years</b>
<b>No of Post: 01</b>	<b>Remuneration:</b> Salaries for this position would depend on the qualification and experience of the selected candidate and will be fixed as per the industry norms.
<b>Location:</b> Delhi or as project requirement	<b>Reports To: CEO-DIBD</b>

### 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 liaising with auditors, managing cash flow, and ensuring tax compliance, with experience in government grants and financial rules preferred.

### Role & Responsibilities

1. Oversee and manage all aspects of accounting and financial operations including budgeting, forecasting, accounts payable, accounts receivable, general ledger, payroll, tax compliance, and financial reporting.
2. Manage month-end and year-end closing processes, prepare financial statements, and provide financial analysis to support business decision-making.
3. Develop and implement financial policies and procedures to ensure compliance with accounting principles and company standards.
4. Work closely with cross-functional teams to support budgeting, forecasting, and financial planning processes.
5. Provide timely and accurate financial reports to senior management and other stakeholders.
6. Ensure timely and accurate payment of invoices and expenses, and manage cash flow to support business operations.
7. Review and reconcile bank statements, balance sheet accounts, and other financial records.
8. Liaising with auditors, tax consultants, and other financial service providers.
9. Develop and implement tax strategies to minimize tax liability and ensure compliance with tax laws and regulations.
10. Ensure timely payment of taxes and maintain records of tax payments, deductions, and refunds.
11. Prepare and file tax returns (income tax, GST, TDS, etc.) accurately and timely.
12. Keep up-to-date with changes in tax laws and regulations and communicate the impact to relevant stakeholders.
13. Submission of UC's (Utilization Certificates) to funding agencies/MeitY and coordinate to reconcile grant allocation and release of funds.
14. Preparation of annual budgets of DIBD.
15. Knowledge of GFR or other financial rules of GOI would be an added advantage
16. Prepare financial reports and presentations for senior management.



## Required Profile

Essential Qualification	<ul style="list-style-type: none"><li>• Bachelor's degree in Commerce, Finance or equivalent with 5 years or more of experience in Accounting and Finance in an Organization.</li><li>• Candidates having MBA / PG Diploma in Finance or CA or related field would be given preference.</li><li>• Strong knowledge of accounting principles and financial analysis.</li><li>• Hands on experience with Utilization Certificates (UCs), reconciliation of government grants, and knowledge of GFR/GOI financial rules.</li><li>• Experience with ERP systems (Tally accounting software), other accounting software, and other financial tools.</li><li>• Excellent communication, leadership, and interpersonal skills</li><li>• Experience in supporting HR for performance based motivational schemes &amp; Performance appraisal for the employees</li><li>• Experience in Extreme automation in Finance to support Business for eg vendor payment in 30 days &amp; Employee reimbursement in 7 days after all due diligence</li><li>• Experience in supporting Business in Costing, pricing and Proposal submission. Knowledge of software , support and API based business is essential</li><li>• Ability to work independently and in a team environment</li><li>• Ability to work under pressure and meet deadlines</li><li>• Strong problem-solving, decision-making, and management skills</li><li>• Familiarity with GST, TDS, Income Tax etc</li><li>• Proficiency in MS Office and accounting software</li><li>• Knowledge of regulatory and compliance requirements.</li><li>• Formal educational qualifications and experience may be relaxed for exceptional candidates.</li></ul>
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\* Candidates selected in this interview could be considered for other vacant positions at DIBD 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 Corporation 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 Corporation and the appointees shall not derive any right or claim for permanent appointment at Digital India Corporation or on any vacancies existing or that shall be advertised for recruitment by Digital India Corporation in future.



4. Digital India Corporation 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

Digital India Corporation

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New Delhi – 110003

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