

**N-21013/9/2024-NeGD**  
**National e-Governance Division**  
Digital India Corporation  
Electronics Niketan, 6, CGO Complex Lodhi Road,  
New Delhi – 110003  
**Website: [www.negd.gov.in](http://www.negd.gov.in) / [www.dic.gov.in](http://www.dic.gov.in)**

**Web Advertisement**  
**10.06.2025**

The National e-Governance Division (NeGD) is an independent business division under the Digital India Corporation, Ministry of Electronics and Information Technology. NeGD has been playing a pivotal role in supporting MeitY in Programme Management and implementation of e-Governance projects and initiatives undertaken by various Ministries/ Departments, both at the Central and State levels.

NeGD has been spearheading several innovative initiatives under the aegis of the Digital India Programme. Those have been developed keeping the vision areas of Digital India at the core-providing digital infrastructure as a core utility to every citizen, governance and services on demand and in particular, digital empowerment of the citizens of our country; some of these initiatives include DigiLocker, UMANG, Poshan Tracker, OpenForge Platform, API Setu, National Academic Depository, Academic Bank of Credits, Learning Management System.

It has myriad roles and responsibilities from supporting Central Line Ministries and State Government Departments on e-Governance projects, reviewing State Action Plans, offering support in technology management, strategy formulation & implementation of Emerging Technologies viz. AI, Blockchain, GIS etc., to facilitating digital diplomacy with focus on Indian startups and products

NeGD has been a leader in implementation and execution of a gamut of pilot/ infrastructure/ technical/ special projects and support components to framing core policies, project appraisals, R&D, and guiding /conducting assessments, undertaking activities for building capacities of both Government officials and] other stakeholders, and creating mass awareness about schemes and services under the Digital India Programme.

**NeGD is currently inviting applications for the following positions purely on Contract basis initially for a period of 1 year which is further extendable as per the requirement of the project.**

S. No	Position	Vacancy
1	Associate Consultant - Senior Data Analyst (Power BI)	1
2	Senior Business Analyst – Ports and Shipping	1

\* The maximum age limit shall be 55 years on the closing date of receipt of application.

\*\* The place of posting shall be in New Delhi but transferable to project locations of NeGD as per existing policy of NeGD/DIC.

Screening of applications will be based on qualifications, age, and relevant experience. NeGD 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. NeGD 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 DIC and NeGD, viz. [www.dic.gov.in](http://www.dic.gov.in), [www.negd.gov.in](http://www.negd.gov.in).

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

**Last date for submission of applications will be: 30.06.2025**

## **1. Job Title: Associate Consultant - Senior Data Analyst (Power BI)**

**Location:** Delhi

**Department:** Data & Analytics (IPA)

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### **Job Summary:**

We are seeking a highly skilled Senior Data Analyst with expertise in Power BI to join our Data & Analytics team. The ideal candidate will be responsible for designing, developing, and maintaining interactive dashboards and reports that drive strategic decision-making. You will work closely with business stakeholders to translate data into actionable insights and ensure data integrity.

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### **Key Responsibilities:**

- Develop, implement, and maintain Power BI dashboards, reports, and data models to support business needs.
- Collaborate with cross-functional teams to gather requirements, understand data sources, and define key metrics.
- Conduct data analysis to identify trends, patterns, and opportunities for process improvements.
- Ensure data accuracy, consistency, and security within reports and dashboards.
- Optimize data models for performance and scalability.
- Experience with Power Automate and Power Apps
- Provide technical guidance and mentorship to junior team members.
- Document processes, data flow, and report configurations.
- Stay updated with the latest Power BI features and industry best practices.

### **Qualifications:**

- Bachelor's degree in data science, Statistics, Computer Science, or a related field; master's degree preferred.
  - 4+ years of experience in data analysis, reporting, and visualization.
  - Extensive experience with Power BI, including DAX, Power Query, and data modelling.
  - Strong proficiency in SQL and database management.
  - Familiarity with other BI tools is a plus.
  - Excellent analytical, problem-solving, and communication skills.
  - Ability to work independently and collaboratively in a fast-paced environment.
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### **Preferred Skills:**

- Knowledge of cloud data platforms (Azure, AWS, or GCP).
- Experience with Python, R, or other data analysis tools.
- Understanding of data warehousing and ETL processes.

## **2. Job Title: Senior Business Analyst – Ports and Shipping**

**Location:** Delhi

**Department:** IPA (Data Analytics)

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### **Job Purpose:**

The Senior Business Analyst (Ports and Shipping) will lead analysis and strategic initiatives within port operations, shipping logistics, and maritime trade environments. This role is responsible for identifying business improvement opportunities, supporting digital transformation, and optimizing operational performance across port and shipping activities.

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### **Key Responsibilities:**

- Collaborate with stakeholders across port operations, shipping lines, terminal operators, and regulatory bodies to gather and analyze business requirements.
  - Develop and document business processes, workflows, and use cases related to port logistics, vessel operations, cargo handling, berth planning, and hinterland connectivity.
  - Lead the development of feasibility studies, cost-benefit analyses, and business cases for new projects, systems, or process improvements.
  - Analyze operational and financial data to provide insights into performance, identify inefficiencies, and recommend data-driven solutions.
  - Support the implementation of digital platforms such as Port Community Systems (PCS), Terminal Operating Systems (TOS), and ERP solutions relevant to shipping and logistics.
  - Monitor KPIs across port operations, turnaround time, berth productivity, and cargo throughput; develop dashboards and reporting tools.
  - Stay abreast of global port and maritime industry trends, regulatory changes (e.g., IMO regulations), and technology developments (AI, IoT, blockchain in shipping).
  - Act as a liaison between IT, operations, finance, and external vendors to ensure solution alignment and project success.
  - Lead or contribute to change management, training, and user acceptance testing efforts.
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### **Qualifications and Experience:**

- Bachelor's degree in business, Logistics, Maritime Studies, Supply Chain Management, or a related field. MBA or equivalent postgraduate degree is preferred.
- 4+ years of experience in business analysis, preferably within the ports, shipping, or maritime logistics sector.
- Strong knowledge of port operations, vessel scheduling, container and bulk cargo handling, and related IT systems.
- Proven experience in business process modelling, requirement gathering, and stakeholder management.
- Experience with analytical tools (e.g., Power BI, Tableau), ERP systems (e.g., SAP, Oracle), and port/shipping software (e.g., Navis N4, PCS).
- Excellent communication, documentation, and presentation skills.

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**Key Competencies:**

- Strategic thinking and problem-solving
  - Analytical mindset and attention to detail
  - Project management and stakeholder engagement
  - Strong interpersonal and negotiation skills
  - Understanding of maritime industry regulations and safety standards
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**Preferred Certifications (optional):**

- CBAP (Certified Business Analysis Professional)
- PMP (Project Management Professional)
- Lean Six Sigma Certification
- Certification in Maritime Logistics or Port Management

**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. NeGD 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 NeGD/DIC and the appointees shall not derive any right or claim for permanent appointment at NeGD/DIC or on any vacancies existing or that shall be advertised for recruitment by NeGD in future.
4. NeGD 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. The designation of the selected candidates shall be mapped as per the existing designation policy of NeGD.
6. In case of a query, the following officer may be contacted:

**HR Team**

National e Governance Division, 4th Floor, Electronics Niketan, 6-CGO, Complex Lodhi Road, New Delhi – 110003

Tel: 24301932

Email: Negdhr@digitalindia.gov.in

