

N-21/172/2024-NeGD
National e-Governance Division
Digital India Corporation
Electronics Niketan, 6, CGO Complex Lodhi Road,
New Delhi – 110003
Website: www.negd.gov.in / www.dic.gov.in

Web Advertisement
28.07.2026

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 3 years which is further extendable as per the requirement of the project.

S. No	Position	Vacancy	Budget
1	Executive (HR & Admin)	01	6 to 10 LPA
2	Project Executive (Finance & Operations)	01	6 to 10 LPA

* 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, www.negd.gov.in.

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

Last date for submission of applications will be: 17.08.2026

1. Job Description – Executive (HR & Admin)

Division	NeGD
Designation	Executive (HR & Admin)
No. of Vacancies	01
Project	Digilocker
Salary	INR 6 to 10 LPA

Role Summary

The Executive (HR & Admin) will be responsible for providing administrative, human resources, procurement, vendor management, and operational support for the DigiLocker Project. Coordination with internal teams, consultants & vendors to ensure efficient day-to-day operations, timely recruitment support, procurement coordination, contract administration, travel and logistics management, asset management, statutory documentation, and maintenance of project records in compliance with organizational policies.

Key Responsibilities

- Assist in coordinating manpower planning with DigiLocker functional leads and maintain approved manpower positions, vacancies, and deployment status.
- Manage the recruitment lifecycle in coordination with NeGD HR, including job descriptions, sourcing support, interview scheduling, candidate coordination, offer documentation, onboarding, and induction.
- Maintain employee records, confirmations, probation, exits, personnel files, and other HR documentation.
- Assist in validating attendance, leave, timesheets, and payroll inputs in coordination with HR.
- Support performance management, appraisal coordination, goal tracking, and performance documentation.
- Coordinate employee engagement activities, grievance coordination, and HR communications.
- Prepare HR MIS reports covering headcount, attrition, recruitment, attendance, leave, and payroll.
- Assist in preparing manpower-related RFQs/RFPs/RFEs, comparative statements, purchase requisitions, and procurement documentation.
- Coordinate with vendors for quotations, agreements, invoices, deliverables, and assist with contract renewals.
- Maintain vendor records, contract trackers, and vendor performance records.
- Support office administration, visitor management, workspace allocation, consumables, facilities, and asset records.

- Coordinate travel, accommodation, logistics, reimbursements, and related documentation.
- Maintain project approvals, work orders, invoices, HR records, procurement documents, and audit-ready files.

Essential Qualifications & Experience

- Graduate in any discipline from a recognized University/Institute.
- 2 to 4 years of experience in Human Resources and Administration in Government, PSU, IT or Consulting organizations.

Preferred

- MBA/PGDM in Human Resource Management or Personnel Management.
- Experience in project administration, logistics, asset management, and contract-related activities.
- Working knowledge of attendance management, payroll processes, attendance management systems, and statutory HR documentation.
- Familiarity with Government procurement procedures (GeM/e-Procurement) will be an added advantage.

Required Skills & Competencies

- Knowledge of office administration, project coordination, documentation management, and HR operations.
- Basic understanding of procurement processes, vendor management, and contract administration.
- Experience in maintaining records, trackers, MIS reports, and project documentation.
- Strong organizational, coordination, stakeholder management, and communication skills.
- Proficiency in MS Office (Excel, Word, and PowerPoint), knowledge of Pivot Tables and lookup functions is desirable.
- Ability to manage multiple assignments in a dynamic project environment.

2. **Job Description – Project Executive (Finance & Operations)**

Designation	:	Project Executive (Finance & Operations)
Project	:	Digilocker
No. of Vacancies:	:	01
Location	:	New Delhi / Noida
Experience	:	2–4 Years
Compensation	:	INR 6 to 10 LPA

Overview

The Project Executive (Finance & Operations) will support the financial, operational, and administrative activities of the Digilocker Project. The incumbent will assist in budget monitoring, financial reporting, vendor coordination, procurement support, MIS preparation, and project documentation while ensuring compliance with organizational and government procedures.

Key Responsibilities

Financial Management & Operations

- Assist in project budgeting, financial planning, and expenditure monitoring.
- Track project expenditure against approved budgets and highlight deviations.
- Prepare financial statements, utilization reports, MIS, and management dashboards.
- Process vendor invoices, verify supporting documents, and maintain payment records.
- Coordinate with vendors and internal stakeholders for timely processing of payments and documentation.
- Support procurement activities and maintain financial records.

Project Coordination & Reporting

- Prepare project status reports, presentations, and management dashboards.
- Monitor project activities and follow up on action items.
- Maintain project documentation, financial records, and operational reports.
- Coordinate with internal teams, consultants, vendors, and Government stakeholders.
- Assist in audits, compliance activities, and project reviews.

Essential Qualification

- Bachelor's degree in commerce, Finance, Management, Economics, Public Administration, Engineering, or an equivalent discipline from a recognized University/Institute.
- MBA/PGDM in Finance, Operations, or Project Management will be preferred.

Required Experience

- 2 to 4 years of relevant experience in Finance Operations, Project Management, PMO, Programme Management, Consulting, or e-Governance projects.
- Experience in budgeting, expenditure tracking, financial reporting, vendor coordination, procurement support, and project documentation.
- Experience of working with Government Organizations, PSUs, or Digital India initiatives will be preferred.

Required Skills

- Proficiency in MS Excel, Word, and PowerPoint.
- Experience in MIS preparation, reporting, and dashboard development.
- Good understanding of budgeting, financial controls, and expenditure monitoring.
- Strong analytical, documentation, and report-writing skills.

- Excellent communication and stakeholder coordination abilities.
- Ability to manage multiple assignments within defined timelines.
- Knowledge of Government financial procedures and procurement processes will be an added advantage.

Desired Competencies

- Strong analytical and problem-solving skills.
- Good interpersonal and coordination skills.
- Attention to detail and accuracy.
- Ability to work independently as well as in a team-oriented environment.
- High level of integrity and professionalism.

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. The prescribed eligibility criteria may be relaxed for candidates possessing exceptional qualifications, experience, or suitability for the position, subject to the approval of the Competent Authority.
7. 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