

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 / www.dic.gov.in

Web Advertisement
25.06.2025

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

S. No	Position	Vacancy
1	Business Analyst	01

* 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: 15.07.2026

Job Title: Business Analyst

Designation: Business Analyst

Educational Qualification:

- B.Tech / MBA / M.Tech with specialization in Information Systems, Business Analytics, or Computer Applications.
- Certifications preferred: CBAP, CCBA, or equivalent business analysis credentials.

Experience:

- 5–8 years in business analysis, requirement elicitation, and documentation.
- At least 2–3 years working on AI/ML-based or digital transformation initiatives.
- 3-5 years in requirements gathering, process analysis, and stakeholder management
- Experience engaging with government clients preferred.

Key Responsibilities:

1. Gather and document **functional and business requirements** from government departments and stakeholders.
2. Translate requirements into user stories, acceptance criteria, and workflow diagrams for AI/ML implementation.
3. Support Solution Architect in mapping technical deliverables with user needs.
4. Validate solution outputs and ensure usability, accessibility, and adherence to MeitY standards.
5. Conduct stakeholder workshops and facilitate UAT sessions for AI solutions.
6. Maintain documentation, change request logs, and requirement traceability matrices.
7. Analyze citizen service data, identify process improvement opportunities, and propose AI integration use cases.

Technical Competencies:

1. **Requirements Management:** Advanced proficiency in requirements gathering techniques, user story creation, and acceptance criteria definition
2. **Process Analysis:** Business process modeling (BPMN), workflow design, gap analysis, and process optimization methodologies
3. **Documentation Tools:** Confluence, SharePoint, Visio, Lucidchart, Miro for process mapping and requirement documentation
4. **Testing & Validation:** UAT planning, test case creation, defect management, and solution validation techniques
5. **AI/ML Understanding:** Basic knowledge of AI capabilities, machine learning concepts, and data requirements for AI implementations
6. **Data Analysis:** SQL basics, Excel/Google Sheets advanced functions, and data visualization tools (Tableau, Power BI)
7. **Agile Methodologies:** Scrum, Kanban, user story writing, backlog management, and sprint planning processes.

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