

Advt. No. N-21/2/2014-NeGDPart-I
National e-Governance Division
Digital India Corporation
Ministry of Electronics & Information Technology
Electronics Niketan, 6 CGO Complex,
Lodhi Road, New Delhi – 110003
Website: www.negd.gov.in / www.dic.gov.in

Web Advertisement
08.10.2024

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.

Sr. No.	Name of Position	Number of Vacancy
1.	Manager (Admin)	01

** 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 (www.dic.gov.in)** and **NeGD (www.negd.gov.in)**

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

Last date for submission of application: 23rd October 2024

Manager (Administration)

No. of Posts	:	01
Division	:	Admin
Salary Budget	:	Maximum upto 16 LPA
Salary hike	:	10% on current CTC or max 16 LPA whichever is lower

Duties & Responsibilities

- i.** Manage the day-to-day administrative issues of operations and office work.
- ii.** To oversee all general administrative functions and perform any other office duties as and when required.
- iii.** Oversee the management of facilities, including office space and equipment.
- iv.** Manage procurement activities, including vendor selection and contract negotiation.
- v.** Develop and maintain relationships with vendors and suppliers to ensure timely delivery of goods and services.
- vi.** Ensure compliance with all relevant laws and regulations.
- vii.** Collaborate with other departments, such as finance and operations, to ensure that all administrative activities are aligned with overall organization objectives.

Essential qualifications and experience

- A Graduate degree in any field.
- Minimum of 6 years of professional experience in Admin Department.

Skills required

- Proven work experience as an Administrative, Administrator or similar role.
- Knowledge of Office procedures
- Knowledge of GFR and other Government process for procurement, Bidding, administration and administrative matters.
- Knowledge of procurement through GeM.
- Strong organizational and project management skills
- Excellent communication and interpersonal skills.
- Proficient in MS Office Suite (Word, Excel, PowerPoint)
- Knowledge of procurement and vendor management
- Knowledge of human resource management
- Experience with administrative operations in an e-commerce environment.
- Experience in contract negotiations.

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