

**N-21/2/2014-NeGDPartIV**  
**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](http://www.negd.gov.in) / [www.dic.gov.in](http://www.dic.gov.in)**

**Web Advertisement**  
**09.09.24**

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.

<b>S. No.</b>	<b>Name of Positions</b>	<b>Number of Vacancy</b>
<b>1.</b>	<b>Executive Assistant</b>	<b>03</b>

\*\* 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 & 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 application: 29<sup>th</sup> September 2024***

## **Executive Assistant**

**No. of Vacancy** : 03  
**Division** : NeGD  
**Salary Budget** : Maximum upto 6 LPA  
**Salary hike** : 10% on current CTC.  
**Age limit** : Age limit shall not exceed 35 years on the closing date of receipt of application.

### **Duties & Responsibilities**

- Manage and organize the Director's calendar, including scheduling meetings, appointments, and travel arrangements.
- Act as the primary point of contact for internal and external communications, including handling phone calls, emails, and correspondence.
- Prepare and proofread documents, presentations, and reports as required.
- Coordinate and organize meetings, conferences, and events, managing all associated details and logistics.
- Handle office management tasks, including maintaining filing systems, ordering supplies, and managing office equipment.
- Assist with or manage specific projects, including research, data collection, and preparation of reports or presentations.
- Maintain the highest level of confidentiality and discretion in handling sensitive information and matters.
- Ensure that all tasks and communications are conducted with professionalism and integrity.

### **Essential qualifications and experience**

- Bachelor's / master's degree in business, Management or Engineering or related field.
- 1-3 years of experience in the similar role.
- Strong communication skills, both written and verbal.
- Proficiency in office software.
- Ability to handle multiple tasks simultaneously and prioritize effectively.
- Ability to work independently and as part of a team

**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/DIC.
- 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](mailto:negdhr@digitalindia.gov.in)