Advt. No. NeGD/129/2011

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
28.08.2024

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.	**IT Administrator**	**02**

** 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, & www.negd.gov.in.

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

Last date for submission of application: 06th September 2024

IT Administrator

No. of Posts	:	02
Division	:	Admin. Division
Salary Budget	:	Maximum 8 Lakhs
Salary hike	:	10% on current CTC.

Duties & Responsibilities

- Management of IT infrastructure.
- Procuring, maintaining, and administering computers and office equipment.
- Serving as administrator for various corporate software systems.
- Deploying and enforcing security policies and procedures.
- Providing support and resolving IT-related issues for colleagues.
- Resolution of user calls related to Servers/Desktop/Laptop computers, printers, networking etc. (day to day problem fixing);
- Complete server administration and troubleshooting of hardware related problems and coordination with vendors for warranty, spare replacement etc.
- Backup and restoration of data on servers as per backup policies.
- Provide support for in-house/office software.
- First level troubleshooting, configuration and maintenance of printers. Laptops, LAN switches, or other specialised equipment.
- Monitoring and troubleshooting LAN/WAN/VPN/ internet etc.
- Daily call and resolution reporting, infrastructure health status reporting, usage reporting exception reporting, Management of LAN/WAN, internet, intranet by coordination with the vendor.
- Restoration of connectivity of node with the Server/ VPN.
- Assistance to users to log on to the network with Back-Office Support & escalated support available from certified professional, in case residence engineer is unable to complete the task.
- Any related work assigned by Management from time to time.

Essential qualifications and experience

- Any Graduate with Diploma in Computer Hardware & Networking OR Polytechnical Mechanical Engineer Diploma (3yrs).
- Minimum of 8 years of experience in related field.

Skills required

- Experience in computer hardware and networking.
- Proven work experience in computer hardware management.
- Extensive experience with IT systems, networks, and related technologies.
- Solid knowledge of best practices in IT administration and system security.
- Exceptional leadership, organizational, and time management skills.
- Strong analytical and problem-solving skills.
- Excellent interpersonal and communication skills.
- Knowledge of help desk software and remote-control tools.
- Good knowledge of Apple MacOS administration and basic networking.
- Excellent troubleshooting skills.

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