

**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](http://www.negd.gov.in) / [www.dic.gov.in](http://www.dic.gov.in)**

**Web Advertisement**  
**18.06.2025**

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 1 year which is further extendable as per the requirement of the project.**

S. No	Position	Vacancy
1	Executive Assistant	02

\* The maximum age limit shall be 35 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](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 applications will be: 30.06.2025**

<b>JOB TITLE: Executive Assistant</b>	
<b>Reports to</b>	Director
<b>Experience Required</b>	4-8 Years
<b>Location</b>	New Delhi
<b>Budget</b>	10% Hike or Upto 6 LPA
<b>Job Category</b>	Contractual Basis

### **Job Summary:**

We are seeking a highly organized and proactive Executive Assistant to provide comprehensive administrative and coordination support. The ideal candidate will have prior experience supporting senior leadership, particularly within government or public sector environments, and must be adept in calendar management, travel arrangements, documentation handling (including eOffice), and effective communication.

### **Key Responsibilities:**

- Manage and coordinate the Director's calendar, appointments, and meetings, ensuring efficient time management.
- Draft, review, and format documents including letters, reports, and internal communications using MS Word.
- Prepare and maintain Minutes of Meetings (MoM) and follow up on action points.
- Organise domestic and international travel, including bookings, itineraries, and logistics.
- Serve as the liaison between the Director's office and internal/external stakeholders.
- Handle official correspondence and documentation through the eOffice system.
- Develop professional presentations using Microsoft PowerPoint for internal and external meetings.
- Coordinate with various departments, officials, and external parties to ensure timely communication and task completion.
- Maintain confidentiality and professionalism in all matters.

### **Required Skills & Qualifications:**

- Bachelor's degree in any discipline. Additional certifications in office management or administration preferred.
- Minimum 4–8 years of experience as an Executive Assistant or similar role, preferably in a government or public sector setup.
- Proficiency in e-Office, Microsoft Word, Excel, PowerPoint.
- Strong calendar management skills.
- Excellent written and verbal communication abilities.
- Strong organisational and multitasking skills.
- High level of discretion, integrity, and attention to detail.

**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  
Email: [Negdhr@digitalindia.gov.in](mailto:Negdhr@digitalindia.gov.in)

