

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
11.06.2025

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

| S. No | Position | Vacancy |
|-------|--|---------|
| 1 | Assistant Manager (Event Management & Procurement) | 1 |

* 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: 30.06.2025

1. Job Title: Assistant Manager (Event Management & Procurement)

Experience Required: 3-10 years

Maximum Budget – 10% of hike or Rs. 8,40,000/- Per Annum

Responsibilities:

- Planning and Coordination: Developing event concepts, themes, and timelines.
- Budgeting and Finance: Managing event budgets, tracking expenses, and ensuring cost-effective execution.
- Vendor Management: Negotiating contracts with vendors, suppliers, and service providers.
- Logistics and Operations: Overseeing event setup, teardown, venue selection, catering, and transportation.
- Client Communication: Working closely with clients to understand their needs and expectations.
- Event Execution: Ensuring smooth event operations, managing staff and volunteers, and addressing issues as they arise.
- Evaluation and Reporting: Monitoring event performance, gathering feedback, and making recommendations for improvement.
- Marketing and Promotion: Collaborating with marketing and sales teams to promote events.
- Risk Management: Identifying potential risks and creating contingency plans.

Key Skills:

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Problem-solving skills and the ability to handle unexpected situations.
- Leadership and people management skills.
- Budget management and financial acumen.
- Negotiation and vendor management skills.
- Knowledge of event planning software and tools.
- Creativity and innovation in event design.

Required Qualifications and experience:

- Bachelor's degree (if in science/ management/ engineering will be preferred)
- 3-10 years of experience in Event execution, Government Procurement & Processing Bills, preparing proposals and proficient in official communication (Noting, Drafting, File-Handling, etc)
- Worked in any Government project for at least 2 years, if worked more than 2 years it will be an added advantage.
- Worked as a Lead/ Supervisor of any project.
- Excellent written and verbal communication skills.
- Strong organizational and multitasking skills/ team coordination skill
- 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