

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
13th August 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 | 01 |
| 2 | Procurement Consultant/ Expert | 01 |

* 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: 31.08.2025

| JOB DESCRIPTION | |
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| Designation/Role | Executive Assistant |
| Division | National eGovernance Division (NeGD) |
| Role Summary | This role shall be assisting/ supporting the Procurement Head in the context of managing the entire procurement lifecycle, from initial needs assessment to contract award. The ideal candidate will be adept at drafting email communications, formal letters and even taking minutes of the meetings or recording the discussions accurately. He/she shall be experienced in coordinating with multiple stakeholders, arranging meetings & conferences and smooth management of these. |
| Education & Certification(s) | Qualification: Any Graduate; but the one in Business, Supply Chain, Procurement or a related field shall be preferred. |
| Experience | Experience: Minimum 3 years of experience as Personal or Executive Assistant. |
| Primary Responsibilities | <ul style="list-style-type: none"> • Fulfil the role of high-level executive/personal assistant to the VP and Procurement Head, including the preparation of correspondence for consideration as required, attending to diary and meeting management, e-mail management and servicing of meetings chaired. • Effectively schedule and co-ordinate meetings in an accurate and flexible manner. • Monitor and manage appointments, calendar, upcoming commitments and travel arrangements to ensure the entire schedule is effectively organized. • Manage information flow in a timely and accurate manner. • Assist with report preparation and amendments as required. • Screen and direct phone calls and distribute correspondence. • Organize and maintain the office filing system (electronic as well as physical). • Coordinate and prepare draft responses to proposals and member correspondence. • In consultation with the responsible officials, prepare agendas and business papers for committees, including minutes, in a professional, accurate, confidential and timely manner. • Maintain accurate and complete electronic files for committee meetings. • Ensure a high level of member and stakeholder service is maintained through face-to-face interactions, electronic communications. • Respond to enquiries for the Procurement Head appropriately and in a timely manner. • Prioritize conflicting needs; handles matter expeditiously, proactively, and follow through on procurement steps to successful bidding & award, often with deadline pressures. • Format information for internal and external communication – memos, emails, presentations, reports. • Take minutes during meetings |
| Skills & Knowledge Required | <ul style="list-style-type: none"> • Exceptional interpersonal and communication skills (written as well as verbal). • Outstanding organizational and time management skills with a keen eye for detail. • Proficiency in MS Office Suite (particularly, Word, Excel & Power Point) & documentation. • Ability to coordinate and collaborate with internal & external stakeholders. • Experience of organizing meetings, taking minutes, accurately recording discussions/proceedings of the meeting(s) |

| JOB DESCRIPTION | |
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| Designation/Role | Procurement Consultant/ Expert |
| Division | National eGovernance Division (NeGD) |
| Role Summary | This role shall be functioning in the overall supervision of the Procurement Head. The role is crucial for managing the entire procurement lifecycle, from initial needs assessment to contract award. The ideal candidate will be adept at drafting formal solicitation documents, like a Request for Proposal/Offer/Quote, Expression of Interest etc., commonly referred to as RFP and skillfully evaluating vendor bids to ensure & secure the best value. |
| Education & Certification(s) | Any Graduate: but the one in Business, Supply Chain, Procurement or a related field shall be preferred. Certifications: Certified Professional in Supply Management is preferred (CPSM or similar) |
| Experience | <ul style="list-style-type: none"> • Minimum 5 years' experience in a procurement or sourcing role. • Strong background in drafting solicitation documents (RFP/RFO/EoI etc.), Contracts/MSA and evaluating complex bids. |
| Primary Responsibilities | <ul style="list-style-type: none"> • Coordination with Project and Functional Leads: Once the procurement request is raised, review the requirements and refine/ define it with clarity and in reasonable details; this shall primarily cover the context, objective, scope of work, as-is vs to-be details, eligibility conditions (PQ) and technical evaluation parameters (TQ). • Request for Proposal (RFP) Drafting: Create a comprehensive and clear RFP document. This shall involve merging the project specific requirements/clauses with the standard document/ clauses with relevant modifications/ tweaking. • Solicitation Management: Oversee the entire solicitation process, including publishing the RFP, managing communications with vendors (potential bidders), and facilitating pre-bid meetings and queries-responses to ensure fairness and transparency. • Bid Evaluation: Lead the bid evaluation process by establishing a clear scoring methodology and evaluation matrix. This involves collating/compiling/recording, reviewing, analyzing and comparing bidders submitted proposals (documents), against laid down criteria, typically under below listed 03 categories/ heads: <ul style="list-style-type: none"> a) Pre-Qualification (Eligibility) Evaluation – Evaluate submitted PQ/Eligibility documents against the laid down PQ criteria that typically covers bidder experience, past performance and financial stability. b) Technical Bid Evaluation – Evaluate submitted technical proposals against the laid down parameters that typically covers proposed solution, methodology, technical capabilities etc. c) Financial Bid Evaluation – Evaluate submitted commercial/ financial proposals in accordance with the laid down criteria that typically covers itemized pricings/discounts, working out the bid value against furnished BoM and commercial conformance of the bid with the RFP. • Recommendation: Prepare detailed evaluation reports, convene/coordinate meeting(s) of the Bid Evaluation Committee and make recommendations for contract award. • Contract Drafting and Negotiation: Create a comprehensive and clear Contract/ MSA (Master Service Agreement) Document aligned with the published RFP. |

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| | <p>Participate in negotiations with winning bidder to finalize the contract terms & conditions.</p> <ul style="list-style-type: none"> • Compliance & Documentation: Ensure all procurement activities adhere to organization policies, regulations, and ethical standards. Maintain meticulous records of the entire process for audit purposes. • Stakeholder Collaboration, Management & Mentoring: Work closely with various internal departments (e.g., finance, legal, operations) and different projects to understand their needs, provide expert guidance and mentorship on procurement best practices. • Formulations of Procurement Policies & Guidelines: Create standard and simplified policies and guidelines for procurement complying with the industry best practices and regulatory/ ethical requirements. |
| Skills & Knowledge Required | <ul style="list-style-type: none"> • In-depth understanding of procurement principles, market analysis, and contract management. • Strong communication skills (written as well as verbal). • Must be highly organized with a keen eye for detail. • Proficiency in MS Office Suite (particularly, Word, Excel & Power Point), documentation, and data analysis. • Ability to collaborate with cross-functional teams and stakeholders. • Exceptional analytical, negotiation and problem-solving 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 (NeGD),
4th Floor, Electronics Niketan, 6-CGO,
Complex Lodhi Road, New Delhi – 110003
Email: negdhr@digitalindia.gov.in**