

Job Title: Manager - Talent Acquisition

Location: New Delhi

Department: Human Resources

Employment Type: Contractual

Remuneration: As per organizational norms and candidate's experience.

Role Summary

NeGD seeks an experienced Talent Acquisition professional with strong expertise in hiring for technical roles such as software engineering, product, data, cloud, and emerging technologies, along with the ability to recruit for non-technical positions as required. The role involves designing and executing modern end-to-end recruitment processes, identifying high-calibre technical talent, and strengthening the organisation's engineering and digital workforce. The incumbent will work closely with senior leadership, project heads, empanelled agencies, and other stakeholders to ensure timely deployment of quality resources and establish robust evaluation frameworks, hiring standards, and talent pipelines for current and future digital initiatives.

Key Responsibilities

- Ensure end-to-end recruitment for technical and digital roles, and non-technical roles as required.
- Coordinate with divisions to understand manpower requirements and develop accurate job descriptions.
- Develop structured screening processes, evaluation rubrics, and interview panel frameworks.
- Build and maintain strong talent pipelines through proactive sourcing, outreach, and engagement.
- Design and implement modern recruitment systems, workflows, and documentation practices.
- Support organisational design for technology teams, including role definitions, skill matrices, and levelling frameworks.
- Maintain recruitment trackers, dashboards, and hiring metrics for senior management review.
- Ensure compliance with NeGD/MeitY norms and established HR procedures.
- Stay updated on industry and technological trends to ensure relevant candidate evaluation standards.
- Promote employer branding by networking with potential candidates and representing NeGD in relevant forums.

Qualifications and Experience

- Graduation Degree in Human Resource / Org. behaviour.
- Desirable – Postgraduate in Human Resource / Org. behaviour.
- At least 5 years of experience in technical talent acquisition within reputable technology, e-governance, product, government organisations.

- Proven experience in designing and conducting structured interviews for engineering and digital roles.
- Strong understanding of modern engineering functions such as software development, cloud, data, AI, and product management.
- Hands-on experience with virtual interview platforms (Teams, Zoom, Google Meet, etc.).
- Strong sourcing skills with the ability to assess technical role fit effectively.
- Technical aptitude to understand and articulate IT job requirements.
- Experience working with job portals, talent platforms, and HRMS systems.
- Excellent written and verbal communication skills.
- Strong analytical, coordination, and stakeholder management capabilities.
- Ability to manage multiple priorities and work in a fast-paced environment.
- Proficiency in MS Office tools.