

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
12.12.2025

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

Sr. No	Position
1	Manager - Procurement

* 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: 31.12.2025

Job Description (v1.0.0)	
Division	NeGD
Designation	Manager - Procurement
Job type	Contractual
Job Location	New Delhi
JOB OBJECTIVE	
<p>The Manager –Procurement will be responsible for leading and managing all procurement, contracting, and vendor management activities for NeGD. The role focuses on ensuring transparent, efficient, and compliant procurement practices aligned with Government of India norms.</p>	
REQUIRED PROFILE	
Education	Experience & Skill
<ul style="list-style-type: none"> Bachelor’s degree in engineering, Technology, Commerce, Law, or Management. Postgraduate qualification in Supply Chain Management, Contract Law, or MBA is preferred. Certifications such as CIPS, PMP, or equivalent are desirable. 	<ul style="list-style-type: none"> Minimum 10 years of experience in procurement and contract management, preferably in government, public sector, or large national programmes. Strong understanding of: <ul style="list-style-type: none"> RFP/RFQ/RFE GFR, CVC guidelines, GeM procurement e-procurement systems Public procurement norms, audit processes Proven experience in managing high-value, complex contracts, especially for: <ul style="list-style-type: none"> Manpower Consulting Digital infrastructure Cloud / cybersecurity IT/ITES services System integration Technical consulting
Desirable : CA (Chartered Accountant) <ul style="list-style-type: none"> CS (Company Secretary) CMA (Cost & Management Accountant) Any equivalent professional finance/contract/compliance certifications 	Certification: <ul style="list-style-type: none"> CIPS / PMP / Public Procurement certifications Certifications in contract management, financial management, or compliance
ROLES & RESPONSIBILITIES	
<p>1. Procurement Strategy & Planning</p> <ul style="list-style-type: none"> Develop procurement strategies, SOPs, and frameworks aligned with GFR, GeM, CVC, and Government of India guidelines. Prepare annual procurement plans based on organizational priorities and project requirements. Identify cost efficiencies and value-for-money procurement models. Oversee e-procurement, GeM, and digital tendering mechanisms. <p>2. Contract & Vendor Management</p> <ul style="list-style-type: none"> Lead end-to-end contracting processes—including RFP/RFQ preparation, technical/commercial evaluation, negotiation, award, and contract administration. Draft, review, and finalize contracts, MoUs, SLAs, and partnership agreements ensuring clarity, compliance, and risk mitigation. Manage vendor relationships, monitor performance, and ensure adherence to contractual obligations. Maintain systems for vendor assessment, empanelment, renewal, and termination. 	

3. Governance, Risk & Compliance

- Ensure full compliance with GFR, procurement laws, audit norms, and internal control mechanisms.
- Maintain audit-ready documentation, contract repositories, and approval workflows.
- Identify procurement risks and develop mitigation plans for high-value and complex digital/technical contracts.
- Support statutory and internal audit processes and ensure timely closure of observations.

4. Cross-Functional Collaboration

- Work closely with programme, technology, R&D, sustainability, and finance teams to forecast procurement needs and deliver timely solutions.
- Contribute to project planning by providing inputs on procurement timelines, costings, and vendor feasibility.
- Build procurement awareness and capacity across teams through trainings and process standardization.

5. Leadership & Continuous Improvement

- Lead and mentor the procurement and contracts team to ensure operational excellence.
- Drive digital procurement transformation using e-procurement tools, dashboards, and analytics.
- Promote best practices, innovation, and transparency across all procurement activities.
- Support strategic decision-making by providing insights to leadership on procurement trends and benchmarks.

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