

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
05.12.2025

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

Sr. No	Position	Years of Experience	Vacancy
1	Secretarial Executive Assistant	7+ years	02

* The maximum age limit shall be 45 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: 23.12.2025

Job Title	Secretarial Executive Assistant
Experience	7+ yrs
Location	Delhi
Vacancy	02
Job Type	Contractual

Roles & Responsibilities

- Drafting and compiling official letters, notes, reports, and emails related to IT Division activities.
- Maintaining a comprehensive repository of communication with States, Ministries, and other key stakeholders.
- Managing and updating document repositories for IT Division projects, including software development and digital initiatives.
- Supporting Ministry-level activities including workshops, seminars, conferences, trainings, etc.
- Coordinating and facilitating meetings, schedules, and appointments with internal and external stakeholders.
- Processing work orders, invoices, and managing leave records for division staff.
- Preparing and verifying Minutes of Meetings (MoM).
- Coordinating event management and logistics.
- Assisting in preparation of SOPs, RFPs, tender documents, and other administrative documents.
- Managing MIS, trackers, databases, dashboards.
- Managing calendars and scheduling meetings.
- Maintaining electronic and physical records.
- Handling and prioritizing incoming and outgoing correspondence.
- Organizing agendas and supporting planning of appointments and conferences.
- Assisting in preparation of presentations, briefs, and reports.
- Coordinating travel arrangements and documentation.
- Any other responsibility assigned by Advisor – IT or senior leadership.

Essential Qualifications

- Graduate Degree in IT/Computer-related field (B.Tech IT/CS, BCA, B.Sc CS, BBA IT, or equivalent).
- Minimum 7 years of post-qualification experience in a secretarial/administrative role.

Desirable Qualifications

- Diploma/Certification in Secretarial Practices, Office Management, or Computer Applications.
- Experience with Government Ministries, PSUs, or autonomous bodies.
- Additional certifications in MS Office, documentation, or digital administration.

Skills Required

- Strong administrative, organizational, and planning skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Basic working knowledge of accounts and invoice management.
- Knowledge of filing, indexing, and document management.
- Excellent written and verbal communication skills.
- Proficiency in drafting notes, letters, and official communications.
- Ability to multitask, prioritize, and coordinate with stakeholders.

Age Limit

- Up to 45 years as on the date of application.

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