

N-22012/7/2023-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
25.03.2026

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, Open Forge 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	Years of Experience	Budget	Vacancy
1	Content Writer cum Social Media	3- 5 yrs	8 LPA	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: 08.04.2026

Job Title: Content Writer cum Social Media

Experience: 3-5 Years of professional experience

Employment Type: Contractual

Job Summary:

We are looking for a skilled and detail-oriented Content Writer with 3–5 years of professional experience, preferably in government projects, e-governance, or public sector initiatives. The ideal candidate will be responsible for conceptualizing clear, concise, and engaging content across various digital and print platforms to support communication, outreach, and awareness initiatives of government programs.

Key Responsibilities:

- Develop high-quality content for websites, press releases, reports, brochures, presentations, newsletters, social media, and other communication materials.
- Draft government-related documentation such as concept notes, policy briefs, case studies, and project reports.
- Collaborate with project teams, communication departments, and technical staff to gather information and translate it into reader-friendly content.
- Ensure consistency in tone, style, and format across all content as per Government of India guidelines.
- Own the editing and proofreading process for content created by internal teams to ensure a consistent quality and standard.
- Stay updated with government policies, flagship schemes, and digital initiatives to ensure relevance and accuracy in content.
- Coordinate with designers, translators, and printing vendors when necessary.

Required Skills & Qualifications:

- Bachelor's or master's degree in journalism, Mass Communication, English, Public Policy, or a related field.
- 3+ years of proven content writing experience, preferably in government, public policy, or development sector.
- Excellent written and verbal communication skills in English (knowledge of Hindi or other regional languages is a plus).
- Strong understanding of government processes, terminology, and structure.
- Proven ability to independently manage multiple projects and consistently deliver high quality content under tight deadlines.
- Proven experience in managing social media content and digital campaigns for public outreach
- Proficiency in MS Office and familiarity with content management systems (CMS) is desirable.

Preferred Experience:

- Experience in writing for government portals, policy documents, awareness campaigns, or public information material.
- Prior work with ministries, departments, or government-affiliated organizations will be an added advantage.

*Candidates with more experience shall be preferred

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