

Advt. No.21/2/2014-NeGDPartIV

National e-Governance Division

Digital India Corporation

Electronics Niketan Annexe, 6, CGO Complex Lodhi Road,

New Delhi – 110003

Tel.: +91 (11) 24360199, 24301756

Website: www.negd.gov.in / www.dic.gov.in

Web Advertisement

21.06.2024

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.

Sr. No.	Name of Positions	Number of Vacancy
1.	Program Manager – Senior Manager (PrM)	01
2.	Management Technology Consultant – Manager (TMC)	01
3.	Consultant- Manager (C)	01

** 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, NeGD, MyGov** viz. www.dic.gov.in, www.negd.gov.in, www.mygov.in.

Eligible candidates may apply ONLINE: <https://ora.digitalindiacorporation.in/>

Programme Manager/ Senior Manager (PrM)

- No. of Posts** : 01
- Division** : Project Management & Project Appraisal
- Salary Budget** : Maximum upto 22 LPA
- Salary hike** : 10% on current CTC.
- Age** : Age limit shall not exceed 35 years on the closing date of receipt of application.

Duties & Responsibilities

- Program Management: Lead and oversee the planning, execution and completion of multiple projects, ensuring adherence to the budget and timeline constraints
- Stakeholder Management: Collaborate with stakeholders to define project scope, objectives, and deliverables.
- Team Leadership: Build and lead cross-functional teams, fostering a collaborative and high-performance culture.
- Risk Management: Identify potential project risks and develop mitigation strategies.
- Performance Tracking: Establish and monitor key performance indicators (KPIs) to track project performance and success.
- Process Improvement: Continuously evaluate and improve project management processes and methodologies.
- Project execution management, bid management, strategy / organization transformation / operating model / business process transformation / digital transformation / change management)

Essential qualifications and experience

- Bachelor's / Master's degree in Business, Management, Engineering or a related field
- More than 6 years of experience in the industry.
- Proven experience as a program manager or similar role
- Strong knowledge of project management methodologies, tools and techniques
- Ability to manage multiple projects simultaneously and prioritize tasks effectively
- Proficiency in project management software

Preferred qualification and experience

- PMP, PgMP or similar project management certifications.
- Experience with change management and process improvement initiatives.
- Familiarity with data privacy and protection regulations
- Having at least 6 months of International Experience

02. Job Description: Management Technology Consultant - Manager (TMC)

No. of Posts : 01

Division : Project Management & Project Appraisal

Salary Budget : Maximum upto 16 LPA

Salary hike : 10% on current CTC.

Age : Age limit shall not exceed 35 years on the closing date of receipt of application.

Duties and Responsibilities

- Technology Strategy Development: Collaborate with clients to understand their business needs and develop tailored technology strategies.
- Project Management: Lead and manage technology projects from inception to completion, ensuring they are delivered on time, within scope, and within budget.
- Process Improvement: Analyze existing business processes and identify opportunities for improvement through technology.
- Stakeholder Engagement: Build strong relationships with clients, understanding their needs and providing ongoing support and consultation.
- Risk Management: Identify potential risks associated with technology implementations and develop mitigation strategies.
- Training and Development: Conduct workshops and training sessions to educate clients and internal teams on new technologies and best practices.
- Advanced knowledge of hardware and software solutions and network maintenance.
- Ability to conduct inhouse training to increase end-user proficiency.
- Ability to develop and maintain internal error logs and provide support.
- Proficiency in providing efficient web-portal support. Ability to ensure optimal system functionality by monitoring performance metrics.
- Advanced knowledge of data protection and software encryption.
- Ability to keep up with IT trends and innovation.
- Should have successfully delivered at least 5 projects

Essential qualification & experience

- Bachelor's degree in information technology/business administration, or any related field.
- More than 5 years' of experience in the industry.
- Proven experience as a Technology Consultant, Management Consultant, or similar role
- Strong knowledge of technology trends, project management methodologies, and business process optimization.
- Excellent leadership, communication, and interpersonal skills.

Preferred qualification and experience

- PMP, ITIL, or similar certification.
- Experience with cloud computing, data analytics, and cybersecurity.
- Familiarity with Agile and Scrum methodologies.

03. Job Description: Manager/Consultant

No. of Posts : 01

Division : Project Management & Project Appraisal

Salary Budget : Maximum upto 16 LPA

Salary hike : 10% on current CTC.

Age : Age limit shall not exceed 35 years on the closing date of receipt of application.

Duties & Responsibilities

- Program Oversight: Provide strategic direction and oversight for multiple projects, ensuring alignment with company goals and objectives.
- Consultation and Guidance: Act as a trusted advisor to senior management, offering expert recommendations on project planning, execution, and risk management.
- Stakeholder Engagement: Collaborate with stakeholders to define project scope, objectives, and success criteria.
- Risk and Issue Management: Identify potential project risks and develop mitigation strategies.
- Performance Measurement: Establish and monitor key performance indicators (KPIs) to track project performance and success.
- Process Improvement: Continuously evaluate and improve project management processes and methodologies.

Essential qualification & experience

- Bachelor's degree in business management, Engineering, or a related field.
- Minimum of 5 Years experience preferably in Management Consulting, Business Analysis, Business Development, Consulting. Strategic Planning, Change Management
- Strong knowledge of project management methodologies, tools, and techniques (e.g., Agile, Scrum, Waterfall).
- Excellent leadership, communication, and interpersonal skills.
- Strong analytical and problem-solving abilities.
- Should be able to make DPR, RFP, bid process, Re- engineering GPR.

Preferred qualifications & experience

- PMP or relevant industry certification
- Have successfully delivered at least 2 projects

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
Tel: 24301932
Email: Negdhr@digitalindia.gov.in

