

**N-21/2/2014-NeGDPartIV**  
**National e-Governance Division**  
Digital India Corporation  
Electronics Niketan, 6, CGO Complex, Lodhi Road,  
New Delhi – 110003  
**Website: [www.negd.gov.in](http://www.negd.gov.in) / [www.dic.gov.in](http://www.dic.gov.in)**

**Web Advertisement**  
**23.09.‘24**

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.

<b>Sr. No.</b>	<b>Name of Positions</b>	<b>Number of Vacancy</b>
1.	Manager (Payroll)	01
2.	Assistant Manager (Payroll)	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 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**, viz. [www.dic.gov.in](http://www.dic.gov.in) & [www.negd.gov.in](http://www.negd.gov.in)

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

***Last date for submission of application: 08<sup>th</sup> October 2024***

## **Manager (Payroll)**

**Experience** : 6 years of experience  
**Number of vacancies** : 01 vacancy  
**Budget for the post** : Maximum up to 16LPA

### **About the Role :**

The Payroll Manager will be responsible for overseeing the payroll process, ensuring accurate and timely payment of employee wages and compliance with all relevant regulations. This role involves managing payroll staff, maintaining payroll systems, and collaborating with HR and finance departments.

### **Key Responsibilities :**

- i. Manage the end-to-end payroll process for NeGD employees, including salary calculations, deductions, and benefits.
- ii. Ensure compliance and tax requirements.
- iii. Prepare and analyse payroll reports, addressing discrepancies and resolving issues promptly.
- iv. Coordinate with HR to maintain accurate employee records, including new hires, terminations, and changes in status.
- v. Provide support for audits and ensure documentation is organized and accessible.
- vi. Address payroll-related inquiries from employees and resolve discrepancies in a timely manner
- vii. Develop and implement payroll policies and procedures to enhance efficiency and accuracy.
- viii. Oversee payroll systems and software, troubleshooting issues as needed.
- ix. Stay updated on industry trends and changes in legislation affecting payroll.

### **Essential Qualifications & Experience :**

**Education:** Bachelor's degree in finance, Accounting, or a related field.

### **Experience:**

- Minimum 6 years of experience in payroll management or a similar role.
- Proficiency in payroll software and Microsoft Excel.
- Strong understanding of payroll regulations and tax laws.

**Desirable experience** : Experience of working in Government sector.

## **Assistant Manager (Payroll)**

**Experience** : 03 years of experience  
**Number of vacancies** : 01 vacancy  
**Budget for the post** : Maximum up to 6 LPA

### **About the Role**

The Assistant Manager (Payroll) will be is responsible for supporting the HR department in managing payroll processing and ensuring compliance with applicable regulations. This role involves maintaining accurate payroll records and assisting in the development of payroll policies and procedures.

### **Key Responsibilities**

- i. Assist in the preparation and processing of payroll for all employees on a bi-weekly/monthly basis.
- ii. Ensure timely and accurate payroll submissions, including salaries, bonuses, and deductions.
- iii. Delegate tasks and manage workload within the payroll team.
- iv. Generate payroll reports for management and analysis of payroll metrics.
- v. Address payroll-related inquiries from employees and resolve discrepancies in a timely manner.
- vi. Identify areas for process improvement and recommend solutions.
- vii. Assist with internal and external audits related to payroll, providing necessary documentation and reports.

### **Essential Qualifications & Experience**

**Education:** Bachelor's degree in finance, Accounting, or a related field.

#### **Experience:**

- Minimum 3 years of experience in payroll processing or a similar role.
- Proficiency in payroll software and Microsoft Excel.
- Strong understanding of payroll regulations and tax laws.

**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/DIC.
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  
E-mail - : [negdhr@digitalindia.gov.in](mailto:negdhr@digitalindia.gov.in)**