National e-Governance Division

Digital India Corporation
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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.

S. No.	Name of Positions	Number of Vacancy
1.	Executive (Recruitment)	01

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

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

Executive (Recruitment)

Project   :   NeGD 3.0
Division   :   Human Resource
Number of Post :   1
Salary Range   :   3 to 5 LPA
Salary Hike   :   10% on current CTC
Age   :   Age limit shall not exceed 30 years on the closing date of receipt of application
Job Category   :   Contractual Basis (initially for a period of one year and extendable as per project need)
Position Type :   Full Time
Location   :   New Delhi

JOB DESCRIPTION

We are seeking talented HR resource who has good experience in the relevant field of HR division. S/he will be responsible for hiring of resources for various projects under NeGD 3.0. As a team member s/he will play an essential role in shaping the organization's long-term success.

Primary Responsibilities

- Drafting job descriptions
- Writing and posting job openings
- Identifying and recruiting prospective candidates using a variety of channels.
- Pre-screening job candidates
- Assessing candidates to ensure qualification match, eligibility and compatibility.
- Coordinating for interviews
- Document verification and reference check etc.
- Negotiating salaries and titles
- Maintaining database
- Joining and on boarding formalities, provide assistance for conducting orientation program
- Coordinate for arrangements for ID cards, access to tools and biometric registration of new joinee

Essentials Qualification and Experience

Educational Qualifications: Full Time MBA (HR) / PGDM (HR) from a recognised University.

Experience: Minimum 02 year of experience in IT recruitment

Skills:
- Proficient in end-to-end recruitment life cycle
- Good knowledge of IT Tools and Technology
- Proficient in MS Office (Word, Excel and PowerPoint Presentation)

Salary: Salary will be commensurate with the qualifications, experience and skills of the candidate.

"PREFERENCE WILL BE GIVEN TO CANDIDATES WHO CAN JOIN IMMEDIATELY."

General Conditions applicable to all applicants covered under this advertisement:

- 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.
- National eGovernance Division reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.
- The positions are purely temporary in nature and the appointees shall not derive any right or claim for permanent appointment with National eGovernance Division or on any vacancies existing or that shall be advertised for recruitment by National eGovernance Division in future.
- Screening of applications will be based on qualifications, age, academic record and relevant experience.
- The years of experience and maximum age shall be as on the last date of receipt of the applications.

HR Team
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