Published Date: 8th September 2026

Human Resources

MyGov is the citizen engagement platform of the Government of India. It is an Independent Business Division under Digital India Corporation, a Section 8 company under the Ministry of Electronics & Information Technology. Details about MyGov can be seen at https://MyGov.in

We are looking for a candidate to join our team who will be responsible for managing the essential and core functions of HR department.

An ideal candidate should have work experience in Recruitment & Talent Acquisition and HR Operations.

You will be under probation for the first 3 months from the date of joining. It is not mandatory for MyGov to absorb you or offer you a regular contract after the completion of the probation period. The period of probation can be reduced or increased by MyGov and shall be solely based upon your performance.

After successful completion of the initial contract period, a regular contract will be given.

Please review the positions listed below and apply in the form given in this notification. MyGov is hiring for a Human Resources.

Interested candidates may apply online: https://forms.gle/2EndjCrftvqdAN1A6

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Position: Human Resources

No. of Position(s): 01

Qualification: Graduate in any discipline

Years of Experience: 2-4 years

Roles & Responsibilities:

1. Recruitment & Talent Acquisition

- Strong understanding of end-to-end recruitment processes.
- Screen, and shortlist candidates through various sources
- Conduct initial HR interviews and coordinate technical/functional interview rounds.
- Maintain candidate pipelines and track hiring progress.
- Maintenance of recruitment trackers

2. HR Operations

- Support on-boarding and induction processes for new hires.
- Prepare and maintain employee records in HRMS.
- Handle documentation including appointment letters, ID cards and personnel files.
- Assist with HR-related queries and provide operational support to employees.
- Maintain attendance and leave records.
- Facilitate internal communication for HR initiatives.
- Support grievance handling and ensure timely issue resolution.
- Ensure adherence to HR policies and statutory regulations.
- Maintain HR dashboards, reports, and MIS as required.
- Assist with exit formalities and clearance documentation.

Required Skills

- Good knowledge of HR operations and documentation.
- Excellent communication and interpersonal skills.
- Ability to multitask and manage timelines effectively.
- Proficiency in MS Office (Excel, Word, PowerPoint).
- Attention to detail and strong organizational abilities