N-21012/8/2021-NeGD

National e-Governance Division (NeGD)

Digital India Corporation

Ministry of Electronics and Information Technology Electronics Niketan

Dated: 15.10.2026

CIRCULAR

Subject: Rolling Advertisement for filling up of various positions in National e-Governance Division (NeGD) on deputation basis

NeGD invites applications for the following position on deputation basis at different level amongst officers holding regular positions at Central & State Government, PSUs, Autonomous organizations and Statutory bodies of Government of India, States & UT Government.

2. The National e-Governance Division (NeGD), under Digital India Corporation, a not-for-profit company of Ministry of Electronics & Information Technology (MeitY), was set up to facilitate and support Programme Management of the Digital India Programme with a vision to transform India to a digitally empowered society and knowledge economy.

S. No.	Domain	No. of Position (s)	Eligibility of level/posts for appointment on deputation	Experience & Qualification
1.	**Directors**	02	Currently serving in level 12 or above as per 7th CPC ** 1. The pay of the selected candidate(s) shall be regulated in accordance with the provisions of DoP&T O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and O.M. No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017, as amended from time to time. Pay fixation shall take into account the pay level actually being drawn by the candidate in the parent cadre/organization. Allowances and perquisites shall be admissible to deputationists in accordance with the applicable Government instructions and the prevailing rules and policies of NeGD. 2. In respect of candidates presently placed at a higher designation, efforts shall be made to offer an equivalent designation, subject to availability of the corresponding position in NeGD.	**A. Essential Qualifications and Experience:** Bachelors' Degree of a recognized University/Institute in a suitable discipline viz Technology/Engineering etc. **Desirable Qualification and Experience** Post-Graduation in a suitable discipline and/ or MBA/PGDM. **B. Experience** • Must have experience of handling end-to-end project lifecycle activities, from conceptualization and design to execution, monitoring, and closure. • To manage the Project/Program budget • Managing and utilizing resources across projects • Knowledge of Government of India Rules and Regulations and Government policies of State Government as well • Experience into providing technical guidance on software architecture, system integration, API management, and cybersecurity strategies to safeguard critical government IT infrastructure. **c. Age Limit**: The maximum age limit in case of recruitment by deputation shall be below on the closing date of receipt of application.

				• For post level 14 shall not exceed 58 years. • For posts below level 14 the pay matrix shall not exceeding 56 years.
2.	**GM/Sr.GM (Admin)**	01	Currently serving in Level 11or above OR 5 years regular service in the Pay Level 10 (Grade Pay of Rs.5400/- Pre-revised) in the Pay Matrix. ** The pay of the selected candidate(s) shall be regulated in accordance with the provisions of DoP&T O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and O.M. No. 2/11/2017-Estt. (Pay-II) dated 24.11.2017, as amended from time to time. Pay fixation shall take into account the pay level actually being drawn by the candidate in the parent cadre/organisation. Allowances and perquisites shall be admissible to deputationist in accordance with the applicable Government instructions and the prevailing rules and policies of NeGD. 2. In respect of candidates presently placed at a higher designation, efforts shall be made to offer an equivalent designation, subject to availability of the corresponding position in NeGD.	**A. Essential Qualifications** Bachelor's degree of a recognized University/Institute in a suitable discipline. **B. Experience** • Must have experience in administrative functions within a government department, PSU, or government-affiliated organization for administrative and policy matters. • Working knowledge of Govt. of India rules, CCS (Conduct) Rules, GFR (General Financial Rules), Delegation of Financial Powers Rules, and related instructions. • Prepare and process official correspondences, office orders, and circulars in accordance with prescribed formats and procedures. • Assist in preparation of budget estimates, expenditure monitoring, and administrative approvals. • Support contract management, vendor empanelment, and procurement in compliance with GFR and GeM guidelines. • Maintain confidentiality and ensure proper custody of office documents and files as per record management rules. **C. Age Limit :** The maximum age limit shall not exceed 56 years on the closing date of receipt of application.

The envisioned roles and responsibilities of NeGD are as follows:

1. Providing strategic direction in terms of framing policies and implementation strategy for the Digital India Programme in different domains of e-Governance
2. Proactive support to Central and State Governments for Mission Mode Projects and other e-Governance projects
3. Acting as a facilitator and catalyst for implementation of Digital India Program by various Ministries and State Governments
4. Providing Technical Assistance – Offering expert support to Central Ministries and State Line Departments in their e-Governance initiatives, either independently or in collaboration with professional consultants.
5. Conducting Technical Appraisals – Evaluating e-Governance projects to assess key aspects such as technology architecture, framework standards, security policies, service delivery mechanisms, and the integration of shared infrastructure to ensure scalability and efficiency.
6. Developing Standardized Documentation – Creating generic and model templates for Expressions of Interest (EoI), Requests for Proposals (RFPs), Standard Contracts, Public-Private Partnership (PPP) Models, and other essential documents to guide various project stages and requirements across States.
7. Enhancing Citizen Engagement – Ensuring effective communication with stakeholders through both offline channels and social media platforms to foster transparency, public participation, and feedback-driven improvements in government services.
8. Assessing Impact and Readiness – Conducting impact assessments and e-Readiness evaluations of e-Governance projects across all States and Union Territories (UTs) to measure effectiveness and identify areas for improvement.
9. Capacity Building and Skill Development – Organizing training programs, workshops, and knowledge-sharing sessions for government officials and stakeholders to enhance their technical and managerial capabilities in e-Governance.
10. Promoting Interoperability and Data Sharing – Facilitating seamless integration among various government systems by advocating for common standards, open APIs, and data-sharing frameworks to improve service delivery.
11. Ensuring Cybersecurity and Data Protection – Establishing robust security policies, data protection measures, and compliance frameworks to safeguard citizen data and ensure secure digital transactions.
12. Driving Innovation Through Emerging Technologies – Exploring and leveraging AI, blockchain, IoT, and cloud computing to enhance the efficiency, transparency, and security of e-Governance initiatives.
13. Encouraging Public-Private Partnerships (PPPs) – Collaborating with private sector organizations, startups, and academia to drive innovation, improve service delivery, and ensure the sustainability of digital governance initiatives.
14. Monitoring and Evaluation – Implementing real-time monitoring mechanisms, performance metrics, and feedback loops to track project progress, address challenges, and ensure continuous improvement.
15. Supporting State-Specific Customization – Assisting States and UTs in tailoring digital-Governance solutions to address their unique administrative, cultural, and technological requirements.
16. Encouraging Paperless Governance – Promoting electronic document management systems, digital signatures, and workflow automation to enhance efficiency and reduce administrative overhead.
17. Aligning with Global Best Practices – Benchmarking India's Digital-Governance initiatives against global standards and best practices to ensure competitiveness and continuous evolution.
18. Recruitment, deployment and HR management of specialized resources in the State e-Governance Mission Teams in all States and UTs
19. Development of competency frameworks, training guidelines, case studies, etc.
20. Developing Online and Web based Training for IGOT in Mission Karmayogi.
21. Knowledge management and sharing through workshops, development of case studies, sharing best practises and creation of knowledge repositories, etc

For more details visit : https://negd.gov.in/about-national-e-governance-division/#

3. General Conditions:

1. The initial period of deputation shall be for three years, extendable as per Government instructions subject to requirements of NeGD.

2. Eligible candidates may send their applications in the prescribed proforma (Annexure I) through proper channel to the undersigned. Those who have applied earlier in response to this Department's Circulars in this regard need to apply afresh.

3. This is an open vacancy circular. Once sufficient number of applications from eligible candidates are received, the same shall be considered for interview / selection.

4. Prescribed proforma of application form, eligibility conditions, Job Description and other details can be downloaded from the official website of MeitY, Digital India Corporation & NeGD viz. https://www.meity.gov.in/, https://dic.gov.in/ and https://negd.gov.in/. Selected candidates will be deployed on the post as per their grade pay and T&C of NeGD.

5. Advance applications may be submitted directly by the candidates to meet the deadline. However, applications received without the proper channel, vigilance clearance/integrity certificate, and attested copies of APARs for the last five years must be completed and submitted through the proper channel at the time of the interview; otherwise, the application will not be considered, and no further correspondence will be entertained in this regard.

6. The candidates must produce a No Objection Certificate (NOC) in the prescribed format at the time of the interview. Applications without a proper NOC will not be considered.

4. Facilities available to officers of NeGD

1. The officer/employee availing of medical facilities under the Central Government Health Scheme in the parent organization may opt to continue with the same. Further, Officer /Employee shall be eligible to avail of medical facilities as per the Medical Reimbursement Scheme of NeGD-DIC.
2. Serving Government officers / staff joining NeGD shall be eligible for retention / allotment of General Pool Residential Accommodation (GPRA) under the Directorate of Estates during the period of their deputation in terms of the Ministry's Office Memorandum No. 5(1)/2024-GC dated 15.06.2026.
3. The option of availing leased accommodation facilities shall be available subject to the preference of the officer.
4. LTA on an annual basis, if opted in lieu of LTC.
5. Allowance for IT equipment for official purposes as per level.

5. Application procedure

1. Eligible and interested individuals may apply through proper channel in the format at Annexure I on below mentioned email address:

Email: negdhr@digitalindia.gov.in

National Governance Division, 4th Floor, Electronics Niketan,
6-CGO, Complex Lodhi Road, New Delhi – 110003

Annexure-I

PART 1

Application for Deputation in National e-Governance Division (NeGD) for Management position

Affix recent passport size Photograph

1. Post Applied for :
2. Name in Full :
3. Father's Name :
4. Sex – Male/Female :
5. Nationality :
6. Date of Birth(dd/mm/yyyy) :
7. Date of retirement under central/ :
8. Marital Status :
9. Address for Correspondence: Office :
   Residence :
10. Email ID :
11. Contact No. :
12. Academic & Professional Qualification:

Name of the Institute/ Board/ University	Year of Passing	Exam/ Degree	Aggregate percentage of marks & division	Remarks

13. Total Experience in number of Years and Months _____Years_____ Months.

14. Employment history, in chronological order:

S.No	Office/ Inst./ Orgn.	Post held	Period (from – to)	Pay Band & Grade Pay with present pay	Nature of duties/ responsibilities	Significant Accomplishments (If any)

15. Relevant Training programmes attended :

16. Special Achievements (Please give details) :

17. Details of present post held :

18. Designation :

19. Date from which held :

20. Scale of pay :

21. Pay Band & Grade Pay :

22. Present pay drawn :

23. Whether present post is held on regular/ officiating or ad-hoc basis and since when :tenure/deputation/temporary/permanent/ :

24. If on deputation, please provide following additional details :

    i. Details of post held on regular basis :

    ii. Scale of pay :

    iii. Since when is the regular post :

    iv. Period of appointment on deputation/contract:

    v. Name of the parent office/organization: to which you belong:

    vi. Name of the Ministry/Department/ :

    vii. Organization where presently employed with full address indicating name and designation of contact officer and Telephone :

25. Additional details about present employment Please state whether working under:

a) Central Government

b) State Government

c) PSU

d) Autonomous Bodies

26. Remarks - The candidates may indicate information with regard to:

a) Research publications and reports and special projects
Awards /Scholarships/Official appreciation

b) Affiliation with professional bodies/institution/societies and

c) Any other information.

I hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons thereof.

Date:……. Signature:…….

Place:…… Address……..

Part – 2

NO OBJECTION CERTIFICATE (NOC) TO BERECORDED BY THE OFFICE/DEPARTMENT WHILEFORWARDING THE APPLICATION

1. Certified that the particulars given by the applicant are true, correct and complete and have been verified from the office record.
2. The applicant, if selected, will be relieved immediately.
3. It is certified that no vigilance case is pending/contemplated against him/her.
4. No major/minor penalty is in force or current against the official
5. No adverse remarks have been recorded in the candidate's ACR for the last five years.
6. Integrity of the candidate is certified as 'Beyond Doubt'.

Date:

Place:

Signature of the Head of the Office/ Department

Name: Office

Seal:

Phone No. & Email ID