

N/18/2026-NeGDN/18/2026-NeGD
National e-Governance Division
Digital India Corporation
Electronics Niketan, 6, CGO Complex Lodhi Road,
New Delhi – 110003
Website: www.negd.gov.in / www.dic.gov.in

Web Advertisement
15.04.2026

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 initially for a period of 3 years which is further extendable as per the requirement of the project.

S. No	Position	Experience	Location	Vacancy	Maximum Budget
1	Project Manager	8-12 yrs	Delhi	01	Rs. 39,34,764/- per year
2	Procurement Specialist	5-10 yrs	Delhi	01	Rs. 33,62,436/- per year

* The maximum age limit shall be 55 years on the closing date of receipt of application.

** 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 and NeGD, viz. www.dic.gov.in, www.negd.gov.in.

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

Last date for submission of applications will be: 30.04.2026

1. Project Manager

Role Purpose

The Project Manager serves as the PMU Lead for the engagement, owning overall programme governance, delivery assurance, and stakeholder coordination. The role is responsible for ensuring that all workstreams are planned, tracked, and delivered within committed timelines and quality standards, while maintaining full compliance with applicable Government of India frameworks. The Project Manager acts as the primary interface between the implementing team and the client organisation.

Key Responsibilities

- Develop and own the Integrated Programme Plan, translating agreed scope into a structured, time-bound delivery roadmap across all active workstreams.
- Establish and manage programme governance structures — including sprint reviews, stakeholder syncs, and steering committee meetings — ensuring decisions and escalations are handled in a timely manner.
- Monitor adherence to approved scope, milestones, SLAs, and contractual obligations; proactively identify deviations and initiate corrective action.
- Review and validate key project deliverables at each stage, including requirements documents, design artefacts, progress reports, and acceptance sign-offs.
- Maintain the RAID register (Risks, Assumptions, Issues, Dependencies); track mitigation actions and ensure closure within agreed timelines.
- Manage in-process approval gates embedded within the delivery cycle, ensuring that stakeholder sign-offs are obtained concurrently rather than sequentially.
- Coordinate across parallel workstreams to ensure interdependencies are identified and managed without impact to the overall timeline.
- Support resource onboarding and team readiness, ensuring the engagement commences with adequate staffing and infrastructure in place.
- Ensure full compliance with applicable regulatory and technical standards throughout the programme lifecycle.
- Produce regular progress reports and executive dashboards for NeGD and client leadership.
- Lead transition to the post-delivery operations phase, ensuring structured knowledge transfer and handover documentation.

Key Deliverables

- Integrated Programme Plan and Sprint Tracker
- RAID Register and Risk Mitigation Log
- Weekly and Monthly Progress Reports
- Executive Dashboards and Steering Committee Notes
- Approval Gate and Sign-off Records
- Knowledge Transfer and Transition Report

Required Qualifications & Experience

Criteria	Requirement
Educational Qualification	Bachelor's degree in Engineering / Technology / Management. MBA preferred.
Total Experience	Minimum 8–12 years in large-scale IT programmes, with at least 5 years in programme or project management roles.
Government IT Experience	Experience working with Central Government Ministries, Regulators, or Statutory Bodies on digital governance or e-Governance programmes.
Delivery Model Exposure	Hands-on experience managing Agile / Scaled Agile delivery models, sprint governance, and multi-workstream programmes.
Standards Awareness	Familiarity with applicable Government of India standards including MeitY guidelines, CERT-In advisories, and data protection requirements.
Certifications (Preferred)	PMP / PRINCE2 / PMI-ACP / SAFe Agilist.

Key Skills

- Programme governance, planning, and milestone tracking
- Agile sprint management and multi-workstream coordination
- Stakeholder management and escalation handling
- Risk identification, RAID tracking, and mitigation planning
- Strong documentation, reporting, and executive communication
- Understanding of Government IT procurement and contract frameworks

2. Procurement Specialist

Role Purpose

The Procurement Specialist is responsible for leading the procurement workstream that runs in parallel with the platform development engagement. The role owns the end-to-end preparation of procurement documentation for related technology acquisitions — from requirements finalisation through RFP drafting, pre-bid management, and vendor evaluation framework design — in full compliance with Government of India procurement regulations. The Procurement Specialist works closely with client stakeholders, the tech team, and NeGD's leadership to ensure procurement readiness is achieved within the engagement timeline.

Key Responsibilities

- Lead and own the procurement workstream in coordination with the client organisation and NeGD leadership, ensuring delivery milestones are met in parallel with the platform development track.
- Conduct structured workshops with client departments to elicit, consolidate, and finalise functional and technical requirements for the technology being procured.
- Draft the complete RFP document in compliance with applicable Government of India procurement regulations, including scope of work, technical specifications, eligibility criteria, evaluation methodology, and contractual terms.
- Work with the Solution Architect to incorporate integration architecture requirements and technical standards into the RFP, ensuring the procured solution is compatible with the broader platform.
- Define SLA frameworks, penalty clauses, acceptance criteria, exit clauses, and governance structures within the procurement document.
- Manage the pre-bid process end-to-end: coordinate pre-bid meetings, compile and respond to vendor queries, issue corrigenda as required, and maintain a clarification register.
- Design the vendor evaluation framework, including technical and financial scoring matrices, weightages, and evaluation committee guidance.
- Coordinate with the client's legal, finance, and internal procurement teams to ensure the RFP is compliant with all applicable regulations and internal approvals.
- Prepare procurement status reports and escalation notes for NeGD and client leadership throughout the workstream.
- Ensure all procurement documentation adheres to transparency, audit, and information disclosure requirements applicable under Government of India rules.

Key Deliverables

- Functional Requirements Document for technology being procured
- Complete RFP Document (compliant with Government of India procurement regulations)
- Technical and Functional Specification Annexures
- Integration Architecture Requirements Annexure
- SLA Framework, Penalty Clauses, and Governance Structure Document
- Vendor Evaluation Framework and Scoring Matrix
- Pre-Bid Query Register and Response Log
- Corrigenda and Addenda (as required)
- Procurement Status Reports

Required Qualifications & Experience

Criteria	Requirement
Educational Qualification	Bachelor's degree in engineering / technology / management / commerce. MBA (Finance / Operations) preferred.
Total Experience	Minimum 5-10 years in Government procurement, IT tendering, or public sector procurement advisory roles.
Procurement Experience	Demonstrated experience drafting Government of India RFPs, EOIs, or RFQs for IT systems. Hands-on exposure to applicable procurement regulations, government financial rules, and public procurement standards.
Technology Domain	Familiarity with enterprise technology platforms — including ERP, workflow, and digital governance systems — covering functional areas such as HR, Finance, Procurement, and Project Management.
Integration Awareness	Understanding of technology integration requirements in a government digital ecosystem; ability to translate architecture inputs into RFP specifications.
Stakeholder Management	Experience coordinating pre-bid conferences, managing vendor queries, and supporting technical evaluation committees in a Government procurement context.
Certifications (Preferred)	CIPS / NIGP-CPP / PMP. Training in Government financial rules or public procurement frameworks is an added advantage.

Key Skills

- Government RFP drafting and procurement documentation
- Functional and technical requirements specification for technology procurement
- Government procurement regulation compliance
- Vendor evaluation framework design and bid management
- Pre-bid coordination and query management
- Contract structuring: SLAs, penalties, exit clauses, and governance
- Cross-functional stakeholder facilitation
- Clear, structured report writing and executive communication

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
Email: Negdhr@digitalindia.gov.in