

Advt. No. N-21/84/2023-NeGD
National e-Governance Division
Digital India Corporation
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Website: www.negd.gov.in / www.dic.gov.in

Web Advertisement
21.06.2025

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, OpenForge Platform, API Setu, National Academic Depository, Learning Management System.

It has myriad roles and responsibilities from supporting Central Line Ministries and State Government Departments on eGovernance 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 position on contract basis (initially for a period of 2 years) under the Capacity Building Scheme Phase III (CB 3.0)

Positions	Positions
Assistant Manager – Finance & Accounts	1

* The maximum age limit shall be 30 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 application: 02.07.2025

About National e-Governance Division (NeGD)

The National e-Governance Division has been set up by the Ministry of Electronics & Information Technology as an Independent Business Division under the Digital India Corporation {erstwhile Media Lab Asia}. Since 2009, NeGD has been playing a pivotal role in supporting MeitY in Programme Management and implementation of the e-Governance Projects; providing technical and advisory support to Ministries/ Departments, both at Central and State levels along with other Government organizations. NeGD's major operational areas include programme management, project development, technology management, capacity building, awareness and communications-related activities under the flagship Digital India Programme. NeGD has developed and is managing several National Public Digital Platforms such as DigiLocker, UMANG, Rapid Assessment System, OpenForge, API Setu, Poshan Tracker, Academic Bank of Credits, National Academic Depositories, National AI Portal, MyScheme, India Stack Global, Meri Pehchaan, etc.

The 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 the implementation of the Digital India Program by various Ministries and State Governments
4. Providing technical assistance to Central Ministries/ State Line Departments in their e-Governance projects either directly or in collaboration with professional consultants
5. Undertaking technical appraisal of e-Governance projects for examining issues like overall technology, architecture, framework standards, security policy, service delivery mechanism, sharing of common infrastructure, etc
6. Developing generic / model Expression of Interest, Request for Proposal, Standard Contracts, PPP Models and other related documents for various stages and requirements of projects for use by the States
7. Ensuring effective citizen engagement and communication with all stakeholders using offline and Social Media channels
8. Impact assessment of e-governance projects of all States / UTs
9. Recruitment, deployment and HR management of specialised resources in the State e-Governance Mission Teams in all States and UTs
10. Enhancing governance through knowledge and capacity building

More details can be seen at <https://negd.gov.in/>.

About Digital India Corporation (DIC)

The Digital India Corporation (formerly Media Lab Asia) has been set up by the Ministry of Electronics and Information Technology (MeitY), Government of India, to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man. Digital India Corporation plays the role of a leader in promoting e-Governance by taking forward the projects and activities of the Digital India Programme, to facilitate its stakeholders to realise its goals. It also provides strategic support to Ministries & Departments, both at the Central and State level for carrying forward the mission of the Digital India Programme by way of Capacity Building for e-Governance projects, promoting best practices, encouraging Public-Private Partnerships (PPP), nurturing innovation and technology in various domains. Digital India Corporation has several Independent Business Divisions under it and these include NeGD, MyGov, Bhashini, ISM, IndiaAI and MSH.

Digital India Corporation entails following responsibilities:

1. To provide leadership and support to the Government of India through MeitY; to steer and anchor the Digital India Programme along with related policy and implementation initiatives.
2. To support MeitY about policy and implementation-related issues concerning various ongoing programmes & schemes in the ICT domain as well as new initiatives undertaken as part of the Digital India Programme.
3. To support Ministries/Departments, both at Centre and States, as well as other stakeholders in crafting e-Governance strategies, to further promote Accountability, Efficiency, Efficacy and Transparency.
4. To source talent and resources both from the market as well as within Government in the ICT domain to Ministries/ Departments on a chargeable basis under Central & State Government; a talent pool of technically skilled manpower for hardware, software, networks, cyber security and laws, standards, quality and testing, etc
5. To promote innovation and evolve models for the empowerment of citizens and also to promote participatory governance and citizen engagement across the government through various platforms including social media.
6. Each IBD under DIC has specific roles and responsibilities and operates independently for its operations under the umbrella company of DIC.

More details can be seen at <https://dic.gov.in/>

Job Description: Assistant Manager – Finance & Accounts

No. of Posts: 01

Project: CB Phase - III

Salary: 10% on current CTC or max 5 LPA whichever is lower

JOB OBJECTIVE:

The incumbent is required to contribute to tax planning, capital budgeting, budget forecasting, financing or any other activity, and preparation of books of accounts. Implementing suitable accounting processes, financial reports, checking general ledger entries and providing professional accounting support in assessing and rectifying any financial discrepancies. In addition, you need to suggest measures to reduce/prevent fraudulent activities. Responsible for preparing tax returns, GST Returns, tracking tax liabilities and providing financial expertise in any tax-related matters. Familiar with organization/project plan, able to investigate any irregularities, having basic understanding of GST Act & GFR Rules and suggest improvement measures.

DUTIES AND RESPONSIBILITIES:

- Tax accounting: Prepare corporate and personal income tax statements, and design tax plans including financial preference, tax deferment etc. Review completed tax forms and provide recommendations. Collaborate with staff on income tax preparation and planning
- Auditing: Reviewing accounting ledgers and corporate financial statements. Liaising with government departments, auditors and vendors and providing them with accurate information is also important
- Accounts Payable Process: Review files in compliance with GFR Rules & Norms of Govt. of India and release online banking payments to vendors
- Book Keeping: Prepare books of accounts.
- Financial Statements: Preparation of Financial Statements.
- Cost management: Assist in capital financial planning and business account review.
- Budget analysis: Responsible for creating and implementing financial arrangements for DIC. Prepare an expense budget report.
- Control the master data of the general register.
- Reconcile income statements.
- Required to create new solutions, leveraging and, where needed, adapting existing methods and procedures.
- Understand the strategic direction senior management sets, clearly communicate team goals and deliverables, and keep the team updated on change.
- Cash Imprest Approvals: Review cash imprest requests submitted by employees.
- Employee Claim Reimbursement: Review claims submitted by employees as per organisation's policy.
- Bank Reconciliation: Preparation of bank reconciliation on monthly basis.
- Policy Making: Assist HR Division in policy making of the organisation.
- The incumbent may require to coordinate in the capacity building activities as and when required.

OTHER (SKILL) REQUIREMENTS:

- Excellent interpersonal communication at all levels (verbal and written).
- Positive attitude, problem solving and analytical skills.
- Ability to handle a substantial, time-bound workload that requires prioritization and focus
- Skills in supportive supervision, coaching conversations and developing linkages with internal stakeholders
- Ability to cope with high levels of responsibility and with confidential matters.

- A high level of professionalism is required on the job at all times.
- Abreast of new technological solutions in the area of responsibility to enable speed, accuracy and impact in decision-making.
- Ability to work well within the team.
- Computer Literacy.

QUALIFICATION:

- Essential Criteria: Bachelor's Degree in Finance / Accounts or MBA (Finance)
- Desirable: ICWA/ CA (Inter/ Final)

EXPERIENCE:

- Minimum 1 year of post-qualification experience in public accounting
- Preferably experience in a government organisation
- Expertise in GST, TDS, Audit and ROC Filings
- Experience in communicating with senior level personnel.

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

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4th Floor, Electronics Niketan,
6-CGO, Complex Lodhi Road, New Delhi – 110003
Tel: 24301932 Email: Negdhr@digitalindia.gov.in