

Advt. No N-21/84/2023-NeGD

National e-Governance Division

Digital India Corporation

Electronics Niketan Annexe, 6, CGO Complex Lodhi Road,

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Website: www.negd.gov.in / www.dic.gov.in

Web Advertisement

30.07.2024

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.	Deputy General Manager – Training Management	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/>

Last date for submission of application: 6th Aug 2024

Deputy General Manager – Training Management

Project : NeGD 3.0
Division : Capacity Building
Number of Post : 1
Salary : Max 22 LPA
Salary Hike : 10% on current CTC or max 22 LPA whichever is lower
Age : Age limit shall not exceed 50 years on the closing date of receipt of application
Job Category : Contractual Basis (initially for a period of two years and extendable as per project need)
Position Type : Full Time
Location : New Delhi

JOB DESCRIPTION

The objective of this job is to assist in implementation of capacity building initiatives of Digital India programme. The incumbent will be primarily managing training programmes and content development & management. S/he will work closely with other members of the team to understand the requirement and ensure deliverables and deadlines.

Duties and Responsibilities:

- Identify the training and capacity-building needs.
- Develop action plans based on the capacity-building roadmap and training strategy to achieve the project targets.
- Support in defining learning objectives and key learning points and ensure they are addressed by the learning solution in conjunction with internal stakeholders.
- Manage the content creation and development.
- Managing the partners.
- Support in preparation of standard operation procedures/ guidelines for capacity-building activities.
- Manage the implementation of various training programmes.
- Provide training and awareness sessions for stakeholders on best practices.
- Any other tasks assigned to the team.

Essentials Qualification and Experience

Educational Qualifications:

- Full time Bachelor's (B.Tech./B.E.) degree in any discipline related to Computer Science, Software Engineering, Information Technology
- Full time Master's (MCA/MBA) in related fields in IT, Human Resources, Finance, Organisational Development, MIS etc.
- Certifications in related skills.

Experience:

- Minimum 9 years of experience in training and development.
- With atleast 4 years of experience in content development and management.
- Working experience with the Government.
- Experience in delivering sessions.
- Strong communication skills (verbal and written).
- Ability to build relationships with internal and external subject matter experts and other stakeholders.
- Ability to work independently and as part of a team.

Skills:

- Good knowledge of IT Tools and Technology
- Proficient in MS Office (Word, Excel and PowerPoint Presentation)

"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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