

About NeGD Finance & Legal Functions

NeGD operates as the implementing agency for India's flagship e-Governance and Digital India programmes under MeitY. The Finance & Contracts team is responsible for financial concurrence, vendor payment tracking, fund management across MeitY and Non-MeitY projects, GFR compliance, CAG audit coordination, taxation, MIS reporting, and contract examination for government IT procurements. Roles described below require professionals who understand both the financial discipline and the legal/regulatory framework unique to government IT bodies — including GFR 2017, DFPR, CVC guidelines, GeM procurement, PFMS, and IndiaAI/Digital India project structures.

Position 1: Senior Manager — Billing, Invoicing & Utilisation Certificates

Department: Finance & Accounts

Location: New Delhi (NeGD HQ / MeitY, Electronics Niketan)

CTC Range: As per NeGD pay scales / contractual norms

Experience: 8–10 years, with minimum 3 years in Government / PSU / Autonomous Body

Reporting To: Director (Finance), NeGD

NeGD Context: At NeGD, this role drives end-to-end billing for 30+ projects spanning MeitY-funded and Non-MeitY IT initiatives including other ministries and departments IndiaAI, DigiGov, Open Forge, MSDG, etc. The incumbent must navigate multi-funder billing, UC compliance, TDS on government vendor payments.

Key Responsibilities:

A. Billing & Revenue Operations

- Manage end-to-end billing lifecycle: invoice generation, credit/debit notes, collections, and revenue recognition as per Ind AS and government accounting norms.
- Process vendor/agency invoices across NeGD projects; verify deliverables and milestone-based payments against approved work orders and contracts.
- Prepare and submit Utilisation Certificates (UCs) to MeitY and other funding agencies within prescribed timelines under GFR Rule 238.
- Maintain billing MIS across all projects; flag overdue receivables and pending UCs for CEO/Director-level reviews.

B. Taxation & Statutory Compliance

- Handle TDS deductions on vendor/consultant/contractor payments; ensure timely deposit and quarterly/annual return filing (26Q, 27Q).

- Manage GST compliance: input credit reconciliation, GSTR-1/3B filing, and handling of reverse charge mechanism applicable to government bodies.
- Respond to notices, assessments, and queries from Income Tax Department, GST authorities, and TDS defaults under TRACES.
- Ensure compliance with Section 194C, 194J, 194I, and other TDS provisions commonly applicable to IT services and consulting contracts.

C. Audit & Assessments

- Coordinate with CAG, internal auditors, and statutory auditors for tax and billing-related audit paras; draft factual replies and ATNs.
- Maintain documentation for all billing transactions to withstand CAG/PAC scrutiny; ensure propriety of expenditure in line with GFR 2017.

D. Stakeholder Management & Reporting

- Liaise with project teams, legal, and procurement to resolve billing disputes, advance adjustments, and penalty/LD computations.
- Prepare MIS reports on billing status, tax liabilities, UC submission position, and audit compliance for Director Finance and CEO review.

Required Qualifications & Skills:

- Education: CA Inter/ CMA Inter. CA/ CMA(preferred)
- Experience: 8–10 years in finance, accounts, and taxation. Government / PSU / Autonomous Body experience is mandatory.

Technical Skills

- Deep knowledge of Income Tax Act 1961, GST, TDS provisions, and their application in government/PSU context.
- Familiarity with PFMS, GFR 2017, DFPR, and UC norms under government grant/scheme frameworks.
- Proficiency in Tally / government-standard accounting software and advanced Excel (Pivot, VLOOKUP, Power Query).
- Working knowledge of e-filing portals (GST Portal, TRACES, Income Tax e-filing) and GeM/CPMP procurement flows.

Good to Have

- Prior exposure to MeitY / NeGD / Digital India project billing structures.
- Understanding of IndiaAI Kosh fund flows and multi-project UC consolidation.
- Experience handling e-invoicing compliance and ISD (Input Service Distributor) credit for large organisations.

Position 2: Senior Manager — Contracts & Legal (Government Procurement)

Department: Finance & Legal / Contracts Cell

Location: New Delhi (NeGD)

Experience: 8–10 years in contract management / legal, with minimum 3 years in Government / PSU

Reporting To: Director (Finance) / Legal Advisor, NeGD

NeGD Context: NeGD issues RFPs, empanelment agreements, MoUs, and work orders for government IT projects across MeitY, IndiaAI, and DigiGov programmes. This role examines contracts pre-award and post-award, ensures GFR compliance, flags risk clauses, and supports finance concurrence on procurement proposals.

Key Responsibilities:

A. Contract Examination & Drafting

- Examine government tenders (RFPs, RFQs, EOIs) and draft/review contracts, MoUs, NDAs, empanelment agreements, and SLAs.
- Review and provide comments on commercial terms: payment schedules, milestone definitions, performance security, LD/penalty clauses, IP ownership, and exit clauses.
- Draft Finance Concurrence Notes and legal vetting notes for placement before competent authority for approval.
- Maintain version control of contract documents and ensure proper execution, stamping, and filing.

B. Compliance — GFR, CVC & Procurement Rules

- Ensure all contracts comply with GFR 2017, CVC guidelines, DFPR, DPIIT/MeitY procurement policy, and QCBS selection methodology where applicable.
- Verify adherence to GeM procurement mandates and advise on procurement route (GeM vs open tender vs limited tender) as per financial thresholds.
- Flag deviations from standard government procurement norms and escalate for competent authority approval.

C. Risk Assessment & Legal Advisory

- Identify financial, legal, and operational risks in contract terms and suggest mitigations before financial concurrence is issued.
- Advise project teams on contract implications of scope changes, cost escalations, extension of time, and contract closure/termination.
- Review arbitration, dispute resolution, and governing law clauses; coordinate with Legal Counsel for complex matters.

D. Contract Management & Reporting

- Maintain a contract repository with milestone tracking, renewal/expiry alerts, payment due schedules, and performance security return status.
- Prepare MIS on contract status, dispute cases, and compliance observations for CEO/Director Finance review.
- Support CAG/internal audit queries on contract propriety, competitive procurement, and post-award modifications.

Required Qualifications & Skills:

- Education: BA-LLB / LLM (preferred). CS (Company Secretary) with contract specialisation also considered.
- Experience: 8–10 years in contract drafting / examination / management. Mandatory experience in Government, PSU, or Autonomous Body procurement.

Technical Skills

- Strong knowledge of Indian Contract Act 1872, GFR 2017, DFPR, and public procurement framework.
- Familiarity with GeM portal, CPPP (Central Public Procurement Portal), and e-procurement workflows.
- Ability to interpret complex legal and technical clauses; excellent drafting skills in English.
- Proficiency in MS Office (Word, Excel) for contract drafting, noting sheets, and MIS.

Certifications

- IACCM / Certified Contract Management Professional (CCMP) certification preferred.

Good to Have

- Exposure to MeitY, IndiaAI, NeGD, or IT ministry contracts.
- Knowledge of QCBS and DBOT/PPP structures for government IT projects.
- Understanding of IP licensing, data sharing agreements, and cloud service contracts in government context.

Position 3: Expert (Finance) — Government Audit & Compliance

Department: Finance — Audit & Compliance

Location: New Delhi (NeGD HQ)

Experience: 10+ years total; 5–7 years specifically in government audit / CAG / internal audit of ministries or

PSUs

Reporting To: Director (Finance), NeGD

NeGD Context: NeGD is subject to annual statutory audit, CAG audit, and internal audit across its MeitY and Non-MeitY project portfolio (30+ projects). This expert-level role leads audit coordination, ensures ATN compliance, and strengthens internal financial controls to reduce audit observations at CAG/PAC level.

Key Responsibilities:

A. Audit Planning & Execution

- Plan and coordinate statutory, internal, and CAG audits of NeGD projects/accounts as per CAG Standards, GFR 2017, and government auditing guidelines.
- Facilitate audit teams with relevant records, vouchers, contracts, sanction orders, and utilisation certificates; ensure timely compliance.
- Review audit observations before formal communication; prepare factual, well-documented replies to audit paras.

B. Compliance & Propriety Audit

- Examine compliance with GFR 2017, DFPR, FR&SR, CVC guidelines, and financial propriety in government spending and procurement.
- Review Fund Transfer Orders (FTOs), UC submissions, project advances, and vendor payments for regularity and completeness.
- Identify areas of financial irregularity, fraud risk, and weak internal controls; recommend corrective action.

C. Performance Audit & Scheme Review

- Assess efficiency, effectiveness, and economy of government schemes and IT projects; prepare performance audit notes for Director Finance.
- Monitor fund utilisation against targets; flag under-utilisation or diversion risks before CAG observation.

D. ATN & PAC Follow-up

- Draft Action Taken Notes (ATNs) on CAG paras in coordination with project teams and submit within MeitY-prescribed timelines.
- Track closure status of all outstanding audit observations; prepare compliance status reports for CEO and Board review.

- Liaise with PAC/COPU and assist in Parliament committee responses on audit matters.

E. Internal Controls & SOP Development

- Strengthen internal financial controls: payment authorisation matrix, advance utilisation tracking, UC monitoring, and contract compliance checks.
- Develop and update Finance SOPs in line with GFR amendments and MeitY instructions.

Required Qualifications & Skills:

- Education: CA / CMA (qualified). CA preferred.
- Experience: 10+ years with at least 5–7 years in government audit, statutory audit of ministries/PSUs, or reputed audit firm handling government clients.

Technical Skills

- Deep knowledge of GFR 2017, DFPR, FR&SR, CAG auditing standards, and public procurement rules.
- Strong understanding of audit sampling techniques, data analytics for audit, and vouching/verification methods.
- Excellent report writing skills for drafting audit paras for CAG/PAC/COPU.
- Proficiency in MS Office, Tally, PFMS, and audit management tools.

Certifications

- CA / ICWA mandatory.

Good to Have

- Prior experience in NeGD / MeitY / Digital India project audit environment.
- Familiarity with IndiaAI Kosh fund audit requirements and multi-ministry scheme audit methodology.
- Knowledge of GeM transaction audit and e-procurement compliance verification.

Position 4: Manager — Taxation (Direct & Indirect)

Department: Finance / Accounts

Location: New Delhi (NeGD HQ)

Experience: 6–8 years, preferably 2+ years in Government / PSU / Autonomous Body

Reporting To: Senior Manager (Billing & Taxation) / Director Finance

NeGD Context: NeGD processes payments to 100+ vendors, consultants, and empanelled agencies across 30+ projects. Tax compliance — particularly TDS on professional/technical fees, GST reverse charge, and annual returns — is core to this role. The incumbent must handle CAG audit queries on taxation and support finance concurrence notes for vendor contracts.

Key Responsibilities:

A. TDS Compliance

- Manage TDS under Sections 194C, 194J, 194I, 194Q, and 195 on vendor, consultant, and contractor payments across all NeGD projects.
- Ensure timely deposit of TDS challans; file quarterly TDS returns (24Q, 26Q, 27Q) on the TRACES / Income Tax portal.
- Issue Form 16/16A to vendors and employees; reconcile with 26AS/AIS for any defaults or mismatch.

B. GST Compliance

- Handle GST compliance including GSTR-1, GSTR-3B, GSTR-9/9C; manage input tax credit reconciliation and reverse charge mechanism.
- Advise on GST applicability on government grants, consultancy services, software licenses, and infrastructure contracts.
- Respond to GST notices, scrutiny proceedings, and departmental audits.

C. Government-Specific Compliance

- Ensure all tax processes comply with GFR 2017, DFPR, and NeGD's internal financial regulations.
- Maintain awareness of CBDT circulars, GST council notifications, and their specific impact on government bodies / SPVs.
- Support tax budgeting, provisioning, and monitoring of tax payments against allocated budget heads.

D. Audit & Advisory

- Provide data and documentation for CAG audit, internal audit, and statutory audit; draft factual replies to tax-related audit paras.
- Advise project teams on tax implications of vendor contracts, advance payments, retentions, and milestone-based disbursements.
- Handle litigation tracker for tax assessments, notices, and appeals; brief Senior Management on exposure.

Required Qualifications & Skills:

- Education: CA Inter / CA / CMA / M.Com. LLB with tax specialisation is an added advantage.

- Experience: 6–8 years in direct and indirect taxation. Minimum 2 years in government / PSU context preferred.

Technical Skills

- Strong knowledge of Income Tax Act 1961, GST Act 2017, and TDS provisions applicable to government bodies.
- Proficiency in GST Portal, TRACES, Income Tax e-filing portal, PFMS/IFMS.
- Good Excel skills: data reconciliation, TDS workings, GST register maintenance.
- Understanding of government accounting norms, budget heads, and grant-based expenditure patterns.

Good to Have

- Experience handling CAG/PAC audit queries specific to TDS defaults and GST ITC reversals.
- Familiarity with e-invoicing compliance and IRN generation for government entities.
- Prior experience with MeitY / NeGD / IndiaAI project tax structures.

Position 5: Assistant Manager — MIS, PFMS & Financial Reporting

Department: Finance / Planning & IT

Location: New Delhi (NeGD HQ)

Qualification: Graduation in any discipline. Finance / Commerce / Legal background preferred.

Experience: 4–5 years in MIS and data reporting; 2+ years in Government / PSU / Autonomous Body

Reporting To: Director Finance / Senior Manager (Finance)

NeGD Context: NeGD maintains a 30+ project portfolio across MeitY and Non-MeitY streams. This role produces the CEO Exception Report, project-wise fund utilisation dashboards, PFMS data consolidation, and Ministry-level compliance reports. The incumbent supports Director Finance in preparing notes for CEO review meetings, PAC queries, and Parliament questions.

Key Responsibilities:

A. MIS Design & Maintenance

- Design, build, and maintain Excel/dashboard-based MIS for budget, expenditure, fund utilisation, UC submission status, and payment dues across all NeGD projects.

- Produce the monthly CEO Exception Report with project-wise financial highlights, payment pipeline, and fund trigger points.
- Maintain officer-wise project allocation data and financial position for Director Finance / CEO briefings.

B. PFMS & Government Portal Data Management

- Collect, validate, and consolidate data from PFMS, GeM, CPSMS, e-Lekha, and other government financial portals.
- Support Fund Transfer Order (FTO) processing and reconciliation of PFMS balances with books of accounts.
- Ensure timely data entry and validation in government portals; flag discrepancies to Finance team for resolution.

C. Analysis & Compliance Reporting

- Prepare budget vs. actual analysis, variance notes, and scheme performance summaries for Secretary / JS / CEO-level reviews.
- Compile reports for CAG, PAC, Parliamentary Standing Committee questions, Cabinet notes, and ministry review meetings.
- Prepare Utilisation Certificate (UC) tracking dashboards and flag overdue UCs for escalation.

D. Automation & Efficiency

- Automate repetitive MIS tasks using Excel Macros, Power Query, Power BI, or SQL to reduce manual errors.
- Develop reusable report templates for finance notes, dashboards, and project pipeline views aligned to NeGD's reporting formats.

E. Stakeholder Coordination & Presentations

- Coordinate with project officers (Finance, Admin, Programme) to ensure timely and accurate data submission.
- Prepare briefing notes, slide decks, and one-pagers for Secretary, Joint Secretary, and other senior officials.

Required Qualifications & Skills:

- Education: Graduation (any discipline). Preference will be given for Legal/ CS background.
- Experience: 4–5 years in MIS, data analytics, or financial reporting. 2+ years in Government / PSU / Autonomous Body strongly preferred.

Technical Skills:

- Advanced Excel: VLOOKUP, Index-Match, Pivot Tables, Macros, Power Query, conditional formatting, Indian number formatting.
- Power BI or Tableau for dashboard creation; SQL / basic Python is an added advantage.
- Understanding of GFR 2017, government budget heads, scheme codes, and PFMS fund flow structure.
- Strong data accuracy, attention to detail, and deadline orientation for report submission to ministry.

Certifications

- Advanced Excel / Power BI / Data Analytics certification preferred.

Good to Have

- Experience with PFMS, GeM analytics, e-Office, and handling Parliament/CAG data requests.
- Knowledge of India Stack / DBT reporting frameworks.
- Prior exposure to NeGD / MeitY / IndiaAI project dashboards and CEO-level reporting formats.