Published Date: 25th November 2026

Associate/Senior Associate

MyGov is the citizen engagement platform of the Government of India. It is an Independent Business Division under Digital India Corporation, a Section 8 company under the Ministry of Electronics & Information Technology. Details about MyGov can be seen at https://MyGov.in.

MyGov is looking for Associate/Senior Associate who is good with communication skills and content writing & curation.

An ideal candidate should have work experience in building and maintaining strong relationships with communities, ministries, and key stakeholders, while developing impactful communication materials.

You will be under probation for the first 3 months from the date of joining. It is not mandatory for MyGov to absorb you or offer you a regular contract after the completion of the probation period. The period of probation can be reduced or increased by MyGov and shall be solely based upon your performance.

After successful completion of the initial contract period, a regular contract will be given.

Please review the positions listed below and apply in the form given in this notification. MyGov is hiring experienced professionals for an Associate/Senior Associate.

Interested candidates may apply in this form : https://forms.gle/t2nAy6WsSFiSt2TD9

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Position: **Associate/Senior Associate**

No. of Position(s): 1

Qualification: Min. Master's degree in any discipline

Experience: 3 - 5 years

Roles & Responsibilities:

- Build and maintain strategic relationships with ministries, organizations, state instances, autonomous bodies, and communities.
- Act as the central point of contact to ensure seamless communication and collaboration between MyGov and external stakeholders.
- Design and draft detailed proposals for activities, campaigns, and partnerships on the MyGov platform.
- Create and implement outreach strategies to connect with target audiences, including communities, influencers, and ministries.
- Plan, organize, and execute MyGov events (workshops, conferences, community gatherings).
- Develop engaging content (written, visual, and presentations) to promote MyGov's initiatives across digital platforms and events.
- Enhance citizen engagement by managing campaigns on MyGov platforms and coordinating with assigned MyGov State Instances.
- Handle website backend operations to upload and manage campaign activities.
- Maintain and update data repositories, trackers, and management information systems for all partnership and outreach activities.
- Provide detailed reports (e.g., quarterly reports, quiz summaries) on activities and their outcomes.
- Support the team with data refinement, troubleshooting, and event follow-ups.
- Design activity calendars in collaboration with the team for key campaigns and events.
- Independently manage shoot arrangements, liaising with anchors, camera teams, and content editors.
- Strategically use social media and digital platforms to maximize outreach and engagement.
- Stay informed about government initiatives and community efforts to align them with MyGov's campaigns.
- Be open to working during late hours and weekends during events or critical campaigns.

Requirements:

- **Technical Skills:** Proficiency in MS Office (Excel, PowerPoint, Word), social media management, and data systems. Familiarity with camera setups and shooting processes is a plus.
- **Communication:** Excellent verbal and written skills with experience in drafting proposals, reports, and content for diverse audiences.
- **Organizational Skills:** Strong project management abilities with attention to detail and the capacity to handle multiple tasks efficiently.
- Work Location: Delhi