



## KARMAYOGI BHARAT

[A Government Company registered u/s. 8 of the Companies Act, 2013 under administrative control of Department of Personnel & Training, Govt of India] {CIN - U80301DL2022NPL393046}

Parsvnath Capital Tower 7th Floor, Bhai Vir Singh Marg, Sector 4,  
Gole Market, New Delhi- 110001

### ADVERTISEMENT FOR RECRUITMENT IN KARMAYOGI BHARAT, NEW DELHI

Karmayogi Bharat is a Special Purpose Vehicle (SPV) set-up under Section 8 of the Companies Act, 2013 by Department of Personnel and Training as a 100% Government owned not-for-profit Company under National Programme for Civil Services Capacity Building (NPCSCB) – “Mission Karmayogi”.

The Company will be responsible for owning, managing, maintaining and improving the digital assets, i.e., iGOT-Karmayogi (Integrated Government Online Training) the digital/e-learning platform, including the IPR of all software, content, process etc. on behalf of Government with an annual subscription-based revenue model. iGOT Karmayogi is a comprehensive online platform that has resources for online, face-to-face and blended learning. The platform will be a one stop shop for all capacity development needs of the India’s civil services, providing them with resources for continuous-anytime-anyplace learning, a guided path for life-long learning with access to a vast repository of learning content, and insights on individual learning needs and outcomes.

The SPV will have the responsibility to create and operationalize the content marketplace and continuously evaluate its utilization and ensure that the appropriate changes are communicated to the right stakeholder. The SPV is a key pillar of the institutional framework of the Mission Karmayogi Programme which aims to create a competent civil service rooted in Indian ethos, with a shared understanding of India’s priorities, working in harmonization for effective and efficient public service delivery.

Envisioned as one of the largest capacity building initiatives in Government organizations anywhere in the world, Mission Karmayogi will initially cover about 33 lakh government officials at the Centre and will eventually aim to transform approximately 2 crore government officials across the Centre, the States and the local bodies.

- It will enable officials to pursue anytime-anyplace-any-device learning at their own convenience, using self-directed or guided learning paths, enabling continuous learning for all.
- It will provide officials with access to instant guidance at the point of need, through job specific learning resources and collaboration with officials who “have done it before”.
- It will empower an official with tools to take charge of one’s own professional journey, making officials accountable for their own career trajectory.

SPV Karmayogi Bharat invites applications from eligible candidates for recruitment to the following position(s) on contractual basis:

Sl. No.	Name of Post	Total Post
1.	Accounts Manager	1
2.	Finance Executive	1

The remuneration would be based on qualifications and experience of the selected candidate and be fixed as per industry norms. The job descriptions of the post have been attached as **Annexure A**.

For further details, please visit Karmayogi Bharat’s website <https://karmayogibharat.gov.in>. Eligible applicants can apply by submitting their applications by email at [careers.karmayogi@gov.in](mailto:careers.karmayogi@gov.in), including Application form, CV and other documents of qualification, experience, age proof etc. by 7<sup>th</sup> October 2023. Incomplete and date bar applications will not be considered. Only short-listed candidates will be invited for the interview/selection process.

## Application Form

To  
**The Chief Executive Officer (CEO)**  
**Karmayogi Bharat**  
**Parsvnath Capital Tower 7th Floor,**  
**Bhai Vir Singh Marg, Sector 4,**  
**Gole Market, New Delhi- 110001**

**Passport  
Size  
Photo**

Subject – Regarding appointment of \_\_\_\_\_ Post

**Reference** – Dated \_\_\_\_\_ advertisement in this website of \_\_\_\_\_

Respected Sir/Ma'am,

As per the contextual advertisement, I declare that I hold the necessary academic qualifications for the Post of \_\_\_\_\_ and I submit the details as follows:

1. Full Name: \_\_\_\_\_
2. Full Address (pin code): \_\_\_\_\_  
\_\_\_\_\_
3. Mobile No. \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_ (DD/MM/YY)
5. Gender: Male / Female
6. E-mail Address: \_\_\_\_\_

### 7. Details of the Educational Qualification held by the Applicant

S.No.	Educational Qualification	Passing Year	Marks	Percentage

### 8. Employment History in chronological order (Attach separate sheet in following format, if necessary)

Name and Address of employer/Organization	Period of service	Designation of the Post held	Remuneration	Detailed description of work	Reason of leaving each post
	From To				

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9. Professional Trainings/Certifications

Organization	Details of Training/Certification	Period	
		From	To

**Declaration:** I hereby solemnly declare that all the above-mentioned statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed/ distorted. If at any time I am found to have concealed / distorted any material/ information, my appointment shall be liable to termination without notice.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_  
Name of the Applicant: \_\_\_\_\_

<b>JOB PROFILE</b>	
<b>DESIGNATION</b>	Accounting Manager
<b>JOB LOCATION</b>	New Delhi
<b>DIVISION / DEPARTMENT</b>	iGOT Karmayogi SPV
<b>REPORTING TO</b>	Chief Financial Officer (CFO)
<b>JOB SPECIFICATION</b>	
<b>JOB PURPOSE</b>	Manage the cash flows, finances and accounting of the SPV in compliance with the respective standards. Plan, organize, and execute accounting tasks and projects of the organizations.
<b>ROLE AND RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>i. Responsible for all aspects of accounting (accounts payable, accounts receivable, billing, general ledger entries, bank reconciliation, cash applications, collections, and payroll)</li> <li>ii. Providing support in day to day accounting and other related works.</li> <li>iii. Manage the cash flows, finances and accounting of the SPV in compliance with the respective standards.</li> <li>iv. Maintain cash registers, bank and other receipts/ payment vouchers, be responsible for book-keeping and MIS.</li> <li>v. Create systems for effective cash and accounts management in accordance with the respective guidelines and compliance</li> <li>vi. Coordinate and direct the development and preparation of budgets, forecasts, and projections.</li> <li>vii. Processing of monthly salary, full and final settlement, reimbursements, claims etc.</li> <li>viii. Prepare monthly, quarterly, and annual financial statements, bank reports, and various detailed analysis reports.</li> <li>ix. Prepare analyses of accounts and producing monthly reports</li> <li>x. Provide-assistance in filling of statutory returns for GST and TDS as per statutory requirement.</li> <li>xi. Accounting software/ERP related activities</li> <li>xii. Carry out any additional tasks as directed by Karmayogi Bharat relevant to the position requisites.</li> </ol>
<b>JOB QUALIFICATION &amp; REQUIREMENTS</b>	
<b>EXPERIENCE REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• 5-8 years of progressive accounting experience with a portion of it being in a supervisory role</li> <li>• Ability to work under pressure and meet tight deadlines.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Excellent communication skills in Hindi and English.</li> </ul>
<b>EDUCATION REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Chartered Accountant, Cost Accountant, MBA(Finance) or equivalent.</li> <li>• Advance knowledge of ERP/ Tally ERP is mandatory.</li> <li>• Advance course in accounting is preferred.</li> </ul>
<b>REQUIRED SKILLS</b>	Analytical Thinking  Accounting Management   Taxation   Risk Management   Cash Flow  Service Orientation Conflict management.

## JOB PROFILE

<b>DESIGNATION</b>	Finance Executive
<b>JOB LOCATION</b>	New Delhi
<b>DIVISION / DEPARTMENT</b>	iGOT Karmayogi SPV
<b>REPORTING TO</b>	Chief Financial Officer (CFO)
<b>JOB SPECIFICATION</b>	
<b>JOB PURPOSE</b>	Overall management of financial plans, vendors, policies and procedures.
<b>ROLE AND RESPONSIBILITY</b>	<ul style="list-style-type: none"><li>• Develop and implement financial plans and budgets.</li><li>• Oversee the preparation of financial statements and reports.</li><li>• Analyse financial data to identify trends and areas for improvement.</li><li>• Develop and implement financial policies and procedures.</li><li>• Manage the organization financial risk.</li><li>• Collaborate with other departments to ensure that financial goals are aligned with overall business objectives.</li><li>• Participate in the discussion with vendors, partners etc.</li><li>• Provide financial guidance and support to other members of the organization.</li><li>• Fixed Income Management and related record keeping related to Investments.</li></ul>
<b>JOB QUALIFICATION &amp; REQUIREMENTS</b>	
<b>EXPERIENCE REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• 2-4 years of progressive accounting experience</li><li>• Analytical thinker with strong conceptual and problem-solving skills.</li><li>• Excellent communication skills in Hindi and English.</li></ul>
<b>EDUCATION REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Chartered Accountant/ Cost Accountant / MBA(Finance)/Inter CA/ M.Com or equivalent</li><li>• Advance course in accounting is preferred.</li><li>• Knowledge of ERP/Tally is required</li></ul>
<b>REQUIRED SKILLS</b>	Analytical Thinking  Accounting Management   Taxation   Cash Flow

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