



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}

202, 2ndFloor, C-Wing, NDCC-II Building, Jai Singh Road, Opposite Jantar Mantar, New Delhi-110001

RECRUITMENT UNDER KARMAYOGI BHARAT ON REGULAR BASIS

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 Company under National Programme for Civil Services Capacity Building (NPCSCB) — Mission Karmayogi. iGOT Karmayogi is a platform for anytime, anywhere, any-device learning of civil service officials to enhance their overall competency. Karmayogi Bharat (SPV) has been incorporated under Section 8 of the Companies Act, 2013 as a 100% Government owned not for profit Company. The organization is responsible for operating the iGOT Karmayogi platform and any other digital assets pertaining to the Programme. Further details can be found at <https://karmayogibharat.gov.in/>.

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.

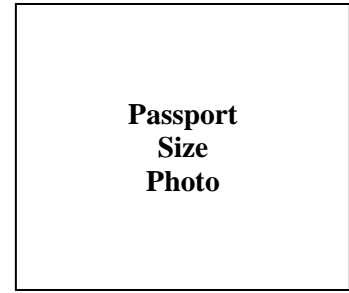
SPV Karmayogi Bharat invites applications for recruitment on regular basis to the following positions:

Sl. No.	Position	Number of Post	Level of Pay
1.	Chief Technical Officer	One (1)	E9
2.	Chief Operating Officer	One (1)	E9
3.	Chief Learning Officer	One (1)	E8
4.	Chief Human Resource Officer	One (1)	E8

Organization is looking for dynamic candidates. The maximum age limit for the appointment on regular basis shall be as per the DPE Guidelines. For further details, please visit Karmayogi Bharat’s website <https://karmayogibharat.gov.in>. Eligible applicants can apply by submitting their applications in given format to our email careers.karmayogi@gov.in, including CV and other documents of qualification, experience, age proof etc. within 21 days of the publishing the advertisement in the Newspaper. Incomplete and date bar applications will not be considered. Only short-listed candidates will be invited for the interview/selection process. The job descriptions of the post have been attached herewith.

Application Form

To
The Chief Executive Officer (CEO)
Karmayogi Bharat
2nd Floor, NDCC-II Building
Jai Singh Road, Opposite Jantar Mantar
New Delhi – 110 001



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				

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: _____

1. Chief Technology Officer

DESIGNATION	Chief Technology Officer		
JOB LOCATION	New Delhi	EMPLOYMENT TYPE	Regular, Level-E 9
DIVISION / DEPARTMENT	iGOT Karmayogi SPV	REPORT TO	Chief Executive Officer
JOB SPECIFICATION			
JOB PURPOSE	Provide sound technical leadership to iGOT through adoption of new age technology and digitalization aligned to business goals. Enable a robust ecosystem to drive digital and technology innovation.		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> Establish the technological vision, strategy, and roadmap for iGOT-Karmayogi Ensure quality, data protection and manage intellectual property of the organization Monitor budgets, timelines, KPIs and IT systems to assess technological performance Understand upcoming software releases and features, major customization efforts, and LMS integrations from the business and technical perspectives Undertake research and product development to continuously upgrade iGOT Karmayogi e-learning platform Oversee all software, hardware, and tech operations to ensure zero downtime Communicate technology competence and infrastructure strength to stakeholders and clients Monitor and analyse technology risks to guarantee data and information security/protection Scan industry and adopt key technology trends to yield competitive advantage Ensure compliances (data, cloud, etc.), analyse metrics and report key insights & findings Ensure that all customer query and complaints are resolved as per defined TAT Assists with vendor management from integration, and implementation perspective. Evaluate vendors against defined SLA to ensure high quality and timeliness Develop a high performing and agile technology team. Hire a great team, create a healthy corporate culture, enhance team communications 		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> Minimum 15 years of experience preferably with at least 3 years in a CTO or equivalent position Excellent communication skills including stakeholder and employee relations management 		

	<p><u>Desirable Criteria</u></p> <ul style="list-style-type: none"> ● Experience in Government sector/advising in Government projects ● Experience in Technology especially in education/ e-learning industry ● Relevant certifications/fellowships/diplomas
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> ● A Master’s degree in Management/Technology is preferred ● Good academic record from a recognized university/institution
REQUIRED SKILLS/ COMPETENCIES	<p>Strategic Orientation Business Acumen Team Building Effective decision-making Change & Adaptability Digital orientation Strategic Vision Product management Agile Project management Data Mining Web Development Cloud computing Mobile applications</p>
KEY RESULT AREAS	<ul style="list-style-type: none"> ● Best in class technology platform through constant innovation ● Technical strategy alignment with overall company goals

2. Chief Operating Officer

DESIGNATION	Chief Operating Officer		
JOB LOCATION	New Delhi	EMPLOYMENT TYPE	Regular, Level-E 9
DIVISION / DEPARTMENT	iGOT Karmayogi SPV	REPORT TO	Chief Executive Officer
JOB SPECIFICATION			
JOB PURPOSE	<p>To lead, manage and coordinate the operational service delivery under the direction of the CEO and in close cooperation with other departments. Responsible for achieving standards reflected in increased adoption, enhanced customer service, reliable operations, and development of staff. Key responsibilities would be to play an active role in ensuring operational excellence as well as supporting by providing detailed analytics to help in tracking and increasing adoption.</p>		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> Create and maintain standardized operational processes that allow maximization of performance and elimination of redundancies. Implement and lead a continuous quality improvement process throughout the program and service areas, focusing on systems/process improvement. Promote regular and ongoing opportunities for all staff to give feedback on program operations. Work closely with the technology team towards optimizing service delivery while striving for standardization of processes. Manage location resources, processes, and systems to ensure customer deliverables meet or exceed promised delivery schedules and Service Level Agreements Co-ordinate with institutes/ departments for TNA, curriculum, courses. Provide expertise to ministry and institutes in identification of training needs Measure business impact, track learner progress, and populate dashboards using IGOT analytics suite and integrations. Provide pre-agreed dashboards to user departments/Ministries Create a comprehensive performance review framework and a system to track and identify follow-up actions. Conduct discussions with stakeholders on the requirements for the course; plan for pre-onboarding and scheduling the courses, planning the study path; ensure that all new courses/users are transitioned seamlessly into IGOT Help desk for onboarding teams Establish ongoing client communication plan to maximize user experience and to meet SLA's. Define delivery standards (SLAs) with respect to availability and timeliness of delivery Identify process optimization and cost reduction opportunities in collaboration with the Quality Team based on user feedback, other relevant data sources. Create and maintain appropriate organization structure and staffing levels. Responsible for retention of staff and minimizing attrition. 		

	<ul style="list-style-type: none"> • Ensure that all employees are updated and informed of respective department operations • Support Karmayogi Bharat with existing users along with expanding the user base. • Work closely with the Finance Team to provide required periodic reporting on progress and challenges, manage budgets for departments • Ensure technology is current, and equipment and resources are adequately available to produce quality delivery and operational support. • Ensure staff's compliance with company policies and coordinate with HR for talent acquisition, retention and succession planning strategies along with their implementation • Monitor performance management of staff • Ensure that all program activities operate consistently and ethically within the mission and values • Help drive all Quality Initiatives • Co-ordinate and evaluate third party agency of assessment provider and the e learning services providers. Monitor usage and provide detailed analytics on gaps for action as required.
JOB QUALIFICATION & REQUIREMENTS	
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • Minimum 15 years of experience in service delivery with at least 3 years in a COO or equivalent position. • Experience leading diverse work teams, developing an organization-wide strategy for program excellence, engaging community partners, and partnering with board of directors. • Candidate should have adequate knowledge of corporate governance, administration, and operations best practices. • Candidate should possess strong communication skills including stakeholder and employee relations management. • Candidate should be skilled at planning and organizing, building partnerships and driving execution, competency evaluation and assessment. <p><u>Desirable Criteria</u></p> <ul style="list-style-type: none"> • Experience in leading the entire operation of a large e-learning firm • Experience working within ministry/department/ government organizations/ government projects • Relevant certifications/fellowships/diplomas (Six sigma/SCM etc.)
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • Master's degree in Management/Supply Chain/ Operations is preferred. • Applicant should have a good academic record from a reputed Indian or International Institution.
REQUIRED SKILLS/COMPETENCIES	High impact communication Planning and Organizing Building Partnerships Driving Execution Customer Focus and Orientation Competency evaluation & assessment

KEY RESULT AREAS

- Availability of high-quality content on platform
- On-boarding of Ministries, institutes as per the overall vision and objective of organization

3. Chief Learning Officer

DESIGNATION	Chief Learning Officer		
JOB LOCATION	New Delhi	EMPLOYMENT TYPE	Regular, Level-E 8
DIVISION / DEPARTMENT	iGOT Karmayogi SPV	REPORT TO	Chief Executive Officer
JOB SPECIFICATION			
JOB PURPOSE	<p>To develop the learning strategy linked to the vision of the program. The job would include an understanding of scientific methods, instructional strategies, and learning technologies in the design, implementation, and evaluation of curriculum, courses/modules on the e-learning platform. It is important to ensure that learning methodologies and assessment processes are contemporary and support the development of forward-looking skills and capabilities.</p>		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> • Identify and prioritize learning needs based on the transformative/developmental agenda of the government like Swachh Bharat, Doubling Farmer Income, Smart City etc. that needs to be developed by iGOT2.0 SPV • Develop and execute of the overall Learning strategy for iGOT platform • Closely co-ordinate with FRAC unit and external vendor to get FRAC operationalized on iGOT • Selection and co-ordination with institutes/ departments for TNA, curriculum, courses. Provide expertise to ministry and institutes in identification of training needs • Continuous improvement in competency framework on iGOT platform and linkages of competency with the training suggestions. • Ensuring FRAC framework is continuously updated on the platform. • Appropriate processes to review the quality of the service providers and track user feedback. • Development of assessment framework and certification process within iGOT Karmayogi platform • Co-ordinate and evaluate third party agency of assessment provider and the e-learning services providers • Establish and agree an appropriate RAPID process to ensure engagement with all stakeholders. (e.g. DoPT/CBC/the heads of 750 training institutes etc.). Serve as the point of contact in connecting internal team members, outsourced vendors, and institutes and Ministries involved • Closely co-ordinate with the PIAA unit to ensure that courses/modules are relevant and improve on the job performance • Scan the industry landscape for advances in the learning and professional development ecosystem • Work with the HR head /or appropriate person to ensure that learning solutions improve on the job performance (SPV) 		

JOB QUALIFICATION & REQUIREMENTS	
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> ● Minimum 15 years of experience with at least 3 years in a CLO or equivalent position. ● Experience of managing Learning through Technology and virtual learning solutions. ● Understanding the diversity of needs across a very different spectrum of learners and adjusting the curriculum accordingly. ● Experience of working with diverse service providers and building learning solutions across multiple pedagogies. ● Knowledge of corporate governance, administration, and general management best practices. ● Excellent communication skills including stakeholder and public relations management.
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> ● Master's degree in Psychology/Human Resources/Sociology/ Education or applied human sciences ● Good academic record from a recognized university/institution
REQUIRED SKILLS/ COMPETENCIES	Change leadership High impact communication Network cultivation Building Organization Talent Coaching and development Statutory knowledge People Strategy Talent Acquisition Compensation & Benefit.
KEY RESULT AREAS	<ul style="list-style-type: none"> ● On-time update of competency dictionary on iGOT platform ● Availability & quality of assessment providers

4. Chief Human Resources Officer

DESIGNATION	Chief Human Resources Officer		
JOB LOCATION	New Delhi	EMPLOYMENT TYPE	Regular, Level-E 8
DIVISION / DEPARTMENT	iGOT Karmayogi SPV	REPORT TO	Chief Executive Officer
JOB SPECIFICATION			
JOB PURPOSE	Developing people strategies aligned to business goals and overseeing all HR functions. Transform iGOT2.0 SPV into a modern, productive, and inclusive workspace.		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> ● Initiate, articulate and amplify values, culture, and goals within the organization, ● Develop talent management (Hire to Retire) strategies to build strong capabilities for future needs ● Ensure that all policies and procedures are updated, legally compliant and align with the mission and objectives ● Managing the overall manpower cost and HR budget ● Design people strategies aligned to objectives and goals of the organization ● Design HR practices and regulations, as well as present any proposals for changes to senior management and oversee implementation ● Ensure active communication with departmental and executive stakeholders to understand the unique needs of our workforce. ● Balance resources and manage financial implications and trade-offs of investments in talent ● Drive efficiencies and engage the workforce through innovations in technology solutions. ● Drive leading digital HR practices and people analytics to drive decision-making ● Promote diversity & inclusion in the workplace to reinforce iGOT's position as equal opportunity employer ● Lead employer branding efforts and ensure iGOT is a Great Place to Work ● Scan industry landscape to analyse and anticipate business & talent threats and opportunities ● Work in tandem with other C-suite executives to propel organization growth 		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> ● Minimum 15 years of experience with at least 3 years in a CHRO or equivalent position ● Experience in preparing & implementing HR policies, recruitment, talent management, compensation etc. ● Excellent communication skills including stakeholder and public relations management 		

EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> ● A Master’s degree in Management/ HR/ Social Science/Humanities is required ● Good academic record from a recognized university/institution
REQUIRED SKILLS/ COMPETENCIES	<p>Change leadership High impact communication Network cultivation Building Organization Talent Coaching and development Statutory knowledge People Strategy Talent Acquisition Compensation & Benefit.</p>
KEY RESULT AREAS	<ul style="list-style-type: none"> ● On-time recruitment with high caliber employee ● Adherence to HR policies, process & guidelines ● Developing a highly engaging and motivated workforce
