

Government of India
Karmayogi Bharat
Special Purpose Vehicle- Mission Karmayogi
(NDCC - II Building Near Jantar Mantar New Delhi)
**Advertisement for Engagement of Consultants for Establishment, Cash and Accounts in
Karmayogi Bharat, the Special Purpose Vehicle to drive Mission Karmayogi**

Applications in the prescribed format (provided in the Annexure-1) are invited from candidates fulfilling the eligibility criteria for engagement as the Establishment, Cash and Accounts Officer (3) at Karmayogi Bharat, New Delhi. The details and description of work are given below:

Position: Consultant for Establishment, Cash and Accounts

Number of Positions: 3 (Three)

Eligibility Criteria and Qualifications	<ul style="list-style-type: none"> ● Retired officers in pay level 8 or 10 (7th CPC) from Central Government of India, attached and subordinate offices, autonomous bodies of Government of India ● Experience in administration/ establishment/cash and accounting ● Experience in performing tasks pertaining to administration, establishment, cash and accounting for an e-learning project will have an added advantage.
Nature of Duties	<ul style="list-style-type: none"> ● Manage the administrative operations, cash flows, finances and accounting of the SPV in compliance with the respective standards ● Ensure seamless administrative operations at Karmayogi Bharat ● Manage and record day-to-day operations ● Maintain cash registers, bank and other receipts/ payment vouchers, be responsible for book-keeping and MIS ● Prepare and maintain relevant records of SPVs expenditures, capital structure and transactions ● Ensure that all documents reflect a fair and true picture of the organisation's engagements ● Ensure that the guidelines in matters of establishment and accounts are well-aligned with the objectives of the SPV ● Prepare operational goals and budgets with risk mitigation strategies for long term sustenance ● Create systems for effective cash and accounts management in accordance with the respective guidelines and compliance ● Implement standards to ensure that Karmayogi Bharat is a healthy workplace with efficient operations across teams, catering to the safety and health of all stakeholders ● Carry out any additional tasks as directed by Karmayogi Bharat

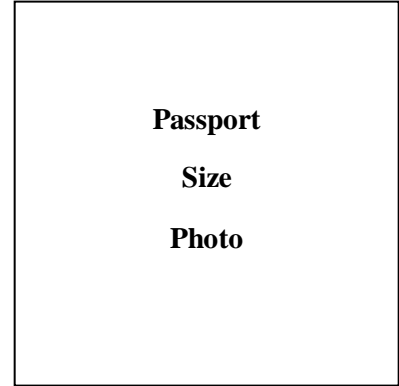
	relevant to the position requisites
Period of Engagement	One year and extendable based on performance
Job Location	Karmayogi Bharat office, Ministry of Home Affairs- NDCC, Jai Singh Marg, Connaught Place, New Delhi, Delhi 110001
Age Limit	<ul style="list-style-type: none"> ● Candidates should not be more than 63 years of age as on the last date of receipt of applications. ● The age ceiling for continuation of contract shall be 65 years as on the date of renewal of contract on year to year basis and shall depend on the quality of services rendered subject to satisfaction and recommendation of the Divisional Head/Controlling Officer. ● The maximum period of engagement shall be up to the age of 65 years or for the contract term
Working Hours and leaves	<ul style="list-style-type: none"> ● Selected candidates will have the usual 8.5hours of office from 9am-5:30pm. ● They may be required to extend working hours beyond the specified time and be called to attend office on Saturday/Sunday or any other holiday in case of exigencies. ● Selected officers would be eligible for 1.5 days leave for each completed month of service which may not be accumulated beyond a calendar year ● Un-availed leave in a year cannot be carried forward to next calendar year
Remuneration and Entitlements	<ul style="list-style-type: none"> ● Officers will be paid a fixed monthly remuneration amount arrived at by deducting the basic pension from the last pay drawn at the time of retirement as per the Department of Expenditure's instruction OM No. 3-25/2020-E.IIIA dated 09.12.2020. ● Amount of remuneration so decided shall remain unchanged for the term of contract. There will be no annual increment or percentage increase during the term of contract. ● No additional remuneration shall be provided for extra hours or working on holidays. ● Officers will not be eligible for any kind of allowances of accommodation facility. However, if they are deputed to travel inside the country in connection with official work, they will be given TA/DA as admissible to regular employee of the same grade he/she retired after obtaining the approval of competent authority. ● Transport allowance @Rs. 7200/- per month or exactly getting before retirement will be paid.
Application Process	<ul style="list-style-type: none"> ● The eligible applicants may submit their applications at

careers.karmayogi@gov.in. This must include CV and certified documents of qualification, experience, etc.

- Applications must be sent within 7 days of publication of this advertisement on the website.
- Incomplete applications shall not be considered.
- Karmayogi Bharat will review the applications and invite only the shortlisted candidates for an interview at the office.

Annexure 1- Application Form

To,
The Board of Directors Karmayogi
Bharat Room No.307, 3rd Floor,
Old JNU Campus, New Delhi – 110 067



Subject – Regarding appointment of _____ Post

Reference – Dated _____ advertisement in the website _____

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 (zip 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: _____

