



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 THE POST OF GRAPHIC DESIGNER 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):

Sl. No.	Name of Post	Total Post
1.	Graphic Designer	1

The remuneration would be based on the qualifications and experience of the candidate and as per industry norms. The job description of the post has 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, including Application form, CV and other documents of qualification, experience, age proof etc. by 16th July 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
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: _____

JOB PROFILE			
DESIGNATION	Graphic Designer	NUMBER OF POST(S)	1
DIVISION / DEPARTMENT	iGOT Karmayogi	REMUNERATION	Based on experience and profile
JOB LOCATION	New Delhi		
JOB SPECIFICATION			
JOB PURPOSE	As a Graphic Designer, you will collaborate with our Content/Creative and other teams to create compelling visual assets that align with iGOT Karmayogi's branding and communication goals.		
ROLE AND RESPONSIBILITY	<ol style="list-style-type: none"> 1. Study design briefs and determine requirements 2. Identify the best way to illustrate and communicate vision of Karmayogi Bharat across all assets (both digital and traditional) while complying with best practices 3. Lead and assist in designing engaging social media content, infographics, GIFs, video thumbnails and other digital assets to enhance online presence and brand visibility. 4. Collaborations with Researchers, Writers, Video editors, Tech teams of Karmayogi Bharat. 5. Stay updated with industry trends and best practices to ensure the use of latest design software and their use. 6. Manage multiple design projects simultaneously and meet deadlines effectively. 7. Assisting in the creation and editing of videos and animations is an added bonus. 		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	<ol style="list-style-type: none"> 1. Bachelor's degree or equivalent in Graphic Design, Visual Communication, or a related field. 2. Minimum 3 Years of experience in Government/ reputed Governmental Organizations/ International development agencies/ Private Organizations. However, experience can be relaxed for suitable candidates. 3. Experience in all design software not limited to the Adobe Suite (Photoshop, Adobe Illustrator, Corel Draw, Adobe InDesign, etc). 4. Strong artistic and creative abilities with a keen eye for detail and a solid understanding of design principles. 5. Familiarity with user experience (UX) and user interface (UI) design concepts. 6. Working knowledge of web design principles and responsive design (HTML/CSS knowledge) is a plus. 7. Please share a portfolio showcasing a diverse range of design projects and demonstrating your design capabilities. 		

EDUCATION REQUIREMENTS	<ol style="list-style-type: none">1. Graduation in Graphic designing/related field OR,2. Graduate in any discipline with Certificate courses in Graphic Designing/ Multi-Media from a reputed institution.
REQUIRED SKILLS/ COMPETENCIES	Creative Designing Adobe Suite Infographics Analytical Thinking
