



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 JantarMantar, New Delhi-110001

ADVERTISEMENT FOR HIRING 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 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 to operate the iGOT Karmayogi platform and any other digital assets pertaining to the Programme. Further details can be found at <https://karmayogibharat.gov.in/>.

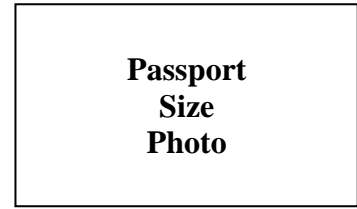
Karmayogi Bharat is looking for Graphic Designer to join our team and will be required to create Infographics, Static and GIF on a regular basis. Graphic Designer will be required to collaborate with and inspire cross-functional teams to deliver designs that are creative, useful, and align with technical standards. Graphic designer should be updated with latest software and applications to design and develop digital solutions.

You will be under probation for the first 3 months from the date of joining. It is not mandatory for Karmayogi Bharat 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 Karmayogi Bharat and shall be solely based upon your performance. After successful completion of initial contract period, regular contract will be given.

For further details, please visit Karmayogi Bharat's website <https://karmayogibharat.gov.in>. Eligible applicants can apply by submitting their applications to the given address or to our email careers.karmayogi@gov.in, including CV and other documents of qualification, experience, age proof etc. by 22nd December 2022. 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 as **Annexure A**.

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: _____

JOB PROFILE			
DESIGNATION	Graphic Designer		
JOB LOCATION	New Delhi	NUMBER OF POST(S)	One (1)
DIVISION / DEPARTMENT	iGot Karmayogi	REMUNERATION	Based on experience and profile
JOB SPECIFICATION			
JOB PURPOSE	Design and create Infographics, Static and GIF. Develop high-quality app, homepages and align with technical standards. Design and develop digital solutions by using the latest software and applications.		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> • Study design briefs and determine requirements of the organization. • Identify the best way to illustrate and communicate vision of Karmayogi Bharat and its clients' while complying with design best practices. • Create Infographics, Static and GIF on a regular basis. • Deep Collaborations with Researchers, Writers, Video editors, Tech teams of Karmayogi Bharat and PMUs. • Design and develop iGot Karmayogi App, homepages, landing pages, and email concepts. • Selection of colors, images, typography and layout for communication materials, including websites, logos, signs books, magazine covers, annual reports, advertisements and social media posts. • Provide creative solutions for a variety of uses on websites, product graphics, email templates, organization's visibility, brand campaigns, photography etc. • Use the latest software and applications to design and develop digital solutions. 		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • Minimum 3 Years of experience in Government/ reputed Governmental Organizations/ International development agencies/ Private Organizations. However, experience can be relaxed for suitable candidates. • Expertise with standard digital design tools, including Sketch, Adobe Illustrator, Adobe Photoshop, Adobe XD, InVision, etc. • Working knowledge of CSS and HTML • A strong background in developing layouts and graphic design for E-books/Magazines, Brochures, Posters etc. 		

EDUCATION REQUIREMENTS	<ul style="list-style-type: none">• Graduation in Graphic designing/related field OR,• Graduate in any discipline with Certificate courses in Graphic Designing/ Multi-Media from a reputed institution.
REQUIRED SKILLS/ COMPETENCIES	Creative designing updated tools and technology Infographics Analytical Thinking.
