

**ADVERTISEMENT FOR HIRING OF PERSONAL ASSISTANTS IN KARMAYOGI BHARAT ON  
CONTRACTUAL BASIS**

**About the organization**

Karmayogi Bharat is a Special Purpose Vehicle (SPV), as envisaged by the robust institutional framework of Mission Karmayogi. It is registered under Section 8 of the Companies Act, 2013 as a 100% Government owned not-for-profit Company, administered by DoPT. It 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. The SPV follows an annual subscription-based revenue model and is a self-sustaining body that holds the requisite management autonomy and information to impact the government, all its officers, and the public at large.

iGOT Karmayogi is a comprehensive online platform that enables online, face-to-face, and blended learning and manages lifelong learning records of the officials. Linkages between the two will enable (a) AI enabled assessment of competency levels and competency gaps in an individual and (b) data driven strategic HR decision making, both leading to Strategic HR management of the Government. The entire Programme will be managed by a robust Institutional Framework with shared ownership between the Centre and the States, complemented by a Policy Framework that evolves implementable policies, aligns government modalities, and creates positive momentum.

**About Mission Karmayogi**

The National Programme for Civil Services Capacity Building (NPCSCB) – “Mission Karmayogi” has been initiated by the Government of India to transform the Indian civil services capacity building landscape. The primary objective of the Programme is to transition from rule-based to role-based Human Resource Management System through a technology-driven competency-based capacity building landscape for civil services. It focuses on citizen centricity and development of behavioural, functional, and domain competencies through customised e-learning resources for a well-trained, future-ready and prepared civil servant to address the 21st century challenges. It will equip the frontline officials with the right Attitude, Skills, and Knowledge to foster healthy relations and trust of the public as they fulfil their roles and responsibilities to accelerate welfare of all. This will establish an enabling environment for all government officials and a demand-driven capacity building ecosystem offering world-class learning resources with unrestricted and equitable access through the iGOT Karmayogi platform.

Karmayogi Bharat is inviting applications from eligible candidates for the following position purely on contractual basis. Initially, the contract would be for One year and extendable based on the performance. Remuneration would be based on the qualification and experience of the selected candidate and will be fixed as per the industry norms. The job description is at **Annex I**.

<b>Name of Position</b>	Personal Assistant
<b>Number of posts</b>	3 (Three)
<b>Education Qualification</b>	<ul style="list-style-type: none"> <li>• Degree or diploma in any field.</li> <li>• Certification in secretarial work, office administration or related training.</li> </ul>
<b>Experience and skills</b>	<ul style="list-style-type: none"> <li>• Minimum 2-4 years of experience in the similar field in Government/ PSUs/Private organisations.</li> <li>• Proficiency in MS office such as MS Word, Excel, and PowerPoint.</li> <li>• Advanced typing, note-taking, recordkeeping, and organizational skills.</li> <li>• Ability to manage internal and external correspondence.</li> <li>• Working knowledge of printers, copiers, scanners, and fax machines.</li> <li>• Excellent written and verbal communication skills in English and Hindi.</li> </ul>
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Act as a liaison and provide support to CEO, COO, CFO and Senior Officers/Advisors.</li> <li>• Managing diaries, calendars and organising meetings/ appointments.</li> <li>• Arrange and handle all logistics for meetings and events like draft agendas, collating presentation materials and record meeting minutes on behalf of Karmayogi Bharat.</li> <li>• Complete a broad variety of administrative tasks like assisting with special projects, designing reports and presentations, collecting and preparing information for meetings, maintaining contact lists, making travel arrangements and completing expense reports.</li> <li>• Assist in the selection of vendors &amp; purchase equipment, services and supplies necessary for operation of organization.</li> <li>• Support in organising events and conferences.</li> <li>• Managing databases and filing systems.</li> <li>• Other projects/duties as assigned for the overall benefit of the organization.</li> </ul>
<b>Application Process</b>	<ul style="list-style-type: none"> <li>• The eligible candidates may submit their applications at <a href="mailto:careers.karmayogi@gov.in">careers.karmayogi@gov.in</a>. This must include CV and documents of qualification, experience, etc.</li> <li>• Applications must be sent within 15 days of publication on the website</li> <li>• Incomplete applications shall not be considered.</li> <li>• Karmayogi Bharat will review the applications and invite only the shortlisted candidates for an interview at the office.</li> </ul>