



## 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 GENERAL MANAGER RISK AND COMPLIANCE ON REGULAR BASIS 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 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.

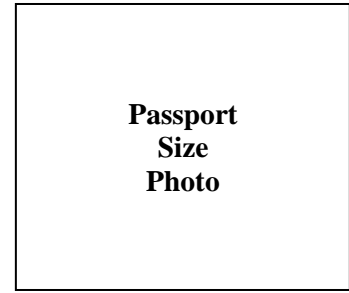
SPV Karmayogi Bharat invites applications for recruitment on regular basis to the following positions:

Sl. No.	Position	Number of Post	Level of Pay
1.	General Manager – Risk and Compliance	One (1)	E6

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](mailto:careers.karmayogi@gov.in), including CV, Educational certificates, experience certificates, NOC from present employer, Aadhar card and any other supporting documents by 24<sup>th</sup> January 2024. 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 is attached herewith.

**Application Form**

To  
**The Chief Executive Officer (CEO)**  
**Karmayogi Bharat**  
**2<sup>nd</sup> 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. Category (SC/ST/General/OBC/any other): \_\_\_\_\_
7. E-mail Address: \_\_\_\_\_

8. Details of the Educational Qualification held by the Applicant

S.No.	Educational Qualification	Passing Year	Marks	Percentage

9. 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				

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10. Professional Trainings/Certifications

Organization	Details Training/Certification	of		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: \_\_\_\_\_

<b>General Manager – Risk and Compliance</b>			
<b>DESIGNATION</b>	General Manager – Risk and Compliance		
<b>JOB LOCATION</b>	NEW DELHI	<b>LEVEL</b>	E6
<b>DIVISION / DEPARTMENT</b>	iGOT Karmayogi SPV	<b>REPORTS TO</b>	COO
<b>JOB SPECIFICATION</b>			
<b>JOB PURPOSE</b>	Set up and enforce a reliable Risk and Compliance Framework to minimize business risks and ensure adherence to legal and government regulations. Ensure adherence to the Whistle Blower and Fraud Prevention policy.		
<b>ROLE AND RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>• Developing, implementing, and maintaining the Organization’s Risk and Compliance Policy keeping in mind the high ethical standards set by the Organization and the risks associated with technology in learning, copyrights, and distribution of material</li> <li>• Ensure adherence to the Whistle Blower and Fraud Prevention Policy</li> <li>• In case of a whistle blower incident, ensure treatment as per the policies and guidelines.</li> <li>• Creating systems of control to prevent and deal with violations of legal guidelines and internal Organization policies</li> <li>• Creating and coordinating proper reporting channels for compliance issues</li> <li>• Coordinating and scheduling compulsory compliance trainings for all employees of the Organization</li> <li>• Coordinating and scheduling regular audits on risk and compliance</li> <li>• Constantly reviewing and updating the risk and compliance policies while strongly enforcing them</li> </ul>		
<b>JOB QUALIFICATION &amp; REQUIREMENTS</b>			
<b>EXPERIENCE REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Minimum 10 years of experience with at least 3 years in Head of Risk and Compliance or equivalent position</li> <li>• Should have experience of leading an organization in the capacity of Lead or Head of Risk &amp; Compliance Experience in Government sector/advising in Government projects will have an added advantage</li> <li>• Experience in Risk/ Compliance/ Audit especially in Technology/ e-learning industry will have an added advantage</li> <li>• Knowledge of corporate governance, administration and best practices followed in the country.</li> <li>• Excellent data interpretation skills, experience and knowledge</li> </ul>		

	in risk management, corporate governance, and compliance frameworks
<b>EDUCATION REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• The candidate must have a bachelor’s degree/ CA/ CS/ Law</li> <li>• A Master’s degree in Management/ Company Law/ Audit is preferred Good academic record from a recognized university/institution</li> <li>• Relevant certifications/fellowships/diplomas shall have added advantage</li> </ul>
<b>REQUIRED SKILLS/ COMPETENCIES</b>	Financial and Legal Acumen   Risk Assessment   Conflict Management   Data Interpretation   Building trust and transparency

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