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

RECRUITMENT UNDER E-HRMS 2.0, 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 is also implementing e-HRMS 2.0 which aims to provide an integrated platform for managing employee profiles, deputation, salary slips, vigilance, e-sign, VRS, Notifications, implementation of Chat Bot with the help of Generative AI (Gen AI) and many more services. The upgraded system intends to automate the entire HR process, improve efficiency and reduce errors. The project is guided by the DoPT, aims to enhance the Human Resources Management system for Government Employees.

SPV Karmayogi Bharat invites applications from eligible candidates for recruitment to the following position(s) under e-HRMS 2.0 on contractual basis:

Sl. No.	Name of Post	Total Post	Advertisement
1.	Program Manager	1	Annex I
2.	Deputy Manager (Document Writer)	1	Annex II
3.	Associate (Onboarding, Capacity Building Trainer)	1	Annex III
4.	Sr. Software Developer- Back end	1	Annex IV

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 I**.

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 14th December 2024. 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

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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 From To	Designation of the Post held	Remuneration	Detailed description of work	Reason of leaving each post

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: _____   Signature of Applicant: _____
Date: _____   Name of the Applicant: _____

JOB PROFILE			
DESIGNATION	Program Manager	**JOB LOCATION**	New Delhi
DIVISION/DEPARTMENT	E-HRMS	**REPORT TO**	Chief Technology Officer
JOB SPECIFICATIONS			
JOB PURPOSE	Oversee the overall platform for Karmayogi Bharat – eHRMS 2.0. The job would entail documenting and analysing the platform architecture and design as per the overall program strategy and vision. The individual would be responsible for providing technical leadership to the platform that creates and maintains a detailed view of the technical architecture.		
ROLE & RESPONSIBILITY	- Liaison with different business teams and determine functional and non-functional requirements. - Design and define platform architecture and roadmap. - Develop high-level product specifications with attention to system integration and feasibility. - Use tools and methodologies to create representations for functions and user interfaces of desired products. - Define all aspects of development from appropriate technology and workflow to coding standards. - Manage a team of software developers and coders, quality analysts and technical support staff. - Communicate successfully all concepts and guidelines to the development team. - Oversee the progress of the development team to ensure consistency with the initial design. - Provide technical guidance and coaching to developers and engineers. - Ensure software meets all requirements of quality, security, modifiability, extensibility etc. - Approve final product before launch		
JOB QUALIFICATION & REQUIREMENT			
EXPERIENCE REQUIREMENTS	10+ Years of Proven experience in project management, specifically in eHRMS 2.0 implementation or HR technology systems. - Strong understanding of HR processes, practices, and compliance standards. - Proficiency in eHRMS 2.0 platforms (such as SAP, Oracle,		

	etc.) and project management tools. ● Excellent communication, leadership, and stakeholder management skills. ● Analytical mindset with the ability to interpret data and make strategic decisions for system improvements.
EDUCATION REQUIREMENTS	Bachelor's or Master's degree in Human Resources, Information Technology, Business Administration, or related field.
REQUIRED SKILLS/COMPETENCIES	Project Management | Technical Knowledge | HR and Business Acumen | Leadership and Communication | Problem-Solving and Adaptability | Quality Assurance and Training | Change Management

JOB PROFILE			
DESIGNATION	Deputy Manager-Document Writer	**JOB LOCATION**	New Delhi
DIVISION/DEPARTMENT	E-HRMS	**REPORT TO**	Chief Technology Officer
JOB SPECIFICATIONS			
JOB PURPOSE	Oversee the overall platform content requirements for Karmayogi Bharat – e-HRMS 2.0 which includes user manuals, technical guides, training materials, policies, and procedures. Document Writers collaborate with subject matter experts to gather information and then translate complex technical or business concepts into accessible and comprehensible content for the intended audience.		
ROLE & RESPONSIBILITY	- Develop comprehensive documentation for e-HRMS 2.0 that meets organizational standards of Karmayogi Bharat - Gain deep understanding of products and services, and translate complex information into simple, polished, engaging content - Write user-friendly content that meets the needs of target audience, turning insights into language for user success - Develop and maintain detailed database of reference materials, including research, usability tests, and design specifications - Evaluate current content and develop innovative methods for improvement - Research, outline, write, and edit content, working closely with various departments to understand project requirements - Gather information from subject-matter experts and develop, organize, and write procedure manuals, technical specifications, and process documentation - Work with development and support leads to identify documentation repositories, revise and edit, and determine best solutions for data compilation and centralized storage - Research, create, and maintain information architecture		

	templates that adhere to organizational and legal standards and allow for easy data migration ● Develop content in alternative media forms for maximum usability, with consistent voice across all documentation ● Update training materials, FAQ's and resources as necessary to reflect system changes and new requirement implementation for e-HRMS 2.0.
JOB QUALIFICATION & REQUIREMENT	
EXPERIENCE REQUIREMENTS	● Two or more years of experience as an effective technical writer ● Proven experience in technical writing, preferably in HR software or systems. ● Strong understanding of HR processes and best practices. ● Excellent written and verbal communication skills. ● Proficiency in documentation tools (e.g., Microsoft Word, Adobe Captivate, or similar software). ● Ability to work independently and manage multiple projects simultaneously. ● Strong attention to detail and ability to meet deadlines. ● Proficiency in eHRMS platforms ● Excellent communication, leadership, and stakeholder management skills.
EDUCATION REQUIREMENTS	Bachelor's degree (or equivalent) in English, Journalism, Communications, Human Resources, Education or relevant technical field.
REQUIRED SKILLS/COMPETENCIES	Technical Writer | Content Creation | Technical Knowledge | HR and Business Acumen | Leadership and Communication | Problem-Solving and Adaptability | Presentation and Training | Learning and Development | Organizational Skills.

JOB PROFILE			
DESIGNATION	Associate (Onboarding, Capacity Building Trainer)	**JOB LOCATION**	New Delhi
DIVISION/DEPARTMENT	E-HRMS	**REPORT TO**	Chief Technology Officer
JOB SPECIFICATIONS			
JOB PURPOSE	Oversee the overall platform Training and onboarding requirements for Karmayogi Bharat – eHRMS 2.0. The Capacity Building Trainer for eHRMS 2.0 will play a crucial role in enhancing the skills and knowledge of staff and stakeholders regarding the effective use of the eHRMS. The trainer will develop training materials, deliver workshops, and provide ongoing support to ensure that users can maximize the system's capabilities.		
ROLE & RESPONSIBILITY	**Training Development:** ● Identify MDO (Ministry/Department/Office) wise training and capacity building needs of the respective department. ● Develop action plans based on the capacity building roadmap and training strategy to achieve the capacity building targets. ● Design and develop comprehensive training programs tailored to various user levels, from beginners to advanced users. ● Create training materials, including manuals, presentations, and e-learning modules. **Training Delivery:** ● Conduct engaging training sessions, workshops, and webinars, both in-person and online. ● Utilize various instructional techniques to accommodate different learning styles. ● Preparation of training tools /systematic operation procedures/ guidelines for software-based activities/Requirement gathering. Manage promotional activities for department's portal & mobile app ● Support for publication work & undertake any other assignments, which may be assigned from time to time. **User Support:** ● Provide ongoing support and guidance to users post-training, addressing questions and troubleshooting issues. ● Facilitate user feedback sessions to continuously improve training programs. **Monitoring and Evaluation:**		

	- Assess the effectiveness of training programs through evaluations and feedback. - Adjust training approaches based on participant feedback and changing needs. **Collaboration:** - Work closely with IT, HR, and other departments to ensure alignment of training with organizational goals. - Collaborate with stakeholders to identify training needs and priorities. **Documentation:** - Maintain accurate records of training sessions, participant attendance, and evaluations. - Update training materials and resources as necessary to reflect system changes and new requirement implementation for e-HRMS 2.0.
JOB QUALIFICATION & REQUIREMENT	
EXPERIENCE REQUIREMENTS	- Minimum 2-3 years of experience in Capacity building (Training & Development). - Experience of at least 1 years in implementation of large IT / e-Governance projects with emphasis on training - Experience of having led business process re-engineering /process improvement engagements is desirable. - Partner effectively with senior officers and stakeholders for effective change. - Partner with stakeholders to design solutions which optimise governmental processes for effective change. - Strong understanding of HR processes, practices, and compliance standards. - Proficiency in eHRMS 2.0 platforms - Excellent communication, leadership, and stakeholder management skills.
EDUCATION REQUIREMENTS	Bachelor's or Master's degree in Information Technology, Engineering, Human Resources, Education, Public Administration, Law or related field.
REQUIRED SKILLS/COMPETENCIES	Trainer | Facilitator | Technical Knowledge | HR and Business Acumen | Leadership and Communication | Problem-Solving and Adaptability | Presentation and Training | Learning and Development | Organizational Skills

JOB PROFILE			
DESIGNATION	**Sr. Software Developer- Back end**	**JOB LOCATION**	New Delhi
DIVISION/DEPARTMENT	E-HRMS	**REPORT TO**	System Architect
JOB SPECIFICATIONS			
JOB PURPOSE	The Sr. Software Developer will play a crucial role in designing, developing, and maintaining software solutions that drive the functionality and efficiency of the HR technology infrastructure. The focus will be on creating scalable, secure, and user-friendly applications within the eHRMS 2.0 platform.		
ROLE & RESPONSIBILITY	1. **Software Development** ● Design and develop software modules, features, and applications within the eHRMS 2.0 platform based on functional requirements and user needs. ● Write clean, maintainable, and efficient code following best practices and coding standards. 2. **Integration and Interface Development** ● Integrate eHRMS 2.0 modules with other systems (payroll, performance management, etc.) and third-party applications, ensuring seamless data flow and functionality. ● Develop user interfaces and APIs to facilitate smooth interactions and data exchange between different components of the eHRMS 2.0. 3. **Database Interaction** ● Work closely with Database Administrators to optimize database interactions, queries, and data retrieval for efficient application performance. ● Implement database schemas, stored procedures, and SQL queries as needed for eHRMS 2.0 functionalities. 4. **Testing and Quality Assurance**		

	● Conduct unit testing, integration testing, and participate in user acceptance testing (UAT) to ensure software meets functional requirements and quality standards. ● Identify and debug issues, and collaborate with teams to implement solutions. **5. Documentation and Maintenance** ● Document software designs, specifications, and processes for reference and future maintenance. ● Perform routine maintenance tasks, updates, and enhancements to existing software components within the eHRMS 2.0. **6. Collaboration and Communication** ● Collaborate with cross-functional teams including UX/UI designers, DBAs, and stakeholders to ensure alignment with project goals. ● Communicate technical concepts and solutions effectively to both technical and non-technical stakeholders.
JOB QUALIFICATION & REQUIREMENT	
EXPERIENCE REQUIREMENTS	● 6-10 Years of experience in software development, preferably working on HR systems or enterprise-level applications. ● Proficiency in programming languages (Required : Java, Python, Django) and software development frameworks. ● Strong understanding of software design principles, data structures, and algorithms. ● Experience with database technologies and integration methods (APIs, web services). ● Excellent problem-solving and analytical skills with a strong attention to detail.
EDUCATION REQUIREMENTS	Bachelor's degree in Computer Science, Software Engineering, or a related field.
REQUIRED SKILLS/COMPETENCIES	Software Development	Integration and Interface Development	Database Interaction	Testing and Quality Assurance	Documentation and Maintenance	Collaboration and Communication	Microservices

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