KARMAYOGI BHARAT

ADVERTISEMENT FOR THE POST OF SYSTEM ADMINISTRATOR UNDER 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
1.	System Administrator	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 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 2nd August 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

| Passport |
| Size |
| Photo |

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	**System Administrator**	**JOB LOCATION**	New Delhi
DIVISION/DEPARTMENT	E-HRMS	**REPORT TO**	Chief Technology Officer
JOB SPECIFICATIONS			
JOB PURPOSE	The System Administrator for the electronic Human Resources Management System (eHRMS) will be responsible for managing and maintaining the overall health, security, and performance of the HR technology infrastructure. The role involves ensuring system reliability, overseeing configurations, and implementing necessary updates to support seamless HR operations.		
ROLE & RESPONSIBILITY	**1. System Configuration and Maintenance:** ● Configure and maintain servers, databases, and network infrastructure supporting the eHRMS, ensuring optimal performance and reliability. ● Install, upgrade, and configure system software and applications necessary for the eHRMS environment. **2. Security Management:** ● Implement and maintain security protocols, access controls, and user permissions to safeguard sensitive HR data within the eHRMS. ● Monitor system security, conduct regular audits, and implement security patches and updates. **3. Backup and Recovery:** ● Develop and maintain backup and disaster recovery plans to ensure data integrity and system availability in case of failures or disruptions. ● Test and validate backup procedures to minimize data loss and downtime. **4. Performance Monitoring and Optimization:** ● Monitor system performance, identify bottlenecks, and implement optimizations to enhance the eHRMS's efficiency and responsiveness. ● Conduct regular performance tuning and capacity planning to meet evolving HR system needs. **5. Troubleshooting and Issue Resolution:**		

	● Troubleshoot technical issues within the eHRMS environment, including hardware, software, and network-related problems, and resolve them promptly. ● Coordinate with vendors and support teams for escalated issues requiring external assistance. **6. Documentation and Reporting:** ● Maintain comprehensive documentation of system configurations, procedures, and policies. ● Generate reports on system performance, maintenance activities, and security audits for stakeholders.
JOB QUALIFICATION & REQUIREMENT	
EXPERIENCE REQUIREMENTS	● 6+ Years of experience in system administration, preferably in managing HR systems or enterprise-level applications. ● Proficiency in system administration tools and technologies (e.g., Windows/Linux servers, Active Directory, VMware, etc.). ● Strong understanding of network protocols, security principles, and best practices. ● Excellent problem-solving and analytical skills with attention to detail. ● Effective communication and collaboration abilities.
EDUCATION REQUIREMENTS	Bachelor's degree in Information Technology, Computer Science, or related field.
REQUIRED SKILLS/COMPETENCIES	System Configuration and Maintenance | Security Management | Backup and Recovery | Troubleshooting and Issue Resolution | Documentation and Reporting

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