



# 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 HIRING OF YOUNG PROFESSIONAL IN KARMAYOGI BHARAT (SPECIAL PURPOSE VEHICLE), 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.

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.

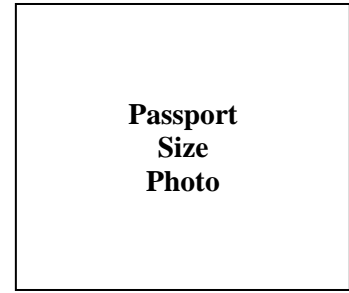
SPV Karmayogi Bharat invites applications from eligible candidates for recruitment to the following position(s) on Contractual Basis:

Sl. No.	Name of Post	Total Post	Job description
1	Young Professional - HR	1	Annexure A

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](mailto:careers.karmayogi@gov.in), including Application form, CV and other documents of qualification, experience, age proof etc. by 20.11.2024. 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**  
**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. 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: \_\_\_\_\_

<b>JOB PROFILE</b>			
<b>DESIGNATION</b>	Young Professional-HR		
<b>UPPER AGE LIMIT</b>	32 years	<b>JOB LOCATION</b>	New Delhi
<b>DIVISION / DEPARTMENT</b>	Karmayogi Bharat	<b>REMUNERATION</b>	INR 70000 (All Inclusive CTC)
<b>JOB SPECIFICATION</b>			
<b>ROLE AND RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>● Managing complete recruitment processes, writing job description, posting openings, resume screening, scheduling interviews, and conducting background checks.</li> <li>● Facilitating the onboarding process for new hires. Organize induction programs to provide information about the company, its policies and procedures.</li> <li>● Managing functional requirements like laptop/system, workstation, stationary, email id creation etc. for new hires and existing employees.</li> <li>● Assistance in drafting and implementing HR policies and procedures.</li> <li>● Managing employee benefits and compensation packages for different employments.</li> <li>● Assisting with end-to-end payroll processing and administration for different employment.</li> <li>● Calculating and verifying employee salaries, benefits, and deductions in accordance with company policies, employment contracts, and regulations.</li> <li>● Handling statutory compliances such as NPS, PF, ESIC, gratuity.</li> <li>● Ability to handle Grievances, employee relations issues and resolving conflicts.</li> <li>● Ability to Plan, Arrange and Manage team building activities for employees and celebrate National events.</li> <li>● Ability to manage performance review procedures manually / systematically.</li> <li>● Knowledge of Noting / drafting, Office Orders, Office Memorandums etc.</li> <li>● Maintain and keep a record of employee attendance, employee database, leave records etc.</li> <li>● Manage, maintain and generate reports through HRIS.</li> <li>● Manage the safety issues and complaints of the workplace.</li> <li>● Day-to-day operational work under HR department.</li> </ul>		
<b>JOB QUALIFICATION</b>			
<b>EDUCATIONAL REQUIREMENT</b>	<ul style="list-style-type: none"> <li>● Bachelor's degree in any field.</li> <li>● Post Graduate Diploma/ degree in HR is Preferred.</li> <li>● Diploma / Certification in HR management.</li> </ul>		

**EXPERIENCE & SKILL  
REQUIREMENT**

- Minimum 1 year of experience in HR from Government organization / Institution/PSUs.
- Experience in employee engagement.
- Experience in Government sector consulting is preferred.
- Experience in HR, especially in e-learning/technology would be an added advantage.
- High impact communication.
- Training and development skills.

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