

ADVERTISEMENT FOR HIRING OF MULTI-TASKING STAFF 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**.

Name of Position	Multi-Tasking Staff
Number of posts	2 (Two)
Education Qualification	Minimum 12th Pass
Experience and skills	<ul style="list-style-type: none"> • Minimum 2 years of experience in the similar field in Government/ Private organisation. • Proficiency in Hindi and working knowledge of English is mandatory. • Basic knowledge of computer is desirable. • S/He should be efficient in handling daily in-class, office-related operations.
Job Description	<ul style="list-style-type: none"> • Monitoring the use of equipment and supplies within the office. • Providing assistance in maintaining filing and stock register. • Coordinating the maintenance and repair of office equipment. • Assisting other administrative staff in wide range of office duties. • Collecting and distributing couriers within or outside the office. • Housekeeping e.g. Sweeping, Moping. Taking Care of Hygiene and Cleaning of office. • Providing assistance in meetings for various tasks. • Ready to travel across for office work.
Application Process	<ul style="list-style-type: none"> • The eligible candidates may submit their applications at careers.karmayogi@gov.in. This must include CV and certified documents of qualification, experience, etc. • Applications must be sent within 7 days of publication on the website • Incomplete applications shall not be considered. • Karmayogi Bharat will review the applications and invite only the shortlisted candidates for an interview at the office.
