



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 FOR VARIOUS POSITIONS 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 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.

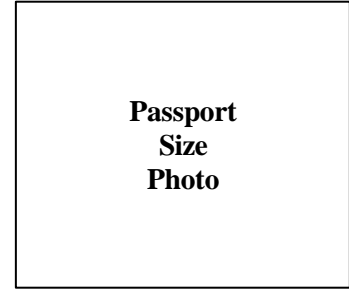
SPV Karmayogi Bharat invites applications from eligible candidates for recruitment to the following position(s) on Contractual Basis:

Sl. No.	Name of Post	Total Post	Job description
1	Lead - Learner development & Support	1	Annex I
2	Lead - Content Design & Development	1	Annex II
3	Assessment & Certification specialist	1	Annex III
4	Competency Manager	1	Annex IV
5	Curriculum Design specialist	1	Annex V
6	Vendor Performance Analyst	1	Annex VI

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 30.12.2024. 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
7th Floor, Parsvnath Capital Tower (Phase-I)
Bhai Veer Singh Marg, Sector-4
Gole Market, 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	Period of service	Designation	Remuneration	Detailed	Reason of

employer/Organization	From To	of the Post held		description of work	leaving each post

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: _____

1. Lead-Learner Development and Support			
DESIGNATION	Lead-Learner Development and Support		
JOB LOCATION	NEW DELHI	REPORTS TO	CLO
JOB SPECIFICATION			
JOB PURPOSE	<p>The Lead-Learner Development and Support at Karmayogi Bharat will be responsible for enhancing learner engagement and success on the iGOT Karmayogi platform. This role focuses on providing comprehensive learner support, ensuring smooth onboarding, driving learner development initiatives, and fostering a seamless learning experience for government officials across various Ministries, Departments, and Organizations.</p>		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> ● Identify learner needs across various levels of government officials and ensure tailored learning solutions are provided to meet those needs. ● Drive initiatives that promote a culture of continuous learning among civil servants by developing and promoting personalized learning paths and competency-driven development plans. ● Oversee the onboarding of new learners, ensuring a smooth and efficient process that familiarizes them with the platform's features, functionalities, and available learning resources. ● Develop comprehensive learner support frameworks that include tutorials, guides, and helpdesk services, ensuring that learners can access support and resources as needed. ● Collaborate with internal teams to create onboarding and support materials that simplify the learning process and increase platform adoption. ● Establish a robust learner support system, ensuring that learners receive timely and effective assistance in navigating the platform, accessing content, and resolving issues. ● Utilize data analytics to identify and address challenges that learners may face, and develop strategies to provide personalized solutions that improve learning outcomes. ● Engage with key stakeholders, including representatives from Ministries, Departments, and Organizations, to gather insights and feedback on learner development needs and platform effectiveness. ● Work closely with the communications team to promote learner engagement initiatives and disseminate platform updates to all learners. 		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	<p>The ideal candidate should have at least 6 years of experience in learner development, support, or engagement, preferably within the government, public sector, or large organizations. They should have experience with digital learning platforms and managing large-scale learner support systems, along with strong project management and stakeholder management skills. The ability to translate insights into actionable learner support solutions is crucial, as are excellent communication, collaboration, and leadership abilities for effectively driving learner success and engagement initiatives. (The experience of internship/training will not be considered)</p>		

EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> ● Master's in Business Administration/Engineering/Technology/Human Resources/Social Science or equivalent. ● Good academic record from a recognized university/institution is desirable. ● Relevant certifications/fellowships shall have added advantage.
REQUIRED SKILLS/ COMPETENCIES	<p>Proactive High Impact Communication Planning and Organizing Building Partnerships Customer Focus and Orientation Negotiation Skills Sharp Writing Skills Analytical Thinking Problem Solving Team Player Attention to Detail Time Management</p>

2. Lead - Content Design & Development			
DESIGNATION	Lead - Content Design & Development		
JOB LOCATION	NEW DELHI	REPORTS TO	CLO
JOB SPECIFICATION			
JOB PURPOSE	<p>Enable a robust ecosystem to drive digital and technology innovation, adoption of new age technology. Support Partnership Ecosystem for iGOT and help execute partnerships across the following stakeholders in India and internationally: Ministries/Departments/Organizations, Academic Institutions, MOOC Platforms, Public/Private Training Institutions, and any other e-learning content creators. Providing high quality inputs for the work that Karmayogi Bharat will undertake – especially regarding coordination with all Government of India Departments and State Governments. This would require demonstration of proven academic credentials, professional achievements, and leadership qualities on the part of the applicant.</p>		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> • Responsibilities will include coordination and implementation of communication plans, campaigns, and strategies necessary to support the organization’s overall plans and objectives. • Support in strategic planning and delivery of the mission goals to create a world class content infrastructure for learning and development needs of civil servants across the centre and states. • Lead efforts to enable government training institutions to embed the curated courses as a part of their regular training offerings. • Study and bring in best practices on e-learning content development and adult learning, etc. • Introduce innovative thinking for improving iGOT’s Content Quality Framework • Collaborate with CBC and other internal stakeholders to synergize efforts. • Managing strategic alliances with a wide range of stakeholders including governmental and non-government partners, international third-party providers, and professional bodies • Handhold government departments and institutions to fulfil mission goals and Karmayogi Bharat departmental KPIs for shared ownership • Support in designing outreach activities and provide SOPs and mechanisms for civil servants networking, peer-to-peer interactions including high profile annual events, ongoing capacity building workshops, seminars, internal trainings, consultations for IGOT registration, adoption, and sustenance • Responsible for coordinating with 36 states/UTs and 90+ ministries and departments for their continued engagement on the iGOT Karmayogi platform. • Responsible for research and analysis for the development of program strategy for achieving the mission goals. • Researching, writing articles, and providing in-depth analysis and assessments of global and national workshops & events in an evidence based, non-partisan manner. • Working in close coordination with the internal data, content, outreach, and technology teams to remove bottlenecks in the program implementation. • Collaborate with subject matter experts to develop and review specialized training modules 		

	<ul style="list-style-type: none"> ● Monitor, evaluate and report progress against targets to DoPT, Cabinet Secretariat Coordination Unit or as required.
JOB QUALIFICATION & REQUIREMENTS	
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> ● A mid-career professional with at least 6 years of work experience in e-learning content development & curations, large scale learning initiatives & projects, developing learning solutions & enhance learning outcomes, strategic partnership & program management, with any government/civil society/private organizations. ● Experience of working with central/state/district/block-level officials and/or demonstrable knowledge of government administration and content and program management is highly desirable.
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> ● Master's in Business Administration/Engineering/Technology/Human Resources/Social Science or equivalent. ● Good academic record from a recognized university/institution is desirable.
REQUIRED SKILLS/COMPETENCIES	<p>Knowledge of e-learning standards like SCORM, xAPI, instructional design support & content authoring tools like Articulate 360,H5P Knowledge of various AI tools for content curation and assessment Data Analytics and Reporting Familiarity with translation tools (Google Translate API, Anuvadini, Bhasini) Government E-learning Guidelines (WCAG compliance) Collaboration with leading India's and International providers, EdTech Vendors Building Partnerships Domain Specific Knowledge, Subject Matter Expertise (policy and governance) Project & Program Management </p>

3. Curriculum Design Specialist

DESIGNATION	Curriculum Design Specialist		
JOB LOCATION	NEW DELHI	REPORTS TO	CLO
JOB SPECIFICATION			
JOB PURPOSE	<p>The Curriculum Design Specialist at Karmayogi Bharat will establish an agile process for reviewing and addressing the evolving learning needs of all levels within Ministries, Departments, and Organizations (MDOs) on the iGOT Karmayogi platform. The role involves ensuring dynamic, competency-based curricula to enhance government workforce competency and capacity-building.</p>		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> ● Develop and implement a structured process for ongoing review of training needs emerging from various MDOs. ● Collaborate with stakeholders within Ministries, Departments, and Organizations to identify gaps in competencies and adapt curricula accordingly. ● Ensure that learning interventions are aligned with organizational goals and cater to the competency building requirements of learners at all levels. ● Ensure that the training content is adaptable to various learning modes, including online, blended, and in-person sessions, on the iGOT Karmayogi platform. ● Ensure learning solutions are structured in a way that facilitates practical application in daily functions of government employees, promoting a future-ready workforce. ● Conduct periodic assessments of learning outcomes to ensure that training programs effectively address the competencies they were designed for. ● Work closely with the Competency Manager to map the curriculum against emerging competency needs and modify programs where necessary. ● Utilize data and analytics from the iGOT Karmayogi platform to monitor learner engagement, participation, and completion rates, and adjust curricula based on these insights. ● Establish and manage a feedback loop with learners on the iGOT Karmayogi platform to gather insights into user experience and the effectiveness of learning content. ● Analyze feedback to identify areas for improvement and recommend modifications to existing curricula, ensuring that learning programs stay relevant and effective. ● Regularly update and refine course content, ensuring that it remains responsive to the changing landscape of government work and aligned with learner needs. ● Stay up to date on the latest trends and best practices in curriculum design, digital learning, and government training programs. ● Promote a culture of continuous learning and development across all levels of government services, encouraging the adoption of digital learning tools and new methodologies. 		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	<p>An early career professional with at least 5 years of professional experience working with Ministries, Departments, and States. The ideal candidate will have significant experience with digital learning platforms, competency frameworks, and large-scale training programs. The candidate should possess the ability to work collaboratively with cross-functional teams to deliver effective learning solutions. Additionally,</p>		

	<p>experience in curriculum design, or learning and development, preferably within government, the public sector, or large organizations, is highly desirable for this role. Further, excellent communication, collaboration, and stakeholder management skills are essential.</p> <p>(The experience of internship/training will not be considered)</p>
<p>EDUCATION REQUIREMENTS</p>	<ul style="list-style-type: none"> ● Master's in Business Administration/Engineering/Technology/Human Resources/Social Science or equivalent. ● Good academic record from a recognized university/institution is desirable. ● Relevant certifications/fellowships shall have added advantage.
<p>REQUIRED SKILLS/COMPETENCIES</p>	<p>Proactive High Impact Communication Planning and Organizing Building Partnerships Customer Focus and Orientation Negotiation Skills Sharp Writing Skills Analytical Thinking Problem Solving Team Player Attention to Detail Time Management</p>

4. Assessment and Certification Specialist			
DESIGNATION	Assessment and Certification Specialist		
JOB LOCATION	NEW DELHI	REPORTS TO	COO
JOB SPECIFICATION			
JOB PURPOSE	<p>The Assessment and Certification Specialist will play a key role in ensuring the integrity of assessments, certifications, and content usage patterns on the iGOT Karmayogi platform. The role involves establishing processes for reporting systems to detect anomalies, managing complaints related to assessments and certifications, and coordinating with the Capacity Building Commission to identify Proctored Independent Assessors.</p>		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> ● Develop and implement robust assessment and certification frameworks for various capacity-building programs, and interventions on the iGOT Karmayogi platform. ● Ensure that the content and usage patterns on the iGOT platform adhere to quality standards and platform policies. ● Work with internal teams to establish monitoring systems that maintain the integrity of the platform's assessments and certifications. ● Develop and manage reporting processes to identify anomalies in assessments and certifications. ● Analyze reports and initiate corrective actions to resolve anomalies or discrepancies. ● Handle complaints related to assessments, certifications, and vendors, ensuring timely resolution. ● Monitor the performance of assessment vendors, ensuring they meet predefined quality standards. ● Work closely with the Capacity Building Commission to identify and onboard qualified Proctored Independent Assessors. ● Ensure that the assessors meet certification requirements and maintain a high standard of assessment practices. ● Oversee and ensure the effectiveness of proctored independent assessment processes and the performance of vendors conducting these assessments. ● Regularly review the assessment process to ensure alignment with certification goals and objectives. ● Collaborate with internal and external stakeholders to continuously improve the certification process and maintain the credibility of the certification system. 		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> ● An early career professional with at least 5 years of professional experience working with Ministries, Departments, and States. The ideal candidate should have proven experience in assessment management, certification processes, or a related field, with a good understanding of AI-based reporting and anomaly detection tools. Experience in managing external relationships is essential, along with knowledge of proctored assessments and certification standards. The candidate should possess excellent analytical, problem-solving, and communication skills, demonstrating the ability to collaborate effectively with 		

	<p>both internal and external stakeholders. (The experience of internship/training will not be considered)</p>
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> ● Master's in Business Administration/Engineering/Technology/Human Resources/Social Science or equivalent. ● Good academic record from a recognized university/institution is desirable. ● Relevant certifications/fellowships shall have added advantage.
REQUIRED SKILLS/ COMPETENCIES	Proactive High Impact Communication Planning and Organizing Building Partnerships Customer Focus and Orientation Negotiation Skills Sharp Writing Skills Analytical Thinking Problem Solving Team Player Attention to Detail Time Management

5. Competency Manager			
DESIGNATION	Competency Manager		
JOB LOCATION	NEW DELHI	REPORTS TO	COO
JOB SPECIFICATION			
JOB PURPOSE	<p>The Competency Manager will play a critical role in ensuring that all content on the iGOT Karmayogi platform is aligned with the necessary competencies to support capability improvement in the workplace. This role will involve implementing processes to ensure content quality, tracking the effectiveness of training programs, and addressing the evolving competency requirements of public officials.</p>		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> • Ensure that all content uploaded on the iGOT Karmayogi platform is accurately tagged to the relevant competencies. • Work closely with content creators to verify that credentials, programs, courses, modules, and resources align with the competency framework and support the professional development of government officials. • Drive the adoption of content that supports capability improvement at the workplace, ensuring that training programs deliver tangible benefits to the learners' day-to-day work. • Collaborate with Ministries, Government Departments, Training Institutes, States and experts to address specific competency gaps and facilitate targeted learning interventions. • Implement automated tools to monitor and assess the relevance, accuracy, and overall quality of the training programs. • Develop and implement processes to track the effectiveness of programs based on user feedback, engagement metrics, and learning outcomes. • Regularly analyze learner feedback and performance data to assess the impact of the courses on competency development and workplace efficiency. • Work with stakeholders to identify future competency needs and update the platform's content repository accordingly. • Facilitate the development of new programs and learning materials to address emerging needs and support continuous improvement. • Present insights and recommendations to leadership for optimizing the competency framework and improving platform engagement. • Coordinate with various internal/external stakeholders to map relevant competencies, courses, and assessments. • Support ecosystem engagement for Karmayogi Bharat (KB) including identification and building relationships with key industry partners, content providers, training institutions, assessment and certification agencies, etc. 		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • An early career professional with at least 5 years of professional experience working with Ministries, Departments, and States. The candidate should possess significant experience in competency management, preferably within a government context. A strong understanding of competency-based education and skill-development principles is essential, as is proficiency in using capacity-building and assessment tools within digital learning platforms to design and implement impactful training interventions for public officials. 		

	(The experience of internship/training will not be considered)
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> ● Master's in Business Administration/Engineering/Technology/Human Resources/Social Science or equivalent. ● Good academic record from a recognized university/institution is desirable. ● Relevant certifications/fellowships shall have added advantage.
REQUIRED SKILLS/COMPETENCIES	Proactive High Impact Communication Planning and Organizing Building Partnerships Customer Focus and Orientation Negotiation Skills Sharp Writing Skills Analytical Thinking Problem Solving Team Player Attention to Detail Time Management

6. Vendor Performance Analyst

DESIGNATION	Vendor Performance Analyst		
JOB LOCATION	New Delhi	REPORT TO	Chief Product Officer
JOB SPECIFICATION			
JOB PURPOSE	The individual shall be responsible of procurement and contract management for Karmayogi Bharat and shall be managing vendor contracts of Karmayogi Bharat		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> ● Preparation of Request for Proposals, Request for Quotations, and Expression of Interest documents on behalf of Karmayogi Bharat ● End-to-End facilitation of the bid process management for the tenders being floated by Karmayogi Bharat ● Procurement of goods and services through the GeM portal ● Facilitation of procurements of goods and services as per world bank procurement process ● Manage all vendor contracts of Karmayogi Bharat, including but not limited to timely vendor payments, contract compliance and contract monitoring. ● Process all vendor payments along with comprehensive documentation through e-office system. ● Facilitate and support in conducting industry consultations and meetings with vendors as and when required. ● Help develop specification and scope of work for goods or services being procured. ● Provide reports and updates related to procurement and contract management activities to different stakeholders from time to time. 		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> ● Minimum 5 years of experience with at least 3 years of experience in government procurement and contract management. ● Should have handled at least 2 government procurement project successfully. ● Sound understanding of government procurement regulations such as GFR and CVC guidelines is required. ● Should have knowledge and understanding of World Bank procurement rules and regulations. ● Effective communication skills (written and verbal) to properly articulate and draft good RFP, RFQs and EOIs. ● Working knowledge of Word Processor, Spreadsheets and Presentations for reporting and drafting documents required for vendor and contract management ● Should be able to work under strict timelines ● Should possess sound interpersonal skills and should be able to work seamlessly with multi-disciplinary teams. 		
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> ● Graduate in any discipline ● Good academic record from a recognized university/institution ● Relevant certifications/fellowships/diplomas shall have added advantage 		

**REQUIRED
SKILLS/
COMPETENCIES**

Contract Management | Government Procurement | Contract Monitoring | Vendor Management | Planning & Organizing | Document Writing | Collaboration | Attention to detail | Communication Skills | Project Management
