



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 CONSULTANTS (RETIRED) 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.

The SPV will have the responsibility to create and operationalize the content marketplace and continuously evaluate its utilization and ensure that the appropriate changes are communicated to the right stakeholder. The SPV is a key pillar of the institutional framework of the Mission Karmayogi Programme which aims to create a competent civil service rooted in Indian ethos, with a shared understanding of India’s priorities, working in harmonization for effective and efficient public service delivery.

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 retired officers for recruitment to the following position(s) on Contractual basis:

Sl. No.	Name of Post	Total Post
1.	Consultant (Establishment)	2

The resource will be paid a consolidated amount on a monthly basis. The amount of remuneration so decided may remain unchanged for the term of the contract. There may be no annual increment or percentage increase during the term of the contract. No additional remuneration shall be provided for extra hours or working on holidays.

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 Last pay certificate by 21st April 2025. Incomplete and date bar applications will not be considered. Only short-listed candidates will be invited for the interview/selection process. The job description of the post has been attached as **Annexure A**.

Application Form

To
The Chief Executive Officer (CEO)
Karmayogi Bharat
Parsvnath Capital Tower 7th Floor,
Bhai Vir Singh Marg, Sector 4,
Gole Market, New Delhi- 110001

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

	To				

9. Professional Trainings/Certifications

Organization	Details 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: _____

Annexure A

JOB PROFILE			
DESIGNATION	Consultant (Establishment)		
JOB LOCATION	New Delhi	UPPER AGE LIMIT	62 years
JOB SPECIFICATION			
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none">• Manage and record day-to-day operations (Administration & HR) viz. Database management, stock register, inventory management etc.• Knowledge of HR practices and regulations as per DPE guidelines.• Knowledge of the Noting/Drafting, office procedure, etc.• Preparation of Notes, Letters, OM's, Office Order etc.• Knowledge to deal with Provident Fund, National Pension Scheme and related matters.• Matters related to Audit & Compliances, preparation of reports, documentation etc.• Knowledge of electronic mailing & e-office operation, computer applications such as MS word, MS excel and Power point etc.• Tendering process, Procurement of goods and services through/outside GEM portal• Matters related correspondence with DOPT/other ministries, preparation of draft letters for approval and issuing letters.• Matters related to RTI / RTI Appeals / Grievances.• Matters related to Parliamentary questions, Court Cases and Rajbhasha matters etc.• Matters related to contract for estate, repairs and maintenance of office premises and IT contracts for hardware.• Supervising Housekeeping, Canteen operations, MTS, Security staff and administration of their contracts, shifts, work distribution etc.• Maintain cash registers, bank and other receipts/payment vouchers, be responsible for book-keeping and MIS, matter related to Public Financial Management System (PFMS).• Ensure that the guidelines in matters of establishment and accounts are well-aligned with the objectives of the SPV-KB.• Carry out any additional tasks as directed by reporting officer.		

**JOB
QUALIFICATION**

- Retired officers in pay level 7, level 8, Level 9, Level 10 and Level 11 (7th CPC) from Central Government of India, attached and subordinate offices, autonomous bodies of Government of India
- Experience in administration/ establishment/cash and accounting
- Experience in performing tasks pertaining to administration, establishment, cash and accounting for an e-learning project will have an added advantage.
