



## 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 OF CHIEF HUMAN RESOURCES OFFICER UNDER KARMAYOGI BHARAT ON REGULAR BASIS**

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 [igotkarmayogi.gov.in](http://igotkarmayogi.gov.in) and <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 for recruitment on a regular basis to the following positions:

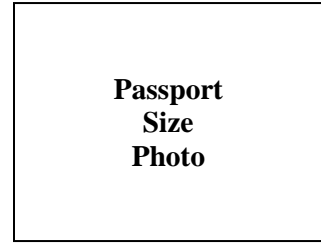
Sl. No.	Position	Number of Post	Level of Pay
1.	Chief Human Resource Officer	One (1)	E8

Organization is looking for dynamic candidates. The maximum age limit for the appointment on a regular basis is 50 years\*\*. For further details, please visit Karmayogi Bharat’s website <https://karmayogibharat.gov.in>. Eligible applicants can apply by submitting their applications in given format to our email [careers.karmayogi@gov.in](mailto:careers.karmayogi@gov.in), including CV, Educational certificates, experience certificates, NOC from present employer, Aadhar card and any other supporting documents by 31<sup>st</sup> December 2024. 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 is attached herewith.

\*\*Age relaxations will be considered as per Govt. of India guidelines subject to fulfillment of the requisite qualification, pay & experience criteria etc.

**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>Chief Human Resources Officer</b>			
<b>DESIGNATION</b>	<b>Chief Human Resources Officer</b>		
<b>JOB LOCATION</b>	New Delhi	<b>EMPLOYMENT TYPE</b>	Regular, Level-E 8
<b>DIVISION / DEPARTMENT</b>	iGOT Karmayogi SPV	<b>REPORT TO</b>	Chief Executive Officer
<b>JOB SPECIFICATION</b>			
<b>JOB PURPOSE</b>	Developing people strategies aligned to business goals and overseeing all HR functions. Transform Karmayogi Bharat into a modern, productive, and inclusive workspace. Also lead the administrative responsibilities, support the execution of Mission Karmayogi's objectives, and contribute to a productive work environment.		
<b>ROLE AND RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>● Initiate, articulate and amplify values, culture, and goals within the organization,</li> <li>● Serve as a trusted advisor to the CEO, providing insights and recommendations on all matters related to human resources and administration.</li> <li>● Foster resilience and adaptability among employees, ensuring that the workforce is prepared for ongoing changes and new challenges</li> <li>● Develop talent management (Hire to Retire) strategies to build strong capabilities for Mission objectives</li> <li>● Ensure that all policies and procedures are updated, legally compliant and align with the mission and objectives</li> <li>● Managing the overall manpower cost and HR budget</li> <li>● Design people strategies aligned to objectives and goals of the organization</li> <li>● Design HR practices and regulations as per DPE guidelines.</li> <li>● Ensure active communication with departmental and executive stakeholders to understand the unique needs of our workforce.</li> <li>● Balance resources and manage financial implications and trade-offs of investments in talent</li> <li>● Drive efficiencies and engage the workforce through innovations in technology solutions.</li> <li>● Drive leading digital HR practices and people analytics to drive decision-making</li> <li>● Promote diversity &amp; inclusion in the workplace to reinforce iGOT's position as equal opportunity employer</li> <li>● Lead employer branding efforts and ensure Karmayogi Bharat is a Great Place to Work</li> <li>● Work in tandem with other C-suite executives to propel organization growth</li> </ul>		
<b>JOB QUALIFICATION &amp; REQUIREMENTS</b>			

<b>EXPERIENCE REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>● Minimum 15 years of experience with at least 3 years in a CHRO/Head-HR or equivalent position</li> <li>● Experience in preparing &amp; implementing HR policies, administration, recruitment, talent management, compensation etc.</li> <li>● Excellent communication skills including stakeholder and public relations management</li> </ul>
<b>EDUCATION REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>● A Master's degree in management/ HR/ Social Science/Personnel/Humanities or equivalent is required</li> <li>● Good academic record from a recognized university/institution</li> </ul>
<b>REQUIRED SKILLS/ COMPETENCIES</b>	<p>Change leadership   High impact communication   Network cultivation Building Organization Talent   Coaching and development   Statutory knowledge  People Strategy  Talent Acquisition  Compensation &amp; Benefit.</p>
<b>KEY RESULT AREAS</b>	<ul style="list-style-type: none"> <li>● On-time recruitment with high caliber employee</li> <li>● Adherence to HR policies, process &amp; guidelines</li> <li>● Developing a highly engaging and motivated workforce</li> </ul>

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