



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 UNDER E-HRMS 2.0, 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 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 is also implementing e-HRMS 2.0 which aims to provide an integrated platform for managing employee profiles, deputation, salary slips, vigilance, e-sign, VRS, Notifications, implementation of Chat Bot with the help of Generative AI (Gen AI) and many more services. The upgraded system intends to automate the entire HR process, improve efficiency and reduce errors. The project is guided by the DoPT, aims to enhance the Human Resources Management system for Government Employees.

SPV Karmayogi Bharat invites applications from eligible candidates for recruitment to the following position(s) under e-HRMS 2.0 on contractual basis:

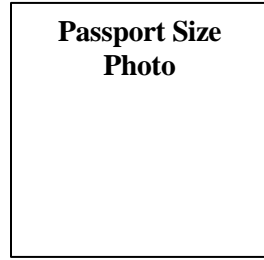
Sl. No.	Name of Post	Total Post
1.	Associate (Onboarding, Capacity Building Trainer)	2

The remuneration would be based on the qualifications and experience of the candidate and as per industry norms. The job description of the post has been attached as **Annexure I**.

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 15th April 2025. 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
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: _____

JOB PROFILE			
DESIGNATION	Associate (Onboarding, Capacity Building Trainer)	JOB LOCATION	New Delhi
DIVISION/DEPARTMENT	E-HRMS	REPORT TO	Chief Technology Officer
JOB SPECIFICATIONS			
JOB PURPOSE	Oversee the overall platform Training and onboarding requirements for Karmayogi Bharat – eHRMS 2.0. The Capacity Building Trainer for eHRMS 2.0 will play a crucial role in enhancing the skills and knowledge of staff and stakeholders regarding the effective use of the eHRMS. The trainer will develop training materials, deliver workshops, and provide ongoing support to ensure that users can maximize the system's capabilities.		
ROLE & RESPONSIBILITY	<p>Training Development:</p> <ul style="list-style-type: none"> ● Identify MDO (Ministry/Department/Office) wise training and capacity building needs of the respective department. ● Develop action plans based on the capacity building roadmap and training strategy to achieve the capacity building targets. ● Design and develop comprehensive training programs tailored to various user levels, from beginners to advanced users. ● Create training materials, including manuals, presentations, and e-learning modules. <p>Training Delivery:</p> <ul style="list-style-type: none"> ● Conduct engaging training sessions, workshops, and webinars, both in-person and online. ● Utilize various instructional techniques to accommodate different learning styles. ● Preparation of training tools /systematic operation procedures/ guidelines for software-based activities/Requirement gathering. Manage promotional activities for department's portal & mobile app ● Support for publication work & undertake any other assignments, which may be assigned from time to time. <p>User Support:</p> <ul style="list-style-type: none"> ● Provide ongoing support and guidance to users post-training, addressing questions and troubleshooting issues. ● Facilitate user feedback sessions to continuously improve training programs. <p>Monitoring and Evaluation:</p>		

	<ul style="list-style-type: none"> ● Assess the effectiveness of training programs through evaluations and feedback. ● Adjust training approaches based on participant feedback and changing needs. <p>Collaboration:</p> <ul style="list-style-type: none"> ● Work closely with IT, HR, and other departments to ensure alignment of training with organizational goals. ● Collaborate with stakeholders to identify training needs and priorities. <p>Documentation:</p> <ul style="list-style-type: none"> ● Maintain accurate records of training sessions, participant attendance, and evaluations. ● Update training materials and resources as necessary to reflect system changes and new requirement implementation for e-HRMS 2.0.
JOB QUALIFICATION & REQUIREMENT	
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> ● Minimum 1-2 years of experience in Capacity building (Training & Development). ● Experience of at least 1 years in implementation of large IT / e-Governance projects with emphasis on training ● Experience of having led business process re-engineering /process improvement engagements is desirable. ● Partner effectively with senior officers and stakeholders for effective change. ● Partner with stakeholders to design solutions which optimise governmental processes for effective change. ● Strong understanding of HR processes, practices, and compliance standards. ● Proficiency in eHRMS 2.0 platforms ● Excellent communication, leadership, and stakeholder management skills.
EDUCATION REQUIREMENTS	Bachelor's or Master's degree in Information Technology, Engineering, Human Resources, Education, Public Administration, Law or related field.
REQUIRED SKILLS/COMPETENCIES	Trainer Facilitator Technical Knowledge HR and Business Acumen Leadership and Communication Problem-Solving and Adaptability Presentation and Training Learning and Development Organizational Skills
