

**ADVERTISEMENT FOR ONBOARDING OF VOLUNTEERS ON  
SABBATICAL/SECONDMENT 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 Company under National Programme for Civil Services Capacity Building (NPCSCB) — Mission Karmayogi.

2. 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.
3. 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.
4. 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.
5. A detailed guideline for onboarding of Sabbaticals is attached at **Annexure A**.
6. Those interested can apply by submitting their applications to our email [careers.karmayogi@gov.in](mailto:careers.karmayogi@gov.in), including aforementioned documents by 22<sup>nd</sup> December 2022. Kindly mention 'Sabbatical-KB' clearly on the subject of the e-mail. Incomplete and date bar applications will not be considered. Only short-listed candidates will be contacted for further process.

**Karmayogi Bharat (KB)**

**Guidelines for onboarding of Volunteers on Sabbatical/Secondment**

**1. Objective and Purpose**

Karmayogi Bharat is a not for profit Company set up by **Department of Personnel & Training (DoPT), Govt. of India**, under Section 8 of Companies Act 2013.

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 will follow an annual subscription-based revenue model and will be 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 will enable 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

Further, expertise would also be required to formulate long term technology roadmap, redesign/re-architect/enhancing existing Karmayogi Bharat (KB) solution, transformation of Karmayogi Bharat's business model, outreach and communications, onboarding processes, products etc.

To venture out and excel in these areas, talents may not be necessarily available with the Government, hence Karmayogi Bharat is willing to take people from industry and academia to work with the KB on Volunteer basis from their parent organization so that these experts play a key role in improving iGOT Karmayogi Bharat Platform.

The objective and purpose of this effort is to lay down general principles and guidelines for taking personnel as volunteers on sabbatical or secondment from their parent organisations.

**2. Definition:** Unless the Context requires otherwise, following words shall have the meaning attributed to them in this rule for the purpose of these Rules.

- (1) "KB" means Karmayogi Bharat
- (2) "Parent Organisation" means the organisation in which the person on sabbatical is employed with and receives his/her remuneration from.

- (3) “Applicant on Sabbatical/ secondment or Applicant” is a person who wants to give services to and work as a volunteer with KB, on a full-time or part time basis while on sabbatical from a Parent Organisation, without seeking any remuneration from KB.
- (4) “Area of Expertise” means the subject or area in which the Applicant possesses expertise.

### **3. Identification of Persons on Sabbatical:**

Applicant on sabbatical/ secondment working with a Parent Organisation and seeking to work with KB by taking a sabbatical or requesting secondment from their Parent Organisation shall apply to KB in the format set out in Annexure B hereto.

**4. Criteria and Methodology for Selection:** KB will follow the following methodology for deciding if an Applicant can be accepted to work with KB:

- (1) KB shall first determine if the services of the Applicant are needed in the Area of Expertise of the person.
- (2) Thereafter, based on the application, if KB is satisfied that the Applicant possesses requisite specialized skills, experience and qualifications, has related professional experience, has satisfactory background and references and that there is no conflict of interest between the Applicant on Sabbatical working for KB and any other work the Applicant on Sabbatical may be engaging in either for gain or as a volunteer, then KB will issue an offer letter along with the specific role for the Applicant on Sabbatical and the reporting structure. The Applicant on sabbatical will convey acceptance by signing the offer letter and the non- disclosure and confidentiality agreement of KB.
- (3) The Applicant should have the necessary approvals and authorizations from the Parent Organisation in order to be on sabbatical and work with KB. These approvals must be provided to KB prior to the Applicant joining KB.
- (4) The Applicant shall disclose to KB if there exists or there is a likelihood of any conflict of interest between the Parent Organisation and KB. In case of a conflict of interest on any matter or a likelihood of conflict-of-interest KB shall ensure that the Applicant is not placed in a position to influence any decision making on the relevant matter of conflict.

**5. Code of Conduct:** A person on Sabbatical/Secondment, appointed by KB, shall observe the following Code of Conduct, which shall include, but not be limited to, the following:

- (1) He/ She shall follow the Rules and regulations of KB that are in general applicable to the employees of the KB.
- (2) He/She shall follow the confidentiality protocol of KB and shall not reveal to any person or organisation confidential information on KB, its work and its policies.
- (3) In general, he/she may not represent KB *vis a vis* third parties. Some Applicants may specifically be authorised to interact with third parties on behalf of KB depending on the nature of their roles and responsibilities.
- (4) Interaction with third parties, if permitted by KB, should be need based; in particular no shall interact with or represent KB to the media (print and electronic).
- (5) He/She may, with the prior permission of KB, present their work to academic bodies and at seminars and conferences. However, even for this purpose information that is confidential to KB cannot be revealed under any circumstances.
- (6) Any papers and documents written and/or published by the Applicant should carry the caveat that the views are his/her personal views of them and do not represent or reflect the views of KB.
- (7) He/She shall develop work plans and work schedules in consultation with their supervisor and will adhere to the same.
- (8) He/She will conduct themselves professionally in his relationship with KB and the public in general.
- (9) He/She will be required to submit a report of his work prior to leaving KB.

6. **Closure of Sabbatical:** Either the person on Sabbatical/Secondment or KB may close the relationship under any one of the following situations:

- (1) KB may disengage the person if KB is of the view that his/her services are no more required.
- (2) In general, KB may close the services of the person on sabbatical at any time without assigning any reasons and with immediate effect.
- (3) In general, if the person on sabbatical decides to disengage from KB, he should provide two weeks' prior notice. However, KB may in certain cases, particularly persons on a long-term sabbatical/secondment, prescribe a notice period of up-to one month. Notice period may be

waived from time to time by the supervisor depending on the role of the person on sabbatical/secondment.

- (4) Upon closure, the person on sabbatical must hand over to KB, any papers, equipment or other assets which might have been given to him by KB in course of his work with KB. This will include any badges or ID Cards which may have been issued to him.
  - (5) If it comes to the notice of KB that the person whose services have been closed by KB continues to act in a manner which gives an impression that he is still working for KB, KB shall be free to take appropriate legal action against such person.
7. **Power to Remove Difficulties:** KB shall have the power to remove any difficulty which comes in the way of implementation.

**Annexure B**

**Application form for persons on Sabbatical/Secondment from Parent  
Organization to work for KB**

1. Covering Letter with the following information (not more than 500 words)
  - 1) Area of Expertise of the person
  - 2) Why they would like to work with KB
  - 3) How KB would benefit from the person working with KB
2. Curriculum Vitae
3. Two references

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