

**ADVERTISEMENT FOR HIRING OF YOUNG PROFESSIONALS 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. 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 to operate the iGOT Karmayogi platform and any other digital assets pertaining to the Programme. Further details can be found at <https://karmayogibharat.gov.in/>

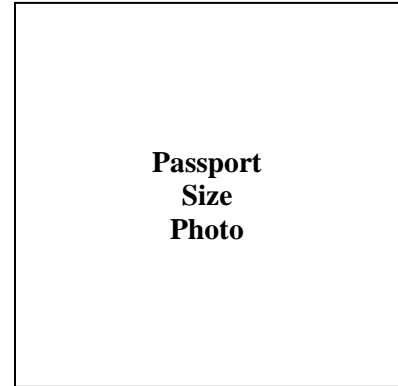
Karmayogi Bharat is looking for Young Professionals to join our team and will be required to research and analyse various policy decisions that the Government takes to meet the objective of the Mission Karmayogi - create a competent civil service rooted in Indian ethos, with a shared understanding of India's priorities, working in harmonization for effective and efficient public service delivery. Young Professionals will be required to support Karmayogi Bharat and Mission Karmayogi campaigns on capacity building and HR management structure in government, including regulation and governance. Ideal candidate should have out of box thinking, positive outlook and have an eye for detail.

You will be under probation for the first 3 months from the date of joining. It is not mandatory for Karmayogi Bharat to absorb you or offer you regular contract after the completion of the probation period. The period of probation can be reduced or increased by Karmayogi Bharat and shall be solely based upon your performance. After successful completion of initial contract period, regular contract will be given.

For further details, please visit Karmayogi Bharat's website <https://karmayogibharat.gov.in>. Eligible applicants can apply by submitting their applications to the given address or to our email careers.karmayogi@gov.in, including CV and other documents of qualification, experience, age proof etc. by 21st December 2022. Incomplete and date bar applications will not be considered. Only short-listed candidates will be invited for the interview/selection process. The job descriptions of the post have been attached as **Annexure A**.

Application Form

To
The Chief Executive Officer (CEO)
Karmayogi Bharat
2nd 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 (zip 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: _____

Annexure A

JOB PROFILE			
DESIGNATION	Young Professional		
JOB LOCATION	New Delhi	UPPER AGE LIMIT	32 years
DIVISION / DEPARTMENT	iGOT Karmayogi SPV	REMUNERATION	INR 70000 (All Inclusive CTC)
JOB SPECIFICATION			
JOB PURPOSE	Research and analysis of information, Design and implementation of mass outreach & communication artefacts for maximum adoption and High-quality inputs in content creation.		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> Young Professionals will be required to provide high quality inputs for the work that Karmayogi Bharat will undertake – specially with regard to 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 aspirants. Responsible for coordinating with 36 states/UTs and 90+ ministries and departments to be onboarded on the iGOT Karmayogi platform: <ul style="list-style-type: none"> ✓ Content – Development, uploading and tagging (as per framework) of the courses, content and other digital assets on the platform ✓ Outreach & communication – Design and implementation of mass outreach & communication artefacts for maximum adoption ✓ Data – Analysis of content creation and consumption to support the onboarded states/UTs, ministries and departments in driving targeted interventions Responsible for research and analysis of information, consulting with stakeholders, government officials and internal staff, the development of options and preparation of plan. Responsibilities will include coordination and implementation of communication plans, campaigns and strategies necessary to support the organization’s overall plans and objectives. Researching, writing articles and providing in-depth analysis and assessments of global and national workshops & events in an evidence based, non-partisan manner 		

	<ul style="list-style-type: none"> • Working in close coordination with the internal data, content, outreach and technology teams to quickly execute and implement plans. • Coordinating work with senior management and providing research and analysis for identified issues and priorities of Karmayogi Bharat. • Preparing and coordinating briefing material, reports, presentations, speaking notes and correspondence on key issues.
JOB QUALIFICATION & REQUIREMENTS	
EXPERIENCE REQUIREMENTS	<p>Minimum of one (01) years' experience in Government, reputed Governmental Organizations, International development agencies and Research Organizations. (The experience of internship/training will not be considered)</p>
EDUCATION REQUIREMENTS	<p>Master's Degree in Economics, Journalism, Public Policy, Liberal Arts or BE/B.Tech or 2 years PG Diploma in Management or MBBS or LLB or CA or ICWA or possessing any Professional Degree earned after a study of 4 years or more acquired after 10+2.</p>
REQUIRED SKILLS/COMPETENCIES	<p>High impact communication Planning and Organizing Sharp writing skills Analytical Thinking.</p>
