

F. No. T-28/21/2022-iGOT (Part 1)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Training Division)

Block IV, Old JNU Campus, New Delhi
Dated: 24th January, 2024

OFFICE MEMORANDUM

Subject: Filling up various posts in the SPV Karmayogi Bharat reg.

The undersigned is directed to circulate herewith the detailed communication for filling up the following posts in the Karmayogi Bharat, a Special Purpose Vehicle (SPV) incorporated under Section 8 of the Companies Act, 2013, as a 100% Government owned not for profit Company as part of the National Programme for Civil Services Capacity Building (NPCSCB)-Mission Karmayogi, with the request to kindly circulate the same to all MDOs for wide publicity :

- i. Chief Product Officer
- ii. Sr. General Manager (Procurement)
- iii. General Manager - Strategic Alliance and Partnership
- iv. General Manager - Risk and Compliance

2. It is also informed that the **last date for application has been extended to 31st January 2024.**

3. Applications may kindly be submitted directly to Karmayogi Bharat, as indicated in the enclosed Communications.


24/1/24

(Zachariah Thomas)

Under Secretary to the Government of India

To

All Ministries / Departments (Through DoPT web-site)

Copy to -

NIC, Training Division, DoPT, Old JNU Campus, New Delhi (with a request to kindly upload on DoPT's website)



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 THE POST OF CHIEF PRODUCT OFFICER ON REGULAR BASIS IN 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 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 <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.

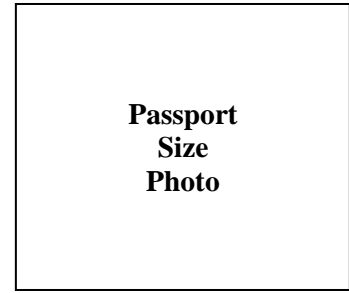
SPV Karmayogi Bharat invites applications for recruitment on regular basis to the following positions:

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

Organization is looking for dynamic candidates. The maximum age limit for the appointment on regular basis shall be as per the DPE Guidelines. 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, including CV, Educational certificates, experience certificates, NOC from present employer, Aadhar card and any other supporting documents by 24th January 2024. 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 is attached herewith.

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 (pin code): _____

3. Mobile No. _____
4. Date of Birth: _____ (DD/MM/YY)
5. Gender: Male / Female
6. Category (SC/ST/General/OBC/any other): _____
7. E-mail Address: _____

8. Details of the Educational Qualification held by the Applicant

S.No.	Educational Qualification	Passing Year	Marks	Percentage

9. 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				

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10. Professional Trainings/Certifications

Organization	Details Training/Certification	of		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- Chief Product Officer (Product, Procurement & Contract)			
DESIGNATION	Chief Product Officer (Product, Procurement & Contract)		
JOB LOCATION	NEW DELHI	LEVEL	E8
DIVISION / DEPARTMENT	iGOT Karmayogi SPV	REPORTS TO	CEO
JOB SPECIFICATION			
JOB PURPOSE	Oversee the overall product roadmap feature development on the iGOT Karmayogi platform. Help develop a vision and roadmap for the iGOT Karmayogi platform based on inputs from various stakeholders, market research, and data insight. Develop an environment of trust and transparency within the Organization and external vendors.		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> • Develop and articulate a clear product vision and strategy in alignment with the company's overall goals. • Coordination with different business teams and determine functional and non-functional requirements. • Design and define product strategy and roadmap. • Manage the product throughout its lifecycle from concept to end-of-life. • Write the product investment proposals and gain internal approval. • Provide support in different procurements and bid process management. • Support in running product trials and MVPs, help in developing and delivering launch plans. • Plan and support in developing and delivering training to key stakeholders for uptake and effective usage of the product. • Approve the final product before launch. • Develops, implements, and manages contracts and service level agreements for the procurement of goods, services, and leases. • Evaluation of tender notices and service providers to support the Learning Strategy for iGOT through negotiations utilizing tools and processes • Establishing pricing agreements and contracts for services ensuring maximum value and synergies • Developing and maintaining contracts between iGOT and other service providers while ensuring adherence to legal specifications and organization requirements • Building and fostering mutually beneficial relationships with service providers to ensure delivery of value and long-term commitment • Ensuring strict anti-fraud and risk management metrics and policies by incorporating best industry practices • Serves as the primary contact relating to contract management for all participating agencies 		
JOB QUALIFICATION & REQUIREMENTS			

EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • Minimum 15 years of experience with at least 3 years in leading Product Development/ Procurement/ Contracts Management or equivalent position • Experience in procurements and contracts especially in Technology or e-learning industry will have an added advantage • Experience of Government sector procurement norms, rules and regulations will have an added advantage. • Knowledge of corporate governance, experience in large procurements/ contractual agreements and general management best practices
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • Post Graduate in Management or equivalent • Excellent skills to ensure process efficiency and stakeholder management.
REQUIRED SKILLS/ COMPETENCIES	<p>High impact communication Planning and Organizing Product Strategy Customer Focus and Orientation Quality & Risk Management Negotiation Skills</p>



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{CIN - U80301DL2022NPL393046}

Parsvnath Capital Tower 7th Floor, Bhai Vir Singh Marg, Sector 4,
Gole Market, New Delhi- 110001

ADVERTISEMENT FOR THE POST OF SENIOR GENERAL MANAGER PROCUREMENT ON REGULAR BASIS IN KARMAYOGI BHARAT, NEW DELHI

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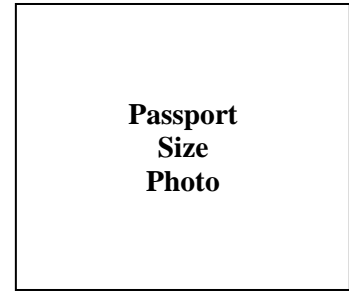
SPV Karmayogi Bharat invites applications for recruitment on regular basis to the following positions:

Sl. No.	Position	Number of Post	Level of Pay
1.	Senior General Manager - Procurement	One (1)	E7

Organization is looking for dynamic candidates. The maximum age limit for the appointment on regular basis shall be as per the DPE Guidelines. 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, including CV, Educational certificates, experience certificates, NOC from present employer, Aadhar card and any other supporting documents by 24th January 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.

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 (pin code): _____

3. Mobile No. _____
4. Date of Birth: _____ (DD/MM/YY)
5. Gender: Male / Female
6. Category (SC/ST/General/OBC/any other): _____
7. E-mail Address: _____

8. Details of the Educational Qualification held by the Applicant

S.No.	Educational Qualification	Passing Year	Marks	Percentage

9. 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				

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10. Professional Trainings/Certifications

Organization	Details Training/Certification	of		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: _____

DESIGNATION	Senior General Manager – Procurement		
JOB LOCATION	NEW DELHI	LEVEL	E7
DIVISION / DEPARTMENT	iGOT Karmayogi SPV	REPORT TO	COO
JOB SPECIFICATION			
JOB PURPOSE	Facilitate and maintain vendor relationships, negotiate contracts to ensure mutual benefit, create vendor standards and identify the best vendor satisfying quality, quantity and price requirements laid down by the Organization while ensuring quality control and assurance.		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> • Assessing products, inquiring about services, and negotiating prices to ensure the identification of the most beneficial vendors for the Organization in terms of pricing and quality of offerings • Communicating and facilitating the resolution of product or service-related concerns to the vendors • Providing technical, regulatory, and legal support to the vendors for showcasing their products and services • Ensuring Organization-wide due diligence, risk assessment, quality control and quality assurance while onboarding and using the services of vendors • Establishing standards to assess the performance of different vendors • Developing and sustaining long standing mutual relationships with the vendors • Establishing and continually evaluating the Organization's vendor management programs to include vendor engagement, metrics of vendor performance, evaluation, and reporting • Review invoicing related to vendor and resolve any query • Support to explore organization expansion through adoption of new tech/ competencies 		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • Minimum 12 years of experience with at least 3 years in a head- vendor management or equivalent position Should have experience of leading an organization in the capacity of Vendor management • Experience in Government sector/ advising in Government projects will have an added advantage • Experience in Vendor Management especially in Technology/ e-learning industry will have an added advantage • Knowledge of corporate governance, administration, and vendor/supplier relationships best practices 		

**EDUCATION
REQUIREMENTS**

- The candidate must have a bachelor's degree
- A Master's degree in Supply Chain Management/ Marketing/ Management/ Analytics is preferred Good academic record from a recognized university/institution
- Relevant certifications/fellowships/diplomas shall have added advantage

**REQUIRED SKILLS/
COMPETENCIES**

High impact communication | Planning and Organizing | Building Partnerships | Customer Focus and Orientation | Quality & Risk Management | Negotiation Skills



KARMAYOGI BHARAT

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{ CIN - U80301DL2022NPL393046 }

Parsvnath Capital Tower 7th Floor, Bhai Vir Singh Marg, Sector 4,
Gole Market, New Delhi- 110001

ADVERTISEMENT FOR THE POST OF GENERAL MANAGER STRATEGIC ALLIANCE AND PARTNERSHIP ON REGULAR BASIS IN KARMAYOGI BHARAT, NEW DELHI

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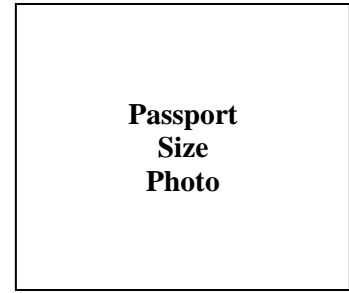
SPV Karmayogi Bharat invites applications for recruitment on regular basis to the following positions:

Sl. No.	Position	Number of Post	Level of Pay
1.	General Manager-Strategic Alliance and Partnership	One (1)	E6

Organization is looking for dynamic candidates. The maximum age limit for the appointment on regular basis shall be as per the DPE Guidelines. 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, including CV, Educational certificates, experience certificates, NOC from present employer, Aadhar card and any other supporting documents by 24th January 2024. 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 is attached herewith.

Application Form

To
The Chief Executive Officer (CEO)
Karmayogi Bharat
2nd Floor, NDCC-II Building
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Subject – Regarding appointment of _____ Post

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2. Full Address (pin code): _____

3. Mobile No. _____
4. Date of Birth: _____ (DD/MM/YY)
5. Gender: Male / Female
6. Category (SC/ST/General/OBC/any other): _____
7. E-mail Address: _____

8. Details of the Educational Qualification held by the Applicant

S.No.	Educational Qualification	Passing Year	Marks	Percentage

9. 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				

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10. Professional Trainings/Certifications

Organization	Details Training/Certification	of		Period	
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Place: _____

Date: _____

Signature of Applicant: _____

Name of the Applicant: _____

DESIGNATION	General Manager - Strategic Alliance and Partnership		
JOB LOCATION	NEW DELHI	LEVEL	E6
DIVISION / DEPARTMENT	IGOT Karmayogi SPV	REPORTS TO	COO
JOB SPECIFICATION			
JOB PURPOSE	Partnership with Stakeholders including Government and Non-government. Define responsibilities of stakeholders and handhold government departments and institutions to fulfil mission goals.		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> • Strategic Planning of delivery for the mission to create a world class shared infrastructure for training of civil servants across the centre and states • Lead ecosystem engagement for Karmayogi Bharat (KB) including identification and building relationships with key government ministries and departments, state government stakeholders, industry partners, training institutions, content providers, assessment, and certification agencies, etc • Lead Strategic Alliances with a wide range of stakeholders including governmental and non-government partners, international third party providers, training delivery/content creation/assessment agencies, professional bodies, HEIs, embassies and missions • Define roles and responsibilities of stakeholders and handhold government departments and institutions to fulfil mission goals and Karmayogi Bharat departmental KPIs for shared ownership • Inform/recommend policy interventions based on data driven analysis throughout implementation of the mission (data, IPR, eLearning, assessment, governance etc) • Communicate and promote mission information, progress and outcomes for stakeholder buy-in • Lead outreach activities and provide SOPs and mechanisms for civil servants networking, peer-to-peer interactions including high profile annual events, ongoing capacity building workshops, seminars, internal trainings, consultations for IGOT registration, adoption and sustenance • Structure delivery of the Karmayogi Bharat SPV deliverables and track progress and impact through annual capacity building plans, reporting frameworks and publish reports on successful initiatives and outcomes • Collaborate with CBC and other internal stakeholders to synergise efforts • Monitor, evaluate and report progress against targets to DoPT, Cabinet Secretariat Coordination Unit or as required • Integrate feedback from stakeholders and partners for improvement of outcomes • Risk management and troubleshooting of any mission related grievance 		

	<ul style="list-style-type: none"> • Create roadmaps for KB Mission SPV sustainability
JOB QUALIFICATION & REQUIREMENTS	
EXPERIENCE REQUIREMENTS	The expert must have at least 10 years of total experience in the field of strategic development, partnership management and policy management under any development sector.
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • The candidate must have a post-graduate with specialization in management or social work or economics. Good academic record from a recognized university/institution • Relevant certifications/fellowships/diplomas shall have added advantage
REQUIRED SKILLS/COMPETENCIES	High impact communication Planning and Organizing Building Partnerships Customer Focus and Orientation Negotiation Skills



KARMAYOGI BHARAT

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Parsvnath Capital Tower 7th Floor, Bhai Vir Singh Marg, Sector 4, Gole Market, New Delhi- 110001

ADVERTISEMENT FOR THE POST OF GENERAL MANAGER RISK AND COMPLIANCE ON REGULAR BASIS IN KARMAYOGI BHARAT, NEW DELHI

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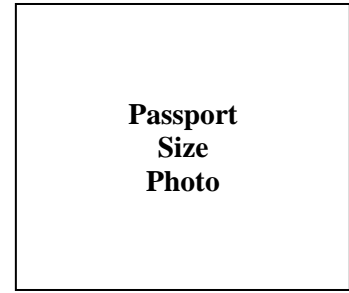
SPV Karmayogi Bharat invites applications for recruitment on regular basis to the following positions:

Sl. No.	Position	Number of Post	Level of Pay
1.	General Manager – Risk and Compliance	One (1)	E6

Organization is looking for dynamic candidates. The maximum age limit for the appointment on regular basis shall be as per the DPE Guidelines. 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, including CV, Educational certificates, experience certificates, NOC from present employer, Aadhar card and any other supporting documents by 24th January 2024. 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 is attached herewith.

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Place: _____

Date: _____

Signature of Applicant: _____

Name of the Applicant: _____

General Manager – Risk and Compliance			
DESIGNATION	General Manager – Risk and Compliance		
JOB LOCATION	NEW DELHI	LEVEL	E6
DIVISION / DEPARTMENT	iGOT Karmayogi SPV	REPORTS TO	COO
JOB SPECIFICATION			
JOB PURPOSE	Set up and enforce a reliable Risk and Compliance Framework to minimize business risks and ensure adherence to legal and government regulations. Ensure adherence to the Whistle Blower and Fraud Prevention policy.		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> • Developing, implementing, and maintaining the Organization's Risk and Compliance Policy keeping in mind the high ethical standards set by the Organization and the risks associated with technology in learning, copyrights, and distribution of material • Ensure adherence to the Whistle Blower and Fraud Prevention Policy • In case of a whistle blower incident, ensure treatment as per the policies and guidelines. • Creating systems of control to prevent and deal with violations of legal guidelines and internal Organization policies • Creating and coordinating proper reporting channels for compliance issues • Coordinating and scheduling compulsory compliance trainings for all employees of the Organization • Coordinating and scheduling regular audits on risk and compliance • Constantly reviewing and updating the risk and compliance policies while strongly enforcing them 		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • Minimum 10 years of experience with at least 3 years in Head of Risk and Compliance or equivalent position • Should have experience of leading an organization in the capacity of Lead or Head of Risk & Compliance Experience in Government sector/advising in Government projects will have an added advantage • Experience in Risk/ Compliance/ Audit especially in Technology/ e-learning industry will have an added advantage • Knowledge of corporate governance, administration and best practices followed in the country. • Excellent data interpretation skills, experience and knowledge 		

	in risk management, corporate governance, and compliance frameworks
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • The candidate must have a bachelor’s degree/ CA/ CS/ Law • A Master’s degree in Management/ Company Law/ Audit is preferred Good academic record from a recognized university/institution • Relevant certifications/fellowships/diplomas shall have added advantage
REQUIRED SKILLS/ COMPETENCIES	Financial and Legal Acumen Risk Assessment Conflict Management Data Interpretation Building trust and transparency
