



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}

202, 2ndFloor, C-Wing, NDCC-II Building, Jai Singh Road, Opposite JantarMantar, New Delhi-110001

ADVERTISEMENT FOR ENGAGEMENT OF “LEAD - OPERATIONS AND MAINTENANCE” 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 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 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.

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 from eligible candidates for recruitment to the following position(s):

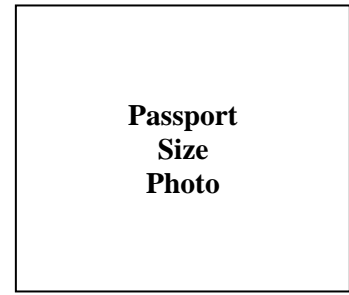
Sl. No.	Name of Post	Total Post
1.	Lead - Operations and Maintenance	1

The remuneration would be based on qualifications and experience of the selected candidate and be fixed as per industry norms. The job descriptions of the post have been attached as **Annexure A**.

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 21st January 2023. 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
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. 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	of		Period	
		From	To	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	Lead Operations and Maintenance
JOB LOCATION	New Delhi
DIVISION / DEPARTMENT	iGOT Karmayogi SPV
JOB SPECIFICATION	
JOB PURPOSE	To oversee and arrange the operational benefit conveyance beneath the course of the COO. Responsible for accomplishing measures reflected in expanded selection, improved client benefit, dependable operations, and improvement of staff. Key obligations would be to play a dynamic part in operationalization and maintenance of the organization and its verticals.
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> • Lead and maintain standardized operational processes that maximize performance and eliminate redundancies. • Assess the existing process for improvement and work closely with the PMU and technical teams towards optimizing benefit conveyance whereas endeavoring for standardization of process. • Lead the process of developing and execution of the overall Learning strategy for iGOT platform. • Focal point for co-ordination with institutes/ departments for TNA, curriculum, courses. • Evaluate needs and provide expertise to the Ministry and its institutes whenever required. • Lead the process of third-party hiring and e-learning services providers. • Oversee the trade effect, track learner advance, and populate dashboards utilizing iGOT analytics suite and integrative. • Formulation of budgets, annual reports and other materials in coordination with other departments. • Responsible for budgetary compliance and cost control under benefit of Karmayogi Bharat. • Ensure safety and security of Karmayogi head office and its branches. • Ensure regulatory compliance and technical operations activities within the Karmayogi Bharat. • Maintain a high level of communication with all levels and employee groups and PMUs working for the organisations. • Identify key issues needing to be addressed.
JOB QUALIFICATION & REQUIREMENTS	

EXPERIENCE REQUIREMENTS	<ol style="list-style-type: none"> 1. Minimum 15 years of experience with at least 3 years in leading Office Management or equivalent position. 2. Must have experience in administration, operations and general management. 3. Excellent skills in ensuring process efficiency and stakeholder management. 4. Preferred experience of leading the entire operation of a large e-learning firm. 5. Preferred experience of working within ministry/department/ government organizations/ government projects.
EDUCATION REQUIREMENTS	<ol style="list-style-type: none"> 1. The candidate must have a Master's degree in Management / Supply Chain / Operations or equivalent. 2. Good academic record from a recognized university/institution 3. Relevant certifications/fellowships/diplomas shall have added advantage
REQUIRED SKILLS/ COMPETENCIES	<p>High impact communication Planning and Organizing Risk Management Customer Service and Detail Orientation Service Orientation Conflict management Analytical Thinking Quality Service control Office Management.</p>
