



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 (CPO)-IGOT 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 Programmed for Civil Services Capacity Building (NPCSCB) Mission Karmayogi. got 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 bigot Karmayogi platform and any other digital assets pertaining to the programmer. 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	Job Description
1.	Chief Product Officer (CPO) – iGOT	One (1)	Annex I

Organization is looking for dynamic candidates. The maximum age limit for the appointment on a regular basis is 50 years**. 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, Salary Slips and offer letter of current employer, Aadhar card and any other supporting documents by 06.12.2025. Incomplete and date bar applications will not be considered. All documents are mandatory in nature. Only short-listed candidates will be invited for the interview/selection process. The decisions made by Karmayogi Bharat will be final and binding.

**Age relaxations will be considered as per Govt. of India guidelines subject to fulfilment of the requisite qualification, pay & experience criteria etc.

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

**Passport
Size
Photo**

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				

10. 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	Chief Product Officer (CPO) – iGOT	LEVEL	E8
JOB LOCATION	New Delhi	REPORTS TO	Chief Executive Officer (CEO)
JOB SPECIFICATION			
JOB PURPOSE	<p>Karmayogi Bharat invites applications for the position of Chief Product Officer (CPO) to lead the vision, strategy, and execution for the product - iGOT Karmayogi platform -Government of India's flagship digital learning and capacity-building initiative for public servants.</p> <p>The CPO will steer the end-to-end product lifecycle, ensuring that iGOT delivers a high-impact, accessible, and intelligent learning experience powered by modern digital technologies including AI and Machine Learning. The incumbent will drive innovation, personalization, and scalability, contributing to the goal of Mission Karmayogi—building a future-ready civil service.</p>		
ROLE AND RESPONSIBILITY	<ol style="list-style-type: none"> Strategic Leadership: Define and execute a visionary product strategy for iGoT as a platform and delineate a long-term roadmap aligned with the goals of Mission Karmayogi and national digital capacity-building priorities. Product Innovation & Emerging Technologies: Integrate AI & ML and advanced data analytics to enable personalized learning pathways, dynamic learning plans for organizations, adaptive assessments, and intelligent recommendations across the iGOT platform. User-Centric Product Development: Champion design thinking and user research to create intuitive, inclusive, and engaging user experiences for diverse civil service learners. Cross-Functional Collaboration: Collaborate with technology, content, data, and operations teams, as well as ministries, departments, and training institutions, to ensure cohesive and impactful product delivery. Data-Driven Decision Making: Build data pipelines and performance dashboards for real-time insights into learner engagement, competency development, and platform health. Governance & Compliance: Ensure adherence to government digital standards, data security, privacy norms, and accessibility (WCAG) guidelines. AI Governance & Ethics: Establish frameworks for responsible and transparent use of AI in the platform's learning ecosystem. Team Leadership: Build and nurture a high-performing, multidisciplinary product team encompassing product managers, designers, data scientists, and engineers. 		

JOB QUALIFICATION & REQUIREMENTS	
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> i. Minimum 15 years of professional experience with at least 3 years in product leadership roles managing large-scale digital products or platforms with proven track record in AI/ML-driven product development. ii. Experience in agile product management, user experience design, and analytics-driven iteration. iii. Familiarity with government, public sector, or large-scale edtech or fintech initiatives will be an advantage.
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> 1. Bachelor's degree in Computer Science Engineering or related engineering discipline 2. Master's degree in Management, Product Design or Data Science is preferred 3. Preferred Certifications: <ul style="list-style-type: none"> i. Certified Scrum Product Owner (CSPO) or equivalent Agile Product Management certification ii. Design Thinking or Human-Centered Design certification iii. Certifications in AI/ML, Data Analytics, or Digital Product Strategy (e.g., Coursera, edX, or recognized industry bodies) iv. Product Management certifications from reputed institutes (e.g., Pragmatic Institute, AIPMM)
REQUIRED SKILLS/COMPETENCIES	<ul style="list-style-type: none"> i. Strategic product visioning and roadmap design ii. Expertise in AI/ML applications, data analytics, and personalization engines iii. Strong knowledge of agile methodologies and product lifecycle management iv. User experience design and accessibility awareness v. Leadership and stakeholder management across public and private ecosystems vi. Analytical and systems thinking abilities vii. Excellent communication, collaboration, and mentoring skills



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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 SENIOR GENERAL MANAGER PROCUREMENT & CONTRACTS ON REGULAR BASIS IN KARMAYOGI BHARAT, NEW DELHI

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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	Job Description
1.	Senior General Manager - Procurement & Contracts	One (1)	Annex I

Organization is looking for dynamic candidates. The maximum age limit for the appointment on a regular basis is 50 years**. 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, Salary Slips and offer letter of current employer, Aadhar card and any other supporting documents by 06.12.2025. Incomplete and date bar applications will not be considered. All documents are mandatory in nature. Only short-listed candidates will be invited for the interview/selection process. The decisions made by Karmayogi Bharat will be final and binding.

**Age relaxations will be considered as per Govt. of India guidelines subject to fulfilment of the requisite qualification, pay & experience criteria etc.

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

**Passport
Size
Photo**

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 sheets 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				

10. Professional Trainings/Certifications

Organization	Details of Training/Certification	Period	
		From	To

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Place: _____
Date: _____

Signature of Applicant: _____
Name of the Applicant: _____

JOB PROFILE			
DESIGNATION	Senior General Manager – Procurement & Contracts	LEVEL	E7
JOB LOCATION	New Delhi	REPORTS TO	Chief Executive Officer
JOB SPECIFICATION			
JOB PURPOSE	<p>The Senior General Manager – Procurement & Contracts will be responsible for end-to-end management of procurement and contracting activities, ensuring efficiency, transparency, and compliance with public procurement norms.</p> <p>The role will require strategic oversight of sourcing, vendor management, contract negotiations, and partnership management to support the mission's large-scale digital and capacity-building initiatives.</p> <p>The incumbent will work closely with leadership, technical, and finance teams, ensuring procurement aligns with Karmayogi Bharat's strategic objectives and government regulations.</p>		
ROLE AND RESPONSIBILITY	<p>1. Procurement Strategy & Planning</p> <ul style="list-style-type: none"> Develop and implement procurement policies, procedures, and frameworks aligned with GFR, and Government of India norms. Create annual procurement plans and strategies to support organizational goals and project timelines. Identify cost optimization opportunities and promote value-for-money sourcing practices. <p>2. Contract & Vendor Management</p> <ul style="list-style-type: none"> Lead the entire contracting lifecycle—from RFP/RFQ development to bid evaluation, negotiation, award and contract administration/management. Draft, review, and finalize contracts, MoUs, and service agreements ensuring clarity, risk mitigation, and legal compliance. Manage relationships with vendors, consultants, and service providers; monitor performance and contract deliverables. Establish systems for vendor evaluation, renewal, and termination in alignment with project needs. Manage all contracts entered into by Karmayogi Bharat <p>3. Governance, Compliance & Risk Management</p> <ul style="list-style-type: none"> Ensure all procurements and contracts adhere to government procurement laws, financial rules, and audit requirements. Maintain transparent documentation, contract repositories, and audit trails. Identify potential risks and develop mitigation strategies for large-scale contracts and procurements. 		

	<p>4. Cross-Functional Collaboration</p> <ul style="list-style-type: none"> • Partners with product, technology, operations, and finance teams to forecast needs and design efficient procurement solutions. • Support capacity building on procurement processes across the organization. • Provide strategic inputs to the CEO and leadership on procurement trends, innovations, and best practices. <p>5. Leadership & Process Improvement</p> <ul style="list-style-type: none"> • Mentor and guide the procurement and contracts team to ensure efficiency and adherence to timelines. • Continuously refine procurement processes for agility and transparency, integrating technology-enabled solutions.
JOB QUALIFICATION & REQUIREMENTS	
EXPERIENCE REQUIREMENTS	<ol style="list-style-type: none"> 1. Minimum 12 years of progressive experience in procurement and contract management, preferably in the public sector, large-scale government projects, or development programs. 2. Deep understanding of public procurement, GFR, e-procurement systems, and public procurement best practices including procurement processes in externally aided /World Bank funded projects. 3. Proven track record of managing high-value, complex contracts (IT, consulting, and infrastructure). <p>Preferred Experience:</p> <ol style="list-style-type: none"> 1. Extensive experience in end-to-end procurement for IT infrastructure and services, including servers, storage, networking equipment, cloud services, cybersecurity solutions, and enterprise software licenses. 2. Proficient in handling ITES procurement encompassing managed services, AMC, facility management, and system integration projects — ensuring compliance with government procurement norms (GeM, e-tendering, RFP processes). 3. Hands-on experience in GeM based procurements / knowledge of procurement under World Bank projects.
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • Bachelor's degree in engineering, Commerce, Law, Management, or a related field. • Postgraduate qualification in Supply Chain Management / Contract Law / MBA is preferred. • Certification in procurement or contract management (e.g., CIPS, PMP) is preferred.
REQUIRED SKILLS/COMPETENCIES	Strategic Sourcing & Negotiation / Legal & Regulatory Compliance / Financial Acumen / Stakeholder Management / Technology Orientation (ERP/e-Procurement Platforms) / Integrity and Public Service Ethos



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

RECRUITMENT FOR GENERAL MANAGER – CLOUD OPERATIONS & IT INFRASTRUCTURE UNDER 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/>.

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SPV Karmayogi Bharat invites applications from eligible candidates for recruitment to the following position(s) on Contractual Basis:

Sl. No.	Name of Post	Total Post	Job description
1	General Manager - Cloud Operations & IT Infrastructure	1	Annex I

For further details, please visit Karmayogi Bharat’s website <https://igotkarmayogi.gov.in/#/career#career>. 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, salary slips of current employer, age proof etc. by 06.12.2025. Incomplete and date bar applications will not be considered. All documents are mandatory. Only short-listed candidates will be invited for the interview/selection process. The decisions made by Karmayogi Bharat will be final and binding.

Application Form

To

The Chief Executive Officer (CEO)

Karmayogi Bharat

7th Floor, Parsvnath Capital Tower (Phase-I)

Bhai Veer Singh Marg, Sector-4

Gole Market, New Delhi – 110 001

**Passport
Size
Photo**

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 sheets in following format, if necessary)

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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	General Manager - Cloud Operations & IT Infrastructure	LEVEL	E-6 level equivalent
JOB LOCATION	New Delhi	REPORT TO	Chief Technology Officer
JOB SPECIFICATION			
JOB PURPOSE	Oversee the overall platform infrastructure for igot Karmayogi platform. The job would entail documenting and analyzing the platform infrastructure and design as per overall program strategy and vision. The individual would be responsible for providing technical leadership to the platform that creates and maintains a detailed view of the technical infrastructure.		
ROLE AND RESPONSIBILITY	<div><div></div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><di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EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • B. Tech/ B.E., M.E. / M. Tech / MCA / Post Graduate IT or equivalent. • Good academic record from a recognized university/institution • Relevant certifications/fellowships/diplomas shall have added advantage
REQUIRED SKILLS/ COMPETENCIES	<p>Technical Infrastructure Software Design Cloud Architecture Business Acumen Planning & Organizing Change & Adaptability Customer orientation Strategic Vision Team Building Attention to detail Communication Skills Project Management</p>



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 FOR SENIOR MANAGER – LEARNING INNOVATION & DESIGN UNDER 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 Programmed 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 from eligible candidates for recruitment to the following position(s) on Contractual Basis:

Sl. No.	Name of Post	Total Post	Job description
1	Senior Manager – Learning Innovation & Design	1	Annex I

For further details, please visit Karmayogi Bharat’s website <https://igotkarmayogi.gov.in/#/career#career>. 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, salary slips of current employer, age proof etc. by 06.12.2025. Incomplete and date bar applications will not be considered. All documents are mandatory in nature. Only short-listed candidates will be invited for the interview/selection process. The decisions made by Karmayogi Bharat will be final and binding.

Application Form

To

The Chief Executive Officer (CEO)

Karmayogi Bharat

7th Floor, Parsvnath Capital Tower (Phase-I)

Bhai Veer Singh Marg, Sector-4

Gole Market, New Delhi – 110 001

**Passport
Size
Photo**

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				

10. 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	Senior Manager – Learning Innovation & Design	LEVEL	E5 level equivalent
JOB LOCATION	New Delhi	REPORTS TO	Chief Learning Officer
JOB SPECIFICATION			
JOB PURPOSE	The Learning Innovation and Design Specialist at Karmayogi Bharat will design and deliver immersive, competency-based learning experiences on the iGOT Karmayogi platform. The role emphasizes the use of simulation, role play, case studies, serious games and scenario-based learning to ensure practical skill development and real-world application for government officials across Ministries, Departments, and Organizations (MDOs).		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none">• Design immersive, simulation-driven and scenario-based learning modules that replicate real-world challenges faced by government officials, helping them build confidence and apply knowledge in practice.• Develop detailed case studies and structured role-play exercises that allow learners to practice decision-making, strengthen problem-solving, and test policy application.• Collaborate with subject matter experts (SMEs) and key stakeholders to identify critical job situations, policies, and governance challenges, and translate these into impactful experiential learning content.• Apply instructional design frameworks, adult learning principles, and Bloom’s Taxonomy to create structured, outcome-oriented, and practical learning solutions that drive behavioral change.• Integrate traditional eLearning approaches with interactive formats such as simulations, branching scenarios, and policy labs to ensure a balance of knowledge acquisition and skill application.• Leverage the iGOT Karmayogi platform’s digital capabilities to design scalable, role-based, and scenario-driven learning interventions that cater to diverse Ministries, Departments, and Organizations.• Use learner analytics and engagement data from the platform to measure effectiveness, identify improvement areas, and continuously refine simulations and experiential modules.• Align all experiential learning interventions with competency frameworks, organizational goals, and national capacity-building priorities to ensure relevance and impact.• Stay updated on global innovations and best practices in simulation-based learning, role play, and experiential design, adopting cutting-edge methods to enhance learner engagement.• Develop impact reports and evaluation dashboards for stakeholders.		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none">• 8 years of relevant experience (excluding internships and training).• Proven experience in designing simulation-based or scenario-driven learning programs within EdTech, aggregator, or L&D platforms.• Hands-on expertise with instructional design tools (e.g., Articulate 360, Adobe Captivate, Adobe suite, etc.) and simulation platforms.• Strong ability to create role-play exercises, case studies, and experiential learning modules.• Knowledge of competency frameworks and adult learning methodologies.		

	<ul style="list-style-type: none"> • Demonstrated ability to collaborate with SMEs and convert policy/technical content into real-life scenarios, and in designing engaging and contextually relevant content. • Excellent communication, writing, and design skills for impactful learning delivery. • Ability to manage multiple design projects, manage multi stakeholders and work across cross-functional teams.
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • Masters in Instructional Design/Education/Business Administration/Technology/or relevant field from a recognized university/institution. • Relevant certifications in simulation design, instructional design, learning experience design and digital pedagogy is desirable.
REQUIRED SKILLS/COMPETENCIES	Simulation & Scenario-Based Design Instructional Design Expertise Curriculum Development High Impact Communication Digital Learning Tools Proficiency



KARMAYOGI BHARAT

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RECRUITMENT FOR MANAGER – OPERATIONS AND MAINTENANCE UNDER KARMAYOGI BHARAT, NEW DELHI

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SPV Karmayogi Bharat invites applications from eligible candidates for recruitment to the following position(s) on Contractual Basis:

Sl. No.	Name of Post	Total Post	Job description
1	Manager- Operations and Maintenance	1	Annex I

For further details, please visit Karmayogi Bharat’s website <https://igotkarmayogi.gov.in/#/career#career>. 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, salary slips of current employer, age proof etc. by 06.12.2025. Incomplete and date bar applications will not be considered. All documents are mandatory. Only short-listed candidates will be invited for the interview/selection process. The decisions made by Karmayogi Bharat will be final and binding.

Application Form

To

The Chief Executive Officer (CEO)

Karmayogi Bharat

7th Floor, Parsvnath Capital Tower (Phase-I)

Bhai Veer Singh Marg, Sector-4

Gole Market, New Delhi – 110 001

**Passport
Size
Photo**

Subject – Regarding appointment of _____ Post

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1. Full Name: _____

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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 sheets in following format, if necessary)

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	From To				

10. 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	Manager- Operations and Maintenance	LEVEL	E-4 level equivalent
JOB LOCATION	New Delhi	REPORT TO	Chief Technology Officer
JOB SPECIFICATION			
JOB PURPOSE	Oversee the overall day-to-day operations and maintenance for bigot Karmayogi platform. The job would entail effective delivery of IT Operations, services, optimal performance, and continuous improvement of IT processes as per overall program strategy and vision. The individual will lead a team of IT professionals to maintain high availability, reliability, and security of IT resources to support the organization's strategic objectives.		
ROLE AND RESPONSIBILITY	<ol style="list-style-type: none"> 1. Develop and execute strategic plans for operations and maintenance of Karmayogi platform, focusing on efficiency improvements and cost savings. 2. Oversee daily operations and maintenance activities using Jira, OS Ticket, Zoho and other ticket management systems. 3. Lead troubleshooting efforts to resolve Platform-related incidents and minimize downtime. Act as a key point of contact for escalations related to SLAs and ticket management. 4. Monitor ticket queues, prioritize tasks, and ensure adherence to Service Level Agreements (SLAs) 5. Utilize insights from ticket analysis to drive structural fixes and enhancements in Karmayogi Bharat (KB) products. 6. Lead and mentor a team of operations and maintenance professionals ensuring effective utilization of ticket management systems. 7. Collaborate closely with engineering, IT, product teams, vendors and service providers to implement solutions based on ticket analysis findings. 8. Conduct regular capacity assessments to anticipate and address the growing operational needs of Karmayogi Bharat. 		

JOB QUALIFICATION & REQUIREMENTS	
EXPERIENCE REQUIREMENTS	<ol style="list-style-type: none"> 1. Minimum 6 years of experience in IT operations and maintenance, preferably with at least 3 years of experience in large scale government IT projects. 2. Should have handled and maintained at least two enterprise grade systems. 3. Experience in Handling large scale e-Government transformational Project is required. 4. Strong knowledge of IT service Delivery, IT infrastructure, including networks, servers, storage, databases and cloud technologies. 5. Proficiency in IT service management frameworks, such as ITIL. 6. Effective communication skills (written and verbal) to properly articulate complicated IT operations to management and other IT development partners.
EDUCATION REQUIREMENTS	<ol style="list-style-type: none"> 1. B. Tech/ B.E., M.E. / M. Tech / MCA / Post Graduate IT or equivalent. 2. Good academic record from a recognized university/institution 3. Relevant certifications (e.g., ITIL, PMP, CISSP) shall have added advantage
REQUIRED SKILLS/ COMPETENCIES	IT Operations Software Maintenance Cloud Operations Service Delivery Ticket Management Change & Adaptability Customer Service and Detail Orientation Strategic Vision Team Building Attention to detail Communication Skills Project Management



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

RECRUITMENT FOR MANAGER – INFORMATION AND CYBER SECURITY UNDER 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 from eligible candidates for recruitment to the following position(s) on Contractual Basis:

Sl. No.	Name of Post	Total Post	Job description
1	Manager – Information and Cyber Security	1	Annex I

For further details, please visit Karmayogi Bharat’s website <https://igotkarmayogi.gov.in/#/career#career>. 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, salary slips of current employer, age proof etc. by 06.12.2025. Incomplete and date bar applications will not be considered. All documents are mandatory. Only short-listed candidates will be invited for the interview/selection process. The decisions made by Karmayogi Bharat will be final and binding.

Application Form

To

The Chief Executive Officer (CEO)

Karmayogi Bharat

7th Floor, Parsvnath Capital Tower (Phase-I)

Bhai Veer Singh Marg, Sector-4

Gole Market, New Delhi – 110 001

**Passport
Size
Photo**

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				

10. 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	Manager – Information and Cyber Security	LEVEL	E-4 level equivalent
JOB LOCATION	New Delhi	REPORT TO	Chief Technology Officer
JOB SPECIFICATION			
JOB PURPOSE	<p>The Manager – Information and Cyber Security will be responsible for developing, implementing, and monitoring a strategic, comprehensive enterprise cybersecurity and IT risk management program. The role involves safeguarding the organization's information assets, ensuring compliance with regulatory requirements, and leading initiatives for proactive threat identification, mitigation, and response across all digital platforms, which is one of the strategic priorities of Karmayogi Bharat.</p>		
ROLE AND RESPONSIBILITY	<p>1. Governance, Risk & Compliance (GRC):</p> <ul style="list-style-type: none"> Establish, implement, and manage information security policies, standards, and procedures in alignment with ISO 27001, CERT-In, and other regulatory frameworks. Conduct regular risk assessments and ensure timely mitigation of identified vulnerabilities. Manage audits, compliance checks, and certification renewals (e.g., ISO 27001, SOC 2). Coordinate with internal and external audit teams and ensure closure of audit observations. <p>2. Cybersecurity Operations:</p> <ul style="list-style-type: none"> Oversee the daily operations of security monitoring, incident detection, and response (SOC). Manage vulnerability assessment and penetration testing (VAPT) activities and ensure remediation. Develop and test incident response and business continuity plans. Coordinate forensic investigations and root cause analyses for major incidents. <p>3. Application & Infrastructure Security:</p> <ul style="list-style-type: none"> Review system, application, and infrastructure architecture to identify and mitigate security risks. Ensure secure configuration and patch management across servers, databases, and cloud environments. Work with DevOps and product teams to embed security in SDLC and CI/CD pipelines. <p>4. Data Protection & Privacy:</p> <ul style="list-style-type: none"> Ensure compliance with data privacy regulations and government security guidelines. Implement data classification, encryption, and access control frameworks. <p>5. Awareness & Training:</p> <ul style="list-style-type: none"> Conduct regular information security training and awareness programs across the organization. Promote a culture of security and continuous improvement. 		

	6. Collaboration & Reporting: <ul style="list-style-type: none"> • Coordinate with technology, legal, HR, and operations teams to address cross- functional security. • Report key risk indicators (KRIs) and incidents to senior management with actionable insights concerns.
JOB QUALIFICATION & REQUIREMENTS	
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • Minimum 6 years of experience in Information Security, Cyber Risk Management, or related areas. • In-depth knowledge of cybersecurity frameworks (ISO 27001, NIST, OWASP, ITIL, COBIT). • Hands-on experience with SIEM, IDS/IPS, endpoint protection, and DLP tools. • Experience in conducting and managing VAPT, SOC operations, and incident response. • Exposure to cloud security (AWS, Azure, GCP) and data protection best practices. Preferred Certifications: <ul style="list-style-type: none"> • CISSP / CISM / CISA / CEH / ISO 27001 LA or equivalent professional certifications.
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • Bachelor's or Master's degree in computer science, Information Technology, or related field. • Professional security management certification • Good academic record from a recognized university/institution • Other relevant certifications/fellowships/diplomas shall have added advantage
REQUIRED SKILLS/COMPETENCIES	Information Security Cyber Security Cloud Solutions Business Acumen Planning & Organizing Change & Adaptability Customer orientation Strategic Vision Team Building Attention to detail Communication Skills Project Management



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 FOR MANAGER-DATA ANALYTICS & MIS UNDER 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/>.

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- 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) on Contractual Basis:

Sl. No.	Name of Post	Total Post	Job description
1	Manager - Data Analytics & MIS	1	Annex I

For further details, please visit Karmayogi Bharat’s website <https://igotkarmayogi.gov.in/#/career#career>. 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, salary slips of current employer, age proof etc. by 06.12.2025. Incomplete and date bar applications will not be considered. All documents are mandatory. Only short-listed candidates will be invited for the interview/selection process. The decisions made by Karmayogi Bharat will be final and binding.

Application Form

To

The Chief Executive Officer (CEO) Karmayogi

Bharat

7th Floor, Parsvnath Capital Tower (Phase-I)

Bhai Veer Singh Marg, Sector-4

Gole Market, New Delhi – 110 001

**Passport
Size
Photo**

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				

10. 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	Manager - Data Analytics & MIS	Level	E4 level equivalent
JOB LOCATION	New Delhi	REPORT TO	Chief Technology Officer
JOB SPECIFICATION			
JOB PURPOSE	Perform in-depth analysis by collecting and analyzing data from website traffic, page views, and site visit durations using Google Data Studio. Maintain & modify existing designs and/or complex systems and develop integrated subsystems. Translate & communicate insights and provide marketing solutions to leadership.		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> • Interpret data, analyze results, and provide ongoing reports by verifying data from the various sources (including tools like Google Analytics, GTM, Big Query, Data Studio etc.) • Identify, analyze, and interpret trends or patterns in complex data sets by doing querying or programming using Big Query/ SQL • Provides information to management by assembling and summarizing data; preparing reports; making presentations of findings, analyses, and recommendations. • Experience in data processing, data ingestion, ETL (Extract Transform Load), Data Enrichment, statistical analysis, Business Intelligence • Ensure progress on all platforms by using analytical tools such as Google Analytics and others • Develop custom automated reports for various organization's units as needed • Experience in working on the share of voice analysis, sentiment analysis, social media monitoring, social listening tools such as Talk walker, Meltwater etc • Sound knowledge of digital marketing tactics, campaign performance analysis, data analytics and insight generation • Hands-on experience of running field force data and multi-channel driven analytics • Well versed with creating innovative dashboards and MIS reports. 		

JOB QUALIFICATION & REQUIREMENTS	
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none"> • 6 years of hands-on experience in analyzing data from multiple channels, such as online, offline and government websites/technology and apps. • Must have proven experience in connecting insights from multiple data sources within social media, data analytics and secondary research • Must have excellent written and verbal communication skills
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> • A bachelor's degree in computer science engineering or information technology is a must. • A master's degree in computer science will be preferred. • Good academic record from a recognized university/institution
REQUIRED SKILLS/COMPETENCIES	Google Analytics GTM Big Query Data Studio Power Bi / Tableau Talkwalker / Meltwater AWS R Python Looker Studio Pro.



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 FOR ASSISTANT MANAGER – PROCUREMENTS AND CONTRACTS UNDER KARMAYOGI BHARAT, NEW DELHI

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- 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) on Contractual Basis:

Sl. No.	Name of Post	Total Post	Job description
1	Assistant Manager – Procurement and Contracts	1	Annex I

For further details, please visit Karmayogi Bharat’s website <https://igotkarmayogi.gov.in/#/career#career>. 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, salary slips of current employer, age proof etc. by 06.12.2025. Incomplete and date bar applications will not be considered. All documents are mandatory. Only short-listed candidates will be invited for the interview/selection process. The decisions made by Karmayogi Bharat will be final and binding.

Application Form

To

The Chief Executive Officer (CEO)

Karmayogi Bharat

7th Floor, Parsvnath Capital Tower (Phase-I)

Bhai Veer Singh Marg, Sector-4

Gole Market, New Delhi – 110 001

**Passport
Size
Photo**

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				

10. 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	Assistant Manager – Procurement and Contracts (P&C)	LEVEL	E2 level equivalent
JOB LOCATION	New Delhi	REPORT TO	Sr. General Manager - Procurement
JOB SPECIFICATION			
JOB PURPOSE	The individual shall be responsible for operational activities related to procurements and contracts of Karmayogi Bharat.		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none">● Preparation of Request for Proposals (RFP), Request for Quotations (RFQ), and Expression of Interest (EOI) documents on behalf of Karmayogi Bharat● End-to-End facilitation of the bid process management for the tenders being floated by Karmayogi Bharat● Procurement of goods and services through the GeM portal● Facilitation of procurements of goods and services as per world bank procurement process● Manage all vendor contracts of Karmayogi Bharat, including timely vendor payments, contract compliance and contract monitoring.● Process all vendor payments along with comprehensive documentation through e-office system.● Provide reports and updates related to procurement and contract management.		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	<ul style="list-style-type: none">● Minimum 4 years of experience with at least 2 years of experience in procurement and contract management.● Experience in handling government procurement projects successfully.● Understanding of government procurement regulations such as GFR and CVC guidelines.● Working knowledge / experience of RFP, RFQs and EOIs.● Knowledge / experience / understanding of World Bank procurement rules and regulations is preferred.		
EDUCATION REQUIREMENTS	<ul style="list-style-type: none">● Graduate in any discipline● Good academic record from a recognized university/institution● Relevant certifications/fellowships/diplomas shall have added advantage		
REQUIRED SKILLS/COMPETENCIES	Contract Management Government Procurement Contract Monitoring Vendor Management Planning & Organizing Document Writing Collaboration Attention to detail Communication Skills Project Management		
