

**ADVERTISEMENT FOR FILLING UP THE POST OF COMPANY SECRETARY IN
KARMAYOGI BHARAT (SPV), NEW DELHI, INDIA**

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.

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 positions:

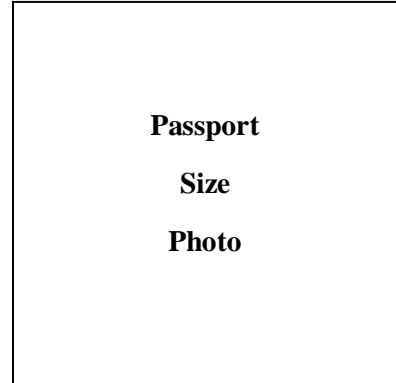
S.No.	Name of Post	Total Post
1.	Company Secretary (CS)	1

For the further details, please visit Karmayogi Bharat's website <https://karmayogibharat.gov.in>. Eligible applicants can apply by submitting their applications to the given address or to our email careers.karmayogi@gov.in, including CV and certified documents of qualification, experience, age proof etc. Applications must be received within twenty one days from the publication of this advertisement. Incomplete and date bar applications will not be considered. Only short-listed candidates will be invited for interview/selection process. The job descriptions of the posts have been attached as **Annexure A**.

Application Form

To,

The Board of Directors
Karmayogi Bharat
Room No.307, 3rd Floor,
Old JNU Campus, New Delhi – 110 067



Subject – Regarding appointment of _____ Post

Reference – Dated _____ advertisement in this Newspaper as well as on the website _____

Respected Sir/Ma'am,

As per the contextual advertisement, I declare that I hold the necessary academic qualifications for the Post of _____ and I submit the details as follows:

1. Full Name: _____
2. Full Address (zip code): _____

3. Mobile No. _____
4. Date of Birth: _____ (DD/MM/YY)
5. Gender: Male / Female
6. E-mail Address: _____
7. Details of the Educational Qualification held by the Applicant

S.No.	Educational Qualification	Passing Year	Marks	Percentage

8. Employment History in chronological order
 (Attach separate sheet in following format, if necessary)

Name and Address of employer/Organization	Period of service	Designation of the Post held	Remuneration	Detailed description of work	Reason of leaving each post
	From To				

9. Professional Trainings/Certifications

Organization	Details of Training/Certification	Period	
		From	To

Declaration: I hereby solemnly declare that all the above-mentioned statements are true and correct to the best of my knowledge and belief. Nothing is false or has been concealed/ distorted. If at any time I am found to have concealed / distorted any material/ information, my appointment shall be liable to termination without notice.

Place: _____

Signature of Applicant: _____

Date: _____

Name of the Applicant: _____

Annexure A

JOB PROFILE- COMPANY SECRETARY			
DESIGNATION	Company Secretary		
JOB LOCATION	NEW DELHI	EMPLOYMENT TYPE	
DIVISION / DEPARTMENT	iGOT Karmayogi SPV	REPORTS TO	CFO
JOB SPECIFICATION			
JOB PURPOSE	A company secretary is a vital link between the company and its Board of Directors, shareholders, government and regulatory authorities and all other stakeholders. He/she ensures that Board procedures are followed and regularly reviewed and provides guidance to Chairperson and the Directors on their responsibilities under various laws		
ROLE AND RESPONSIBILITY	<ul style="list-style-type: none"> Advising on good governance practices and compliance of Corporate Governance norms as prescribed under various Corporate, Securities and Other Business Laws and regulations and guidelines Assists in developing a corporate and social sustainability framework Handles the promotion, formation and incorporation of companies and matters related therewith Responsible for filing, registering any document including forms, returns and applications by and on behalf of the company as an authorized representative Coordinate the board/general meetings and follow-up actions thereof Manages all tasks relating to Securities and their transfer and transmission Acts as the custodian of corporate records, statutory books, and registers Manages the Secretarial/Compliance Audit Signing of Annual Return where necessary and responsible for other declarations, attestations, and certifications under the Companies Act, 1956 Will be responsible to represent iGOT and other connected persons before various boards and forums including but not limited to Company Law Board, Registrar of Companies, Tax Tribunals, Consumer Forums and Other quasi-judicial bodies and Tribunals Advises the company on arbitration, negotiation, and conciliation in commercial disputes between various parties Drafts Arbitration/Conciliation Agreement/Clause Participate and assist Banking Services, Finance and accounting Services, Taxation Services, Information Technology Will also assist, participate, partner with internal and external stakeholders in areas of <ul style="list-style-type: none"> Corporate Social Responsibility Communication with various stakeholders, Regulators, Authorities etc. Industrial and labour laws 		
DIRECT REPORTS	N/A		
JOB QUALIFICATION & REQUIREMENTS			
EXPERIENCE REQUIREMENTS	Minimum 10 years of experience with at least 5 years in handling the position of Company secretary		

	<p>Experience in Government sector/advising in Government projects will have an added advantage</p> <p>Knowledge of corporate governance, administration and best practices followed in the country</p> <p>Excellent data interpretation skills, experience and knowledge in corporate governance and compliance frameworks</p>
EDUCATION REQUIREMENTS	Qualified and member of the Institute of Company Secretaries of India (ACS)/ bachelor's in law or equivalent degrees
REQUIRED SKILLS/ COMPETENCIES	Communication Skill Compliance Time Management Multitasking Attention to Detail Influential Commercial awareness
KEY RESULT AREAS	

REVIEWED BY: Designation/ Sign.	CHRO (Head of HR)	DATE APPROVED	
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