

**F. NO. 08/01/2024-CBC (Pt.)**  
Government of India  
Department of Personnel and Training  
Capacity Building Commission  
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21<sup>st</sup> Floor, Jawahar Vyapar Bhawan  
Tolstoy Road, New Delhi – 110001  
Date: 28<sup>th</sup> February 2025

**Subject: Advertisement for engagement of Program Coordinator/ Karmayogi Saarthi in the Capacity Building Commission - inviting applications thereof.**

Applications in the prescribed online form on CBC's official website (<https://cbc.gov.in>) are invited from the eligible candidates for engagement as Program Coordinators/ Karmayogi Saarthis in the Capacity Building Commission on full-time contract basis as per the terms and conditions (Annexure-I) and as per the details given below –

1	Name/ Number of Posts	Program Coordinator - 10
2	Period of Consultancy	Six Months (06) (Extendable upto 11 months or part of it at a time for a maximum period of 3 years) / (As per relevant guidelines of engagement of Program Coordinator/ Karmayogi Saarthi in CBC dated 28.02.2025).
3	Job Location	New Delhi
4	Educational Qualifications	<b><u>Essential:</u></b>  Bachelor's degree in relevant fields or B.E/B.Tech or MBBS or LLB (Hons) or CA or ICWA or possessing any professional degree acquired after 10+2  <b><u>Desirable:</u></b>  Master's degree in relevant subject, M.Phil, PhD, 2 years PG diploma in management, additional qualifications, research experience, published papers.
5	Experience	A minimum of 3-5 years of post-degree working relevant experience in project management, coordination, or capacity building activities. Experience in a non-profit or similar organization is highly desirable. The candidates having work experience with a private organisation should have experience or assignments relating to any Government department or agency or public sector undertaking. Contractual assignments with Government or public undertakings or any recognized fellowship after graduation will also be counted as relevant experience.
6	Remuneration	The remuneration range (Rs.80,000 – Rs.1,25,000) per month, subject to tax deduction at source as per applicable law– <b>Annexure-I</b>
7	Upper Age Limit	35 Years
8	TA/DA/Leave and other conditions	As per details in the Annexure-I.

9	Terms of Contract	<p>The candidate selected will be engaged purely on a contractual basis for a period of Six months and this will not confer any right for regular appointment in the Commission.</p> <p>The engagement of the contractual position may be terminated by either side at any time by giving one month's notice.</p> <p>On failing to serve the one month notice period, CBC shall retain the right to deduct his/her one-month remuneration as penalty.</p> <p>Further, contractual terms and conditions as prescribed in the Guidelines as of engagement of Program Coordinator/ Karmayogi Saarthi in CBC dated 28.02.2025.</p>
10	Roles and Responsibilities	As per details in the Annexure-I.
11	How to Apply	<p>Application to be submitted through the prescribed online form on CBC's official website (<a href="https://cbc.gov.in/karmayogi-saarthi-recruitment">https://cbc.gov.in/karmayogi-saarthi-recruitment</a>) and send required documents as suggested in the online form.</p> <p>Last Date: 21.03.2025 Late applications will not be considered.</p>

Encl: As above.



(Ngulkhosat)

Under Secretary to the Govt. of India

Tel: 23701134

1. Notice Board of the website of CBC and DoPT
2. To be published in Employment News and two daily newspapers (One Hindi and One English)



## Annexure – I

**1. Duration of Engagement:** Program Coordinator/ Karmayogi Saarthi will be engaged initially for a period of Six (06) months which may further extend by Eleven (11) months at a time or a part of it, upto a maximum tenure of three years, for providing high-quality services as per the requirement of the concerned Ministry/Department. However, their continuation in their respective position beyond the initial period of six months and for subsequent periods would be contingent on satisfactory Performance Review based on clearly defined Key Performance Indicators.

**2. Roles and Responsibilities:** Program Coordinator/ Karmayogi Saarthi will work as a Programme Coordinator for implementing Mission Karmayogi programme in the Ministry/Department/Organisation (MDO) where he would be deputed. Program Coordinator/ Karmayogi Saarthi will be required to provide high quality inputs for the key performance indicators developed by CBC and the MDO for implementation of the MDO's Annual Capacity Plan, implementation of Karmayogi Guidelines issued by DOPT and supporting the Central Civil Service training institutions to progress on the National Standards for CSTI. The Program Coordinators would act as the primary liaison between CBC, MDO and partner organizations, besides coordinating meetings, workshops, and training programs.

Program Coordinator/ Karmayogi Saarthi will contribute to the key agenda of developing and implementing Annual Capacity Building Plans and implementing Karmayogi guidelines and National Standards for Central Civil services training institutions through identified core activities by:

- i. Supporting the development and implementation of capacity building programs, ensuring they align with the organization's goals
- ii. Facilitating 10/15% of trainings proposed in the ACBP of the MDO every month
- iii. Reporting progress of implementing the MDO ACBP every month in dashboard developed by CBC/ Karmayogi Bharat
- iv. Facilitating the MDO for CBC's support for improvement in the ratings of the CSTI under the MDO
- v. Updating Dashboard of National Standards of CSTI to reflect bi-monthly progress
- vi. Working with CBU in the MDO and with CSTIs to upload and curate relevant domain courses on i-GOT
- vii. Supporting and mobilization of Capacity Building Units in MDOS
- viii. Building Partnerships and coordinating with Training Institutes for effective training delivery
- ix. Coordinating with Internal Stakeholders
- x. Tracking and evaluating the impact of capacity building initiatives and providing regular reports to management and partners.

**3. Mode of Selection:** The selection of Program Coordinator/ Karmayogi Saarthi shall be made in accordance with the provisions contained in GFR 2017 under Rules 177 to 196 and Chapter 7 Selection of Consultant / Service Provider (para 7.1 and 7.2), Chapter 6 (para 6.5) of Manual of Procurement for Consultancy and Other Services 2017, in the following manner.

**a. Screening:** A dedicated screening committee will review applications and shortlist candidates based on their qualifications, experience, and evaluation of an assessment task (to test desired competencies) as prepared by CBC, of the following composition:

- i. Director CBC - Chairperson
- ii. Under Secretary CBC - Member
- iii. One person nominated by the Competent authority - Member

**b. Interviews:** Shortlisted candidates will be invited for interviews, including behavioral and technical assessments. The panel of shortlisted candidates shall be placed before a Consultancy Evaluation Committee (CEC) with the following composition:

- i. Either of the Members of the Commission - Chairperson
- ii. Secretary / Joint Secretary CBC - Member
- iii. One person nominated by the Competent Authority - Member

The CEC may devise its own method of selection of suitable candidates as per the requirements. The CEC may recommend a panel of names for keeping in reserved list with a validity period of one year from the date of recommendation.

4. **Leave:** The Program Coordinator/ Karmayogi Saarthi shall be entitled to leave at the rate of 1.5 days of each completed month on pro-rata basis. Un-availed leaves can be carried forward to next period/year of Contract. Further, leave up to one month may be considered without remuneration with the approval of Competent Authority.
5. **Attendance:** Program Coordinator/ Karmayogi Saarthi need to mark their attendance on Aadhar Enabled Biometric Attendance System (AEBAS) at the place of posting or any other suitable system. The monthly remuneration will be linked with their attendance.
6. **Tax Deduction at Source:** The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Capacity Building Commission will issue TDS Certificate/so Goods and Service Tax, as applicable shall be admissible to the Program Coordinator/ Karmayogi Saarthi. The Capacity Building Commission undertakes no liability for taxes or other contribution payable by the Program Coordinator/ Karmayogi Saarthi on payments made under this contract.
7. **Police Verification:** Police verification of the Program Coordinator/ Karmayogi Saarthi shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative the contract of Program Coordinator/ Karmayogi Saarthi shall cease to exist with immediate effect without any notice.

