



## 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 DATABASE ADMINISTRATOR 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 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) 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 is also implementing e-HRMS 2.0 which aims to provide an integrated platform for managing employee profiles, deputation, salary slips, vigilance, e-sign, VRS, Notifications, implementation of Chat Bot with the help of Generative AI (Gen AI) and many more services. The upgraded system intends to automate the entire HR process, improve efficiency and reduce errors. The project is guided by the DoPT, aims to enhance the Human Resources Management system for Government Employees.

SPV Karmayogi Bharat invites applications from eligible candidates for recruitment to the following position(s) under e-HRMS 2.0 on contractual basis:

| Sl. No. | Name of Post           | Total Post |
|---------|------------------------|------------|
| 1.      | Database Administrator | 1          |

The remuneration would be based on the qualifications and experience of the candidate and as per industry norms. The job description of the post has been attached as **Annexure I**.

For further details, please visit Karmayogi Bharat’s website <https://igotkarmayogi.gov.in>. Eligible applicants can apply by submitting their applications by email at [careers.karmayogi@gov.in](mailto:careers.karmayogi@gov.in), including Application form, CV, documents of qualification, experience, age proof, current employer offer letter, Salary slips etc. by 7<sup>th</sup> March 2026. 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.

## Application Form

To  
The Chief Executive Officer (CEO)  
Karmayogi Bharat  
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 | 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                      |  |                     |                          |
|----------------------------------|--|---------------------|--------------------------|
| <b>DESIGNATION</b>               | Database Administrator   | <b>JOB LOCATION</b> | New Delhi                |
| <b>DIVISION/DEPARTMENT</b>       | E-HRMS   | <b>REPORT TO</b>    | Chief Technology Officer |
| JOB SPECIFICATIONS               |  |                     |                          |
| <b>JOB PURPOSE</b>               | The Database Administrator for the electronic Human Resources Management System (eHRMS 2.0) will be responsible for managing, maintaining, and securing the databases that support the HR technology infrastructure. The role involves ensuring data integrity, availability, and performance of the eHRMS 2.0 databases while adhering to security and compliance standards.  |                     |                          |
| <b>ROLE &amp; RESPONSIBILITY</b> | <ol style="list-style-type: none"> <li>1. Database Management: <ul style="list-style-type: none"> <li>● Design, install, configure, and maintain databases supporting the eHRMS 2.0, ensuring optimal performance and reliability.</li> <li>● Perform database upgrades, patches, and migrations to keep the system up-to-date and secure.</li> </ul> </li> <li>2. Data Security and Integrity: <ul style="list-style-type: none"> <li>● Implement and maintain database security protocols, access controls, and encryption mechanisms to safeguard sensitive HR data.</li> <li>● Monitor database activity and perform regular audits to ensure data integrity and compliance with regulatory requirements.</li> </ul> </li> <li>3. Performance Optimization: <ul style="list-style-type: none"> <li>● Identify and resolve database performance issues through monitoring, tuning, and optimization strategies.</li> <li>● Implement efficient indexing and query optimization techniques to enhance system performance.</li> </ul> </li> <li>4. Backup and Recovery <ul style="list-style-type: none"> <li>● Develop and maintain backup and recovery plans to ensure the availability and integrity of HR data in case of system failures or disasters.</li> <li>● Test and validate backup and recovery procedures regularly to minimise downtime.</li> </ul> </li> <li>5. Troubleshooting and Maintenance: <ul style="list-style-type: none"> <li>● Troubleshoot database-related issues, including data corruption, connectivity problems, and performance bottlenecks.</li> <li>● Perform routine maintenance tasks such as database reorganisation, data archiving, and capacity planning.</li> </ul> </li> <li>6. Documentation and Reporting:</li> </ol> |                     |                          |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>● Maintain comprehensive documentation related to database configurations, procedures, and best practices.</li> <li>● Generate reports on database performance, usage trends, and system health.</li> </ul>   |
| <b>JOB QUALIFICATION &amp; REQUIREMENT</b> |  |
| <b>EXPERIENCE REQUIREMENTS</b>             | <ul style="list-style-type: none"> <li>● Certifications in database administration (e.g., Oracle Certified Professional, Microsoft Certified Database Administrator).</li> <li>● 6+ Years Experience with cloud-based databases and migration strategies w.r.t. SQL Server, Postgres , MongoDB</li> <li>● Familiarity with HR systems or eHRMS 2.0 platforms.</li> </ul> |
| <b>EDUCATION REQUIREMENTS</b>              | Bachelor's degree in computer science, Information Technology, Database Administration, or related field required; Master's Degree preferred, particularly beneficial for higher-level or specialized positions.   |
| <b>REQUIRED SKILLS/COMPETENCIES</b>        | User Interface (UI) Design   Front-End Development   Visual Design and Branding   Usability Testing and Optimization   Collaboration and Communication   |

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