

Invitation of Applications for Appointment as Young Professional and Consultant in the Union Territories Division of the Ministry of Home Affairs, Government of India

The Ministry of Home Affairs (MHA) proposes to engage Young Professionals and Consultants in its Union Territories Division (UT Division) for attending to specific and time-bound jobs of the Division. Only persons with requisite qualifications and experience, as prescribed, would be hired as Young Professionals and Consultants. Each applicant has to specify for which post he/she is applying for. It is mandatory to provide an Email ID. Any application received without an Email ID shall be rejected. The only means of communication between the Ministry and the candidates shall be through Email. The application should be submitted as per Annexure-I only. The details of the advertisement are as follows:

1. Qualifications & Age Limit

The posts are classified into two (02) categories. The qualifications, age limit and number of posts for each category is given in the table below:

Category	Qualifications	Age	No. of Posts
Young Professional	<p>Essential: BE/B. Tech or 02 years PG Diploma in Management/MBA</p> <p>Work Experience: 0-3 years</p> <p>Desirable:</p> <ul style="list-style-type: none"> ● Masters in Economics/Statistics ● Experience in Project Management/ Monitoring/ Evaluation ● Experience in Data Analytics 	Not exceeding 32 years	02 (Two)
Consultant 1	<p>Essential: Masters Degree in Economics/Statistics or MBA/PG Diploma in Business Administration/ Masters in Public Policy or equivalent qualification with 08 years professional experience.</p> <p>Desirable:</p> <ul style="list-style-type: none"> ● Experience in structuring PPP Projects, urban planning and experience in data analytics ● Experience in Project Management/Monitoring and Evaluation <p>Candidates with Ph.D, additional qualifications, research experience, published papers and post-qualification experience in the relevant field would be preferred.</p>	Not exceeding 45 years	01 (One)

Consultant 2	<p>Essential: LL.B. degree with 08 years experience in handling legal issues in public/private enterprises.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in Constitutional Law, Environmental Law and Contract Law. 	Not exceeding 45 years	01 (One)
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In all positions, persons with additional qualifications, research experience, published papers and post-qualification experience in the relevant field would be preferred.

For the post of Consultant, research experience while doing Ph.D. will also be counted as post-qualification experience.

2. Scope of Work

Post	Scope of Work
Young Professional 1	<p>For fast-tracking approvals and implementation of projects for holistic development of island UTs, the Young Professional would:</p> <ul style="list-style-type: none"> • Coordinate/collect all information/statistics/reports from concerned subject-matter Ministries/UT Administrations/NITI Aayog/Project Implementing Agencies and compile and analyse the same to identify the stress area for remedial action, on a weekly basis • Make detailed project-wise analytical notes for the use of senior Officers in the Division/Ministry • Organise periodic review meetings
Young Professional 2	Assisting in the finalisation/execution/monitoring of various developmental activities and implementation of flagship programmes of the Government of India in Union Territories.
Consultant 1	<ul style="list-style-type: none"> • Assist the officers of the UT Division in effective coordination and timely accomplishment of projects undertaken/to be undertaken for the holistic development of UTs (particularly island UTs). • Coordinate and communicate with all stakeholders including UTs, subject-matter Ministries, NITI Aayog, Project Implementing Agencies etc., on a day-to-day basis, with regard to implementation of flagship programmes of the Government of India in UTs • Organise regular meetings with stakeholders • Examine and advise on policy matters and extant rules and regulations on a regular and continuous basis
Consultant 2	For finalising/executing various developmental activities regarding the holistic development of Union Territories (particularly the island UTs), the Consultant would handle the various legal issues/aspects involved therein.

3. Tenure of Appointment

The tenure of Young Professionals and Consultants is initially for 01 (one) year from the date of appointment, extendable on a year to year basis, for a maximum of 02 years, subject to performance of the individual, which will be reviewed on a regular (yearly) basis.

4. Other Entitlements/Conditions

Remuneration: The remuneration for Consultants and Young Professionals would be as follows:

- Young Professionals: Rs. 40,000/- per month (Consolidated)
- Consultants: Rs. 80,000/- per month (Consolidated)

The Young Professionals and Consultants will be paid fixed emolument and no other allowances would be payable to them.

5. TA/DA

No TA/DA shall be admissible for joining the assignment or on its completion.

No TA/DA shall be payable for attending the interview.

6. Other Allowances

No other facilities such as DA, accommodation, residential phone/conveyance/transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Young Professionals and Consultants.

7. Attendance & Working Days

The working hours of the Young Professionals and Consultants shall be the same as regular Government employees working in MHA. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays.

Compensatory leave in such cases shall be at the discretion of the Competent Authority.

Attendance shall be marked in the Biometric System by the Young Professionals and Consultants.

8. Leave

Young Professionals and Consultants shall be eligible for 8 days leave in a single year of consultancy. The leaves shall accrue to them on a completed month basis calculated from their date of joining on a pro-rata basis.

A Young Professional and Consultant shall not draw any remuneration in case of her/his absence beyond 8 days in a year (Calculated on pro-rata basis).

Unavailed leave in the tenure of a single year cannot be carried forward to the next tenure of 1 year.

The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 8 leaves.

9. Service Conditions

The appointment of Young Professionals and Consultants would be on a full-time basis and they would not be permitted to take up any other assignment during the period of consultancy.

The Young Professional and Consultant shall not, except with the previous sanction of MHA, in the bona fide discharge of her/his duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in her/his own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that she/he may gather as part of this Young Professional/Consultancy assignment.

10. Confidentiality and Secrecy

During the period of assignment with MHA, the Young Professional and Consultant would be subject to the provisions of the Indian Official Secrets Act, 1923 and will not divulge any information gathered by her/him during the period of her/his assignment to anyone who is not authorised to know the same.

Selected candidates shall provide integrity certificates from 02 (two) references known to them.

A self-undertaking shall be provided by the candidate to the effect that she/he has no criminal record or criminal case in any court is pending against them.

11. Termination of Services and requirement of notice

In case the Young Professional or Consultant wishes to resign from her/his position, she/he shall furnish at least one month's notice period or salary in lieu thereof. The competent authority may waive off the condition for notice period or salary in lieu thereof, in deserving cases.

The appointment of Young Professional and Consultant is of temporary (non-official) nature and MHA shall have power to terminate any or all the professionals at any time without assigning any reason, with approval of the competent authority.

Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

12. Submission of application

The application shall have to be submitted indicating the post for which the candidate wishes to apply. The application should be submitted in the format given in **Annexure-I** and should reach this Ministry on email utdiv-yp@mha.gov.in within 14 (fourteen) days from the date of publication of the advertisement in the newspaper.



(Ravi Ranjan)

Second-in-Command (UT Division)

Ministry of Home Affairs

Format for Application for the Post of Young Professional/Consultant

Individuals who fulfil the eligibility conditions after going through the details of scope of work and terms and conditions and other details may apply in the prescribed format as given below:

1. Post for which applying:
2. Name:
3. Date of Birth:
4. Address for correspondence:
5. Contact No.:
 - a. Landline:
 - b. Mobile:
6. Email (it is mandatory to provide email ID):
7. Academic Qualification (In reverse order, starting from the latest):

S. No.	Degree	Year of Passing	Subjects	University /Institute	Class/Division/ Marks Obtained	Distinction (if any)

*Attach Separate copy if required.

8. Professional Qualification (In reverse order, starting from the latest):

S. No.	Name of Employer	Designation	Responsibilities Assigned	From (date)	To (date)

*Attach Separate copy if required.

9. List of relevant technical and academic publications (if any).
10. Relevant experience:
 - a. Total years of experience and name of organisations
 - b. Year-wise tasks of similar nature carried out during the last three years
 - c. Relevant experience of working with Central/State/UT Government bodies or PSUs

- d. Relevant experience of working for national bodies
 - e. Relevant experience of working for international bodies
 - f. Works of similar nature in hand and the expected date of completion
11. A short note on your suitability for the post.

12. Recent self attested photograph

Date:

Name & Signature of the Applicant

Place:

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