

15039/173/2017-UT (Coord.)
Government of India
Ministry of Home Affairs
(UT Division)

North Block, New Delhi
Dated the 3rd December, 2018

4th

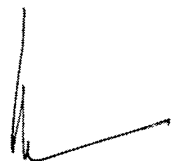
OFFICE MEMORANDUM

Sub:- Inviting application from individuals for appointment as Young Professionals and Consultants in UT Division of MHA – regarding.

The undersigned is directed to forward herewith a text of the advertisement along with its enclosure for inviting application from individuals for appointment as Young Professionals and Consultants in UT Division for uploading the same on MHA website (www.mha.gov.in), Central Public Procurement Portal Agency website (www.eprocure.gov.in) and GeM website.

2. This issues with the approval of the competent authority.

Encl. As above



(M.N. Khan)
Under Secretary to the Govt. of India
Tel: 23093147

To

1. IT Cell, Ministry of Home Affairs, North Block.
2. Central Public Procurement Agency (CPA), Dispensary Building, S1, School Block, Block S-1, Nanakpura, Shakarpur, Delhi-110092.
3. CEO, GeM, 2nd Floor, Jeevan Tara Building, 5-Sansad Marg, New Delhi-110001.

Invitation of applications for appointment as Young Professionals and Consultants in the UT Division of Ministry of Home Affairs.

MHA proposes to engage Young Professionals and Consultants in UT Division of MHA for attending to specific and time-bound jobs of UT 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 email id. Any application received without email id shall be rejected. The only means of communication between the department and candidates shall be email. The application should be submitted as per Annexure-I only. The details of the advertisement are as follows:-

1. Qualification and Age Limit:

The posts are classified into two (2) Categories. The Qualification, age limit and no. of Posts for each of the category is given in the table below:-

Category	Qualifications	Age	No. of Posts
Young Professional 1	Master Degree in Economics/ Finance/ Statistics or MBA with 2 years professional experience in project management/ monitoring and evaluation.	Not exceeding 35 years	1
Young Professional 2	LLB Degree with 2 years experience in handling legal issues in public/ private enterprises.	Not exceeding 35 years	1
Consultant 1	Master Degree in Economics/ Finance/ Statistics or MBA with 8 years professional experience in project management/ monitoring and evaluation.	Not exceeding 50 years	1
Consultant 2	LLB Degree with 8 years experience in handling legal issues in public/ private enterprises.	Not exceeding 50 years	1

In all the 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 PhD will also be counted as post qualification experience.

2. Scope of work

Young Professional 1	For fast tracking the approvals and implementation of projects for holistic development of Island UTs, the Young professionals would coordinate and collect all information, statistics and reports from all concerned subject matter Ministries, UT Administrations, NITI Aayog and PIA and to compile and analyze them and help in identifying the stress area for remedial action on weekly basis. Secondly, they will also be responsible to make detailed analytical notes project-wise for the use of the senior officers in the Division and the Ministry and organize periodic review meetings on monthly basis. In the process, they would also need to undertake field visits. The idea is to make the monitoring system robust that enables timely intervention to fast track the project implementation.
Young Professional 2	Holistic Development of Islands include matters relating to developmental aspects which also involve legal issues in large volume which is more relevant in case of these two UTs (A & N Island and Lakshadweep) given a lot of existing regulations which have to be factored in while finalizing/ executing any development activities. Here the Consultant with law background will focus on all related legal issues involved.
Consultant 1	For assisting the officers of UT Division for effective coordination and timely accomplishment of projects undertaken/ to be undertaken under IDA. It would involve day to day coordination and communication with all stake holders like UTs, subject matter Ministries, NITI Aayog and the project implementing agencies. In addition it would also need to arrange regular meetings with stakeholders, undertake field visits besides examining and advising on policy matters and extant rules and regulation on regular and continuous basis. It is envisaged that the consultant will look into the above development aspects.

Consultant 2	Holistic Development of Islands include matters relating to developmental aspects which also involve legal issues in large volume which is more relevant in case of these two UTs (A & N Island and Lakshadweep) given a lot of existing regulations which have to be factored in while finalizing/ executing any development activities. Here the Consultant with law background will focus on all related legal issues involved.
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3. Tenure of Appointment:

- The tenure of Consultants/ Young Professionals is initially for one year, extendable up to 3 years on yearly basis, subject to satisfactory performance.

4. Other Entitlements/ conditions:

Remuneration:

Remuneration for consultants and Young Professionals shall be as follows:

- Young Professional Rs. 40,000/-pm
- Consultant Rs. 80,000/- pm

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 interviews

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/ Consultants shall be 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.

- The attendance shall be marked in the Biometric system by the YPs and Consultants.

8. Leave:

- Consultants/ Young Professionals shall be eligible for 8 days leave in a single year of consultancy.
- The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
- An YP/Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (Calculated on pro-rata basis).
- Un-availed leave in tenure of single year cannot be carried forward to 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 Condition:

- The Consultant/ YP shall not, except with the previous sanction of MHA, in the bona fide discharge of 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 his own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this Consultancy/ YP assignment.

10. Confidentiality and Secrecy:

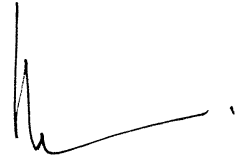
- During the period of assignment with MHA, the consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same.
 - Selected candidates shall provide integrity certificates from 2 references known to them.
 - A self-understanding shall be provided by the candidate to the effect that he/ she has no criminal record or criminal case in any court is pending against them.
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11. Termination of Services and requirement of notice:

- In case the Young Professional/ Consultant wishes to resign from his/ her position, he/she 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/ salary in lieu thereof, in deserving cases.
- MHA shall have powers 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 reach by email appforconsultant.ida@mha.gov.in on or before 15.01.2019.



(M.N. Khan)

Under Secretary to the Government of India

ANNEXURE-I

The persons who fulfill 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. Format for Application

i. Name:

ii. Date of Birth:

iii. Address for correspondence:

iv. Contact No. Landline _____

Mobile: _____

Email _____ (it is mandatory to provide email id)

v. Academic Qualification (In reverse order, starting from the latest):

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

*Attach Separate copy if required.

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

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

*Attach Separate copy if required.

vii. List of relevant technical and academic publications (if any).

viii. Relevant experience:

a. No. of total years of experience and name of organizations.

b. Year-wise tasks of similar nature carried out during last three years.

c. Relevant experience of working for national bodies

d. Relevant experience of working for international bodies.

e. Works of similar nature in hand and the expected date of completion

ix. A short note on your suitability for the post.

Recent self attested photograph

Name & Signature of the applicant

Date:.....

Place:.....