

No.A-12023/12/2017/Estt.G
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and promotion

Udyog Bhavan, New Delhi.
Dated the 16 May, 2018

OFFICE MEMORANDUM

Subject: Engagement of Young Professional in DIPP-reg.

The undersigned is directed to refer to the subject mentioned above and to enclose herewith a copy each of Application Form, Terms & Conditions and method of Selection. It is requested that the same may please be uploaded on DIPP's website under head 'Publications, sub-head 'Jobs' and under 'What's new.

Encl: As above.



(Dayanidhi Joshi)

Under Secretary to the Govt. of India

To

Shri P.K. Rajput, Technical Director,
NIC, DIPP, Udyog Bhawan,
New Delhi

in

Proforma to apply for the post of Young Professional

Government of India
Ministry of Commerce and Industry
Department of Industrial Policy and Promotion

| | | |
|-----------------------|--|--------------------------|
| Name | | Paste you latest picture |
| Father's Name | | |
| Date of Birth | | |
| Address | | |
| Contact Number | | |
| E-mail | | |
| Mobile Number | | |

Educational Qualification (10th onwards)

| Qualification | Institution | Year of Passing | Marks Obtained | Remarks |
|---------------|-------------|-----------------|----------------|---------|
| | | | | |
| | | | | |
| | | | | |

Professional Qualification

| Qualification | Institution | Year of Passing | Marks Obtained | Remarks |
|---------------|-------------|-----------------|----------------|---------|
| | | | | |
| | | | | |
| | | | | |

Experience in Computer :

Previous Experience (Give Details) :

Any other Information-

Certification

I _____ son/daughter of _____ hereby certify that the information provided by me is true and correct to the best of my knowledge and my application can be summarily rejected if it is found incorrect at any stage. Further, I have read the terms and conditions for above assignment and understood them.

Date :

(Signature)

Place :

Name

General Terms & Conditions to apply for the position of Young Professional in DIPP

Department of Industrial policy and Promotion (DIPP) invites applications for the position of Young Professionals from the candidates who are keen to demonstrate their proven academic, credentials, professional achievements and leadership qualities.

The criteria to apply in this programme is as under:-

1. Eligibility:-

1.1 **Qualification:** Persons having Professional degree in

(a) BE (Mechanical/Metallurgy/Chemical/Telecom Eng.)

(b) MBA in Finance and MBA in International Trade & International Relations.

(c) PGDM

(d) Master's Degree in Economics

(e) CA/ICWA

(f) Graduation in Economics with PG in Social work

(g) LLB/LLM

1.2. Candidates should have one year work experience.

1.3 **Age limit:-** Candidates should be below 35 years of age as on 1st July of the year of advertisement.

2 **Remuneration:** A consolidated amount of Rs. 40,000/- per month (minus Professional Tax/TDS as applicable) will be paid. There shall be an annual increase of Rs. 2500/- subject to satisfactory performance.

3. **Work Description and Responsibilities:-** Young Professionals will be responsible for drafting proposals, exploring existing policies, laws, rules and regulations and suggest course of action to improve regulatory environment and investment climate. They will be working under the concerned Under Secretary/Deputy Secretary/Director.

4. **Rotation-** Depending on the requirements of DIPP and candidate's personal skills they can be rotated to other divisions within DIPP.

5. **Place of Service-** The place of service will be Delhi.

6. **Period of engagement-** The period of engagement would initially be for 1 year which can be extended upto 3 years- one year at a time, on the recommendations of their controlling officers. DIPP can disengage any Professional after giving 15 days' notice. Similarly, a Professional can also disengage after giving notice for a similar period.

7. **Working Hours/Leave:** Working hours shall normally be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between 1.00 pm to 1.30 pm. However, in exigencies of work, they may be required to sit late and may be called on Saturdays/ Sundays and other Gazetted holidays also. They will be eligible for 08 days leave during the period of one year, subject to the approval of the controlling Officer. However, unavailed leave cannot be carried forward to the next year.

8. Young Professionals will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may be supplied to them during the period of their stay in the Department. All such documents will be property of the Government.

9. This is **NOT** an offer for employment in DIPP and is solely directed towards providing exposure to young and motivated professionals to gain an understanding of formal work environment, working of government and exposure to the industrial scenario in India. This opportunity **DOES NOT** confirm any right to the Young Professional to any position or job in DIPP or any other wing of the Government on any preference in employment after this programme or anytime in future.

10. DIPP reserves its right **NOT TO ENGAGE** any candidate in response to the advertisement and this is only an invitation to young persons to apply for the position of Young Professional.

Application and Selection

1. Applications complete in all respect should reach DIPP by 11.06.2018. Any incomplete application/s or applications received after the specified date shall be summarily rejected.
2. Any false information in the application shall be liable to rejection and legal action against the applicant.
3. Application should be signed by the applicant under his own hand.
4. No document needs to be attached with the application. Documents shall be verified at the time of interview/presentation.
5. Complete applications shall be sorted and shortlisted for calling suitable candidates for Presentation.
6. **The application should be sent to:**
The Section Officer (Establishment Gazetted Section)
Department of Industrial Policy and Promotion,
R.No. 464, Udyog Bhawan,
New Delhi – 110 011.
7. Candidates will be required to make a presentation about how well they understand the working of Department of Industrial Policy & Promotion (DIPP) and how they can contribute towards the same. They will be assessed on a scale of 0-100 on the basis of their academic performance and their presentation to assess them on quality index.
8. A list of candidates shall be made in descending order with candidates obtaining highest quality index being kept at top and so on. Selection of candidates will be made according to the quality score merit list.
9. The applicants are advised to provide e-mail address for communication of date of presentation and any other information to avoid delays in post. DIPP **SHALL NOT** be responsible for any non-communication or delayed communication due to postal delays.
10. Selected candidates shall execute a bond in the format prescribed by the Department that if they leave the position of Young Professional before completion of the term of one year without giving notice of prescribed period, they shall refund DIPP the entire amount of remuneration received by them.