

No. A-12023/08/2024/Estt-G [E-198989]
Government of India
Ministry of Commerce and Industry
Department for Promotion of Industry and Internal Trade

Vacancy Circular for preparing panel to engage Young Professionals in Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry

Department for Promotion of Industry and Internal Trade (DPIIT) handles the core programmes/ schemes for India's Industrial development viz. Make in India, Ease of Doing Business, Startup India, IPR, Internal Trade, e-Commerce, Logistic, FDI etc. With a view to utilize young talent having professional qualifications to build organizational capacity, strengthen programme monitoring, scheme formulation, evaluation, project monitoring protection of IPR and formulate trade and commerce in the country, this Department proposes to prepare a panel of candidates for engaging as Young Professionals for its various Divisions (YP-Non-ICT) of the Department. Accordingly, applications are invited for preparing panel of YPs for the following two categories:-

A. Young Professional (Non-ICT) (Grade 1)

- i. **Minimum essential Qualification:** Masters degree in Economics (PG Eco) or Law (LLM) or Management (MBA/ PGDM) or Engineering (M.Tech) or Commerce (M.Com) or Candidates having qualification of CA/ICWA/CS.
- ii. **Age Limit:** Below 32 years of age as on 1st July, 2024.
- iii. **Experience :**
 - Minimum one year post qualification experience.
 - Experience upto 3 years for Ph.D. holders will also be considered, provided no other work experience counted during those three years.
 - Work experience after completion of minimum essential qualification against which the candidate is applying will be counted as effective experience. Work experience earned prior to completion of minimum essential qualification will not be counted.
- iv. **Consolidated Remuneration:** Rs.70,000/- per month

B. Young Professional (Non-ICT) (Grade 2)

- i. **Minimum essential Qualification:** Masters degree in Economics (PG Eco) or Law (LLM) or Management (MBA/ PGDM) or Engineering (M.Tech) or Commerce (M.Com) or Candidates having qualification of CA/ICWA/CS.
- ii. **Age Limit:** Below 37 years of age as on 1st July, 2024.
- iii. **Experience :**
 - Minimum 03 years post qualification experience as Young Professional/ Consultant/ Management Trainee/ Management Consultant etc. in a Ministry/ Department of Government of India (including attached/ subordinate/ autonomous body under the aegis of the Ministry/ Department).
 - Experience upto 3 years for Ph.D. holders will also be considered if it is in addition to the minimum three years experience in a Government of India Ministry/ Department (proper) as Young Professional/ Consultant provided no other work experience counted during those three years.

- Work experience after completion of minimum essential qualification against which the candidate is applying will be counted as effective experience. Work experience earned prior to completion of minimum essential qualification will not be counted.

iv. **Consolidated Remuneration:** Rs. 90,000/- per month

2. Detailed general guidelines for engagement of Young Professionals in DPIIT are enclosed. Candidates are advised to read the general guidelines carefully before applying online. If any of the information/ documents furnished by the candidate in his/ her application form is found to be incorrect during documents verification or any other stage, the candidature/ appointment of the candidate is liable to be cancelled without assigning any reason and action will be taken as per rules.

3. Interested and eligible candidates can apply through the Common Resource Pool Portal only of DPIIT i.e. <https://crpp.dpiit.gov.in/>.

4. A candidate can apply only for any one of the two categories of Young Professional mentioned above.

5. The Department reserves the right to reject any application without assigning any reason for it and also revise Terms and Conditions of engagement of YPs.

6. If any dispute arises during the selection process or afterwards the decision of the Department will be final.

7. **Last date for submission of the application is 28.10.2024** (*three weeks from date of publication of advertisement on DPIIT's website*) till 05:30 PM only.

8. Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to avoid the possibility of technical glitches to log on etc.

(Shambhu Datt Sati)

Under Secretary to the Govt. of India

No. A-12023/08/2024/Estt-G [E-198989]
Government of India
Ministry of Commerce & Industry
Department for Promotion of Industry and Internal Trade

Vanijya Bhawan, New Delhi.

Dated: 8th October, 2024

Guidelines for engagement of Young Professionals (YP) non –ICT in DPIIT

In supersession of existing guidelines on the subject cited above, the following guidelines are being prescribed for engagement of Young Professionals (YP) non-ICT in DPIIT until such time as these guidelines are modified further. These guidelines will be effective from prospective date.

2. Department for Promotion of Industry and Internal Trade (DPIIT) handles the core programmes/ schemes for India's Industrial development viz. Make in India, Ease of Doing Business, Startup India, IPR, Internal Trade, e-Commerce, Logistic, FDI etc. With a view to utilize young talent having professional qualifications to build organizational capacity, strengthen programme monitoring, scheme formulation, evaluation, project monitoring protection of IPR and formulate trade and commerce in the country, this Department is in the process to hire Young Professionals as per details given below:

Minimum Eligibility criteria required for applying for Young Professional

(a) Educational Qualifications: As per requirement of Programme Divisions of DPIIT, following essential qualification is required:

YP-Non-ICT: Masters degree in Economics (PG Eco) or Law (LLM) or Management (MBA/ PGDM) or Engineering (M.Tech) or Commerce (M.Com) or Candidates having qualification of CA/ICWA/CS.

(b) Experience:

YP category	Minimum Experience Required
Young Professional (Grade 1)]	01 year post qualification experience
Young Professional (Grade 2)]	03 years post qualification experience as Young Professional/ Consultant/ Management Trainee/ Management Consultant etc. in a Ministry/ Department of Government of India (including attached/ subordinate/ autonomous body under the aegis of the Ministry/ Department)

Note 1: Only post qualification experience after completion of minimum essential qualification against which the candidate will apply will be counted as effective experience.

Note 2: Experience also includes upto 3 years for Ph.D. holders, provided no other work experience counted during those three years.

(c) Age limit:

YP category	Upper Age (limit)
Young Professional (Grade 1)]	32 years
Young Professional (Grade 2)]	37 years

Note: Age as on 1st July of the year of advertisement.

(d) Remuneration:

YP category	Consolidated Remuneration
Young Professional (Grade 1)]	Rs. 70,000/- pm
Young Professional (Grade 2)]	Rs. 90,000/- pm

(e) Number of Young Professionals: A panel of Young professionals depending on the number of applications received in the each category of YP i.e. YP (Grade 1) and YP (Grade 2) and requirement in the Department will be prepared. The panel shall be valid for a period of one year from the date of publication of the result. However, actual hiring of the YPs will be made from the said panel as and when requirement arises due to resignation of existing candidates or completion of tenure of existing YPs or any additional demand from section with the approval of the Competent Authority.

(f) Payment of remuneration: Payment of remuneration will be released after completion of the month based on certificate of performance issued by concerned reporting officer with whom YPs are posted.

(g) Increment: An annual increment @ 10% will be granted subject to completion of period with satisfactory performance.

(h) Period of engagement: The Young Professional will initially be engaged for a period of one year which is extendable upto 03 years- one year at time. **No extension will be granted after three years.**

(i) Nationality: A candidate must be a citizen of India.

(j) Criteria for evaluation of candidates:

- The applications received may be scrutinized and shortlisted on the basis of marks obtained in the educations qualification and period of effective experience. Mere fulfillment of qualification may not confer any right to short listing for interview.
- Out of 100% index, 50% weightage will be given to **qualification** by assessing the marks obtained by the candidates from class 12th to Post Graduate degree/ marks obtained in CA/ICWA/CS final, 20% weightage will be given to **experience** by assessing the number of years candidates have worked in relevant field (post qualification experience as specified above).
- Marks of best 5 subjects for 12th standard and marks of final examination for CA/ICWA/CS shall be considered.
- The accurate percentage attained in individual qualifications is to be mentioned up to two decimal places and rounding of is not allowed.

- Candidates having CGPA in place of percentage are required to furnish CGPA conversion formula during the document verification. Failure to do so may result in cancellation of candidature.
- Shortlisted candidates will be interviewed by an interview panel and 30% weightage will be given to the score obtained by candidates in the Interview.
- The final merit for the panel will be prepared after combining the marks obtained during scrutiny of applications (70% weightage) and performance in the interview (30% weightage).
- Mere empanelment in the final merit list may not confer any right on the candidate for selection as YP. Original documents will be checked at the time of joining and any discrepancy in the information provided would result in cancellation of the candidature.
- Candidates presently engaged in Department of Commerce, Ministry of Commerce & Industry are required to bring a NOC stating that their department has no objection to the candidate attending the interview for Young Professional at DPIIT.
- The YPs already engaged in DPIIT under Grade-I are debarred from applying afresh under Grade-I. Similarly, the YPs already engaged in DPIIT under Grade-II are debarred from applying afresh under Grade-II. Any such applications received will be summarily rejected.

3. TA/DA: The individual Young Professionals may be required to undertake domestic tours subject to approval of the competent authority. YPs may be allowed to avail journey by air in Economy class or by rail in AC Two Tier. Hotel accommodation of upto Rs. 2250/- per day; taxi charges of upto Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.

4. Working Hours & Leave: Working hours shall normally be from 9 AM to 5.30 PM during the working days. However, in the exigencies of work, YPs may be required to sit late and may be asked to attend office on Saturdays/ Sundays and other holidays also. Further, YPs may be granted paid leave at the rate of 1.5 days for each completed month. Accumulation of leave beyond calendar year may not be allowed. Moreover, the absence up to one month for any valid reason may be considered without remuneration. In exceptional cases like need for professional development, training etc, this condition may be relaxed with the approval of Secretary DPIIT, subject to official exigencies. Apart from this, the women YPs may be considered for grant of maternity leave for a period of maximum 26 weeks as per Maternity Benefit Amendment Act, 2017.

5. Confidential Nature of Documents and Information: Young Professionals may be governed by the Official Secrets Act, 1923, as amended from time to time and may not disclose any information/data acquired by them during their engagement to any unauthorized person(s) in the Department. YPs, may not, except with the previous sanction of DPIIT, or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter to any newspaper(s) or periodical either in his own name or anonymously or pseudonymously in the name of any other person if such book, article, broadcast or letter relates to subject matter pertains to official business of Ministry of Commerce and Industry and its Departments.

6. Use of Name, Emblem or Official Seal of the DPIIT: Individual YP may not represent themselves or otherwise make public with the intent to make a commercial advantage of the engagement with DPIIT. YPs may not, in any manner whatsoever, use the

name, emblem or official seal of the Government of India or DPIIT or any abbreviation of the name of DPIIT, in connection with its business or otherwise without the prior written permission of DPIIT.

7. Conflict of Interest: The Young Professional may be expected to conduct themselves in accordance with the rules and regulations of the Government of India. He/She may be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his/her duties. In case the services of the YPs are not found satisfactory or found in conflict with the interest of the DPIIT/Government of India, his/her services can be terminated forthwith.

8. Death, Injury or Illness during travel, service in DPIIT: In the event of the death, injury or illness of the individual YP which is attributable to the performance of services on behalf of DPIIT under the terms of the contract while the individual YP is travelling at DPIIT expense or is performing any services under the contract in any offices or premises of DPIIT or Government of India, the individual YP or the individual YP's dependents, as appropriate may not be entitled to any compensation.

9. Medical examination and Police Verification: All selected YPs shall be required to submit Police verification and medical examination report from any authorized Medical Practitioner before their engagement. However, in the event of urgent requirement they may be engaged immediately upon their availability, subject to submission of police verification report within a period of 02 months after engagement.

10. Claim of subsequent employment: The period of engagement as Young Professional may not confer any claim or right for subsequent engagement/employment with Department for Promotion of Industry and Internal Trade or any other Govt. Department at a later date.

11. Termination: Engagement of YPs may be terminated at any time by the Govt. without assigning any reason by giving 15 days' notice or pay in lieu thereof. Similarly YPs may also disengage themselves after giving notice of similar period or pay in lieu thereof.

12. Relaxation: Where Secretary, DPIIT is of the opinion that it is necessary or practical so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions.

13. This issues with the concurrence of AS&FA in File No. E-198989 dated 15.09.2024 and the approval of Secretary, DPIIT.

(Shambhu Datt Sati)

Under Secretary to the Govt. of India