

**No. A-50011/1/2017-Estt**  
**Government of India**  
**Ministry of Consumer Affairs, food & Public Distribution**  
**Department of Consumer Affairs**  
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Krishi Bhavan, New Delhi  
Dated 11<sup>th</sup> January, 2023.

**ADVERTISEMENT**

**Subject: Engagement of Young Professionals on contract basis.**

Department of Consumer Affairs seeks to engage **03 (Three) Young Professionals [ 2(two) for Costing Cell and 1(one) for Establishment Division]** on contractual basis for physically being present and working on full time basis in the office and assisting in the Provisional Costing & final vetting of PSF operations and pricing work relating to commodities of Costing Cell Division and attending to specific and time-bound jobs entrusted to under Mission Karamayogi Programme of Establishment Division and various aspects associated with this subject and other work areas as assigned from time to time related to Department of Consumer Affairs.

2. The details are as under:

01.	Name of position	Young Professional	
02.	Number of positions	2	Divisions
			Costing Cell
			Post No. YP2023/1
		1	Division
			Establishment
			Post No. YP2023/2
03.	Period of contract	Initially for a period of 1 year, can be extended in accordance with DoCA guidelines dated 3 <sup>rd</sup> February, 2022.	
04.	Method of recruitment	Contract based, through open market.	
05.	Age limit	Candidates should be below 32 years of age on the last date of submission of applications.	
06.	Remuneration per month	An initial consolidated amount Rs 40,000/- per month.	
07.	Essential qualification and experience	Costing Cell	Chartered Accountant (inter)/ Cost accountant (inter) along with graduation in commerce and should have proficient knowledge of MS office specially Excel and Word with at least one year of experience in the field of accounting/auditing/costing.
		Establishment	
			<ol style="list-style-type: none"> <li>1. Graduate in Arts/Commerce/Economics/Statistics</li> <li>2. Good Computer Skills (proficiency in advance MS Word, PPT and Excel)</li> <li>3. Excellent oral and written communication skills</li> </ol> <p>Desirable:- One year of experience in the field of Human Resource Management/Training.</p>

08	Job description	Costing Cell	<ul style="list-style-type: none"> <li>(i) Carrying out document verification for vetting of profit/loss claim of agencies on commodities procured/imported and report preparation.</li> <li>(ii) Working out provisional cost of commodities.</li> <li>(iii) Working out Promulgation of rates of pulses supplied to Army.</li> <li>(iv) Working out Analysis of Fund Flow Statement.</li> <li>(v) Working out Analysis of various proposals referred to the Costing Cell.</li> </ul>
		Establishment	<ul style="list-style-type: none"> <li>(i) Co-ordinating with Capacity Building Commission (CBC) to carry out the task entrusted to this Department under Mission Karmayogi Programme.</li> <li>(ii) Preparation of induction module of DoCA under Integrated Government Online Platform-iGOT Karmayogi.</li> <li>(iii) Facilitating in preparation of Annual Capacity Building Plans of the Department.</li> <li>(iv) Co-ordination with training institute for training of the employees of the department to enhance their output in official work as per mandate of Capacity Building Programme.</li> <li>(v) Collaborate with CBC for uploading courses on iGOT platform in respect of this Department and to identify relevant e-modules already exist on the platform useful for Officers/Staffs of DoCA.</li> <li>(vi) Monitoring of all the work assigned to this department under Mission Karmayogi Programme for its completion in time bound manner.</li> </ul>
09.	Place of posting	New Delhi	

3. Other terms and conditions are as under:

- a) **Period of engagement:** The engagement in Department of Consumer Affairs will be initially for a period of 1 year. The engagement can be extended upto 3 years - one year at a time, subject to factors mentioned in DoCA guidelines 3<sup>rd</sup> February, 2022.
- b) **Leave:** Leave of 8 days shall be allowed in a year on pro-rata basis.
- c) **Tax Deduction at Source:** TDS as applicable under the rules shall be deducted from the monthly remuneration of YPs. A TDS certificate shall be issued by the concerned DDO on demand.
- d) **Allowances:** No TA / DA shall be admissible for joining the assignment or on its completion. No other facilities such as DA, accommodation, reimbursement for phone / conveyance / transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the YPs. Individual YPs may be required to undertake domestic tours for official purposes subject to approval of the competent authority. They will 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 also be allowed. The matters related to tours and reimbursements related to tours shall be processed by concerned reporting officer.
- e) **Shifting and transfer:** As these positions are temporary in nature and purely contractual, in no case any request of a candidate from YP Category-I to Sr. YP shall be entertained. YP already

engaged in DoCA and YP Category-I may apply for Sr. YP and if found suitable can be selected as Sr. YP. Transfer of YP from the Division / Section for which he/she was selected to other Division / Section is also not permissible. However, in exceptional case, if approved by Secretary (CA), Division / Section can be changed.

- f) Enhancement in remuneration: In case the engagement of YP is extended, the remuneration shall be enhanced by Rs 5000/- annually. The enhancement in remuneration will be based on YP's performance during the year after recommendation of concerned Division which shall be subject to concurrence of IFD and approval of Secretary (CA).
- g) Termination of engagement: The assignment is purely contractual and the engagement of YPs can be terminated by DoCA after giving one month's notice. However, DoCA reserves the right to terminate the engagement of any YP at any time without prior notice and without providing any reason for it. Further, DoCA may terminate the engagement of any YP without prior notice in the case of breach of provisions of contract / terms of engagement. The engagement of a YP will be terminated at the end of tenure, if not extended. In cases where DoCA terminates the engagement of YP without giving prior notice, the YP shall be paid proportionate remuneration in lieu of the notice.

4. Interested candidates **(Indian citizen only)** may apply online only at [URL: [https://jagograhakjago.gov.in/vacancy.](https://jagograhakjago.gov.in/vacancy)] with effect from **21<sup>st</sup> January, 2023** Application received other than online platform will not be considered. The candidate may apply latest by **4<sup>th</sup> February, 2023 (by 5.30 PM)**. Applications without complete information will be rejected and will not be considered further.



**(Bal Krishna Thakur)**  
**Under Secretary to the Govt. of India**

To:

- 1) All the Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
- 2) Prominent Agricultural/Technical Universities and leading Agricultural Research Organizations.
- 3) All the Sections in Department of Consumer Affairs.
- 4) NIC Cell with the request to upload the circulars on the website of this Ministry.