

Ministry of Consumer Affairs, Food & Public Distribution

Department of Consumer Affairs

Krishti Bhavan, New Delhi

Subject: Engagement of Sr. Young Professionals and Young Professionals on contract basis in Department of Consumer Affairs.

Department of Consumer Affairs seeks to engage Senior Young Professionals (Sr. YPs) and Young Professionals (YPs) on contractual basis for physically being present and working on full time basis in the office and providing technical, research and analytical inputs in the field of Consumer Protection Unit (CPU), Costing, Parliament & Coordination (P&C), Establishment (Estt.), NCH & E-Dakhil and Legal Metrology (LM) and various aspects associated with these subject and other work areas as assigned from time to time related to Department of Consumer Affairs.

2. The details are as under:

Sr. No.	Name of Position	No. of Vacancies	Essential Qualification, Experience and Skill	Job Description
1.	Senior Young Professional (CPU)	03	Essential Qualification & Experience: LLM with at least 1 year experience or LLB with at least 3 years' experience.	<ul style="list-style-type: none"> Drafting of Notice & replies. Drafting of various rules and regulations under the Consumer Protection Act, 2019. To assist in preparing para-wise comments in Court Cases (High Court, Supreme Court). To tender legal advice on various issues relating to Consumer Protection Act, 2019. To assist and provide inputs for Parliament Questions. Any other item of work related to above.
2.	Young Professional (Costing)	02	Essential Qualification: Chartered Accountant (Inter)/ Cost Accountant (Inter) along with graduation in Commerce. Experience: At least one year of experience in the relevant field.	<ul style="list-style-type: none"> Carrying out document verification for vetting of profit/loss claim of agencies on commodities procured/imported and report preparation. Working out provisional cost of commodities. Working out Promulgation of rates of pulses supplied to Army. Working out Analysis of Fund Flow Statement. Working out Analysis of various proposals referred to the Costing Cell.
3.	Young Professional (P&C)	01	Essential Qualification: Graduation in any stream. Experience: Candidates who have worked in the Parliament section for at least 1 year and have working knowledge of Parliamentary procedures will be preferred.	<ul style="list-style-type: none"> Should be familiar with Manual of Parliamentary procedure. Good knowledge of handling work relating to various committees of Lok Sabha Secretariat & Rajya Sabha Secretariat including Standing Committee and Consultative Committee. Well versed with the procedure to handle the Parliament questions. Fluent with routine work of Central Secretariat. Familiar with the working of e-office, noting, drafting. Should be willing for late sitting during the parliament sittings as and when required. Any other work assigned by his/her officer concerned.
4.	Young Professional (Estt.)	01	Essential qualification and Skill : Graduation in any stream with good Computer Skills (proficiency in advance MS Word, PPT and Excel) and excellent oral and written communications skills. Desirable: One year of experience in the field of Human Resource Management/ Admin.	iGot Platform Management: <ul style="list-style-type: none"> Monitor the functionality and performance of the iGot platform. Respond to user inquiries and provide technical support as needed. Collaborate with the IT team to address platform-related issues. e-HRMS 2.0 Portal Oversight: <ul style="list-style-type: none"> Assisting in the development and enhancement of the e-HRMS 2.0 portal. Ensure the portal's usability, security, and compliance with established standards. Assist in user training and documentation related to the portal. Any other work assigned by his/her officer concerned.
5.	Young Professional (NCH & E-Dakhil)	01	Essential Qualification and Experience: Graduate in Law /Tech with at least 2-year experience in the same. Skill: The YP should have proficiency in Microsoft Office specially Excel and Word.	<ul style="list-style-type: none"> Assisting National Consumer Helpline (NCH/E-Dakhil Division) in their tech and legal project. Technical and legal assistance for current ongoing project undertaken by NCH.
6.	Young Professional (LM)	01	Essential Qualification: Graduate with LLB degree. Skill: Good Computer Skills (proficiency in advance MS Word, PPT and Excel) and excellent oral and written communications skills.	<ul style="list-style-type: none"> Coordination work within the division and follow up. Drafting of counter affidavit, notices, reminder pertaining to the division. All matters including detection, conducting research of the violation pertaining to Legal Metrology Act & Rules. Resolutions and outcome in the cases pending at various courts. Policy of engagement and coordination with inter-ministry. Parliamentary matters. Inputs on the various tasks related to the LM Act and its rules. Preparation data report on the notices, compounding orders, reminder and appeals pending or to be taken up on weekly basis. Conducting research on the international best practices, guidelines on reforms under Legal Metrology area. Miscellaneous work.

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3. General Condition for all the posts:

Period of contract	Initially for a period of 1 year, can be extended in accordance with DoCA guidelines dated 3rd February, 2022.
Method of recruitment	Contract based, through open market.
Age limit	Senior Young Professional: Not exceeding 35 years of age on the last date of submission of applications. Young Professional: Not exceeding 32 years of age on the last date of submission of applications.
Remuneration per month	Senior Young Professional: An initial consolidated amount Rs. 70,000/- per month. Young Professional: An initial consolidated amount Rs. 40,000/- per month.
Place of posting	New Delhi

4. 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 up to 3 years- one year at a time, subject to factors mentioned in DoCA guidelines 3rd 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. 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 Sr. YP /YP 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 up to Rs 2250/- per day, taxi charges of up to 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 Sr. YP /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 Sr. YPs/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. **How to Apply:** Interested candidates (Indian citizen only) may apply online only at [URL: <https://jaggrahakjago.gov.in/vacancy>]. Application received other than online platform will not be considered. The candidate may apply latest by 31st December, 2023 (by 5.30 PM). Applications without complete information will be rejected and will not be considered further.

5. All the terms and conditions for engagement of Sr. YP /YP will be governed under the guidelines for engagement of Young Professionals (YPs) in the Department of Consumer Affairs (DoCA) dated 03.02.2022. DoCA reserves the right to increase/decrease the vacancy as per the requirement without any notice.

(Bai Krishna Thakur)

Under Secretary to the Govt. of India