

No. A-41011/1/2019-ESTT.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi
Dated: 16th May, 2024

VACANCY CIRCULAR

Subject: Engagement of Young Professionals on contract basis in the Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers-reg.

It is proposed to engage 04 Young Professionals on contract basis in the Department of Chemicals and Petrochemicals to attend to specific types of work:-

S No	Designation and number of Post	Job role	Scope of work/ Essential Qualification and Work Experiences
1	2	3	4
1.	Young Professional (Two)	Working in the Chemicals /Petrochemicals Division	Annexure- I & IV
2.	Young Professional (One)	Working in the Finance Division	Annexure- II & IV
3.	Young Professional (One)	Cyber Security	Annexure- III & IV

General Conditions of Service for all appointees:

- Age Limit:** Not more than 35 years as on date of publication of Advertisement.
- Tenure and Nature of engagement:** The engagement shall be initially for a period of one year or till regular incumbent is /are available whichever is earlier, which may be extended, depending on the requirements and at the sole discretion of the Govt. The appointment of Young Professionals is of temporary (non-official) nature and would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the Department of C&PC.
- Remuneration:** Rs. 60,000/- at a consolidated fee per month (all inclusive). No other facility such as D. A., accommodation, residential phone, conveyance, transport, foreign travel, personal staff, LTC, medical reimbursement, CGHS etc. will be admissible.
- Working Hours:** Working hours shall normally be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to work late hours



and he/she may be called on Saturday/Sunday and other Gazetted holidays. No extra remuneration shall be allowed/paid.

6. **Attendance:** Shall be compulsorily required to enrol himself in the Aadhar based Biometric Attendance System (BAS). Attendance registered by the staff in the BAS shall be taken as proof of their attendance in the office.

7. **Leave:** Consultant shall be eligible for 18 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 18 days in a Year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The Ministry would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.

8. **Travelling Allowance/Daily Allowance:** No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Young Professionals for official purpose shall not be permitted. However, Young Professionals shall be allowed TA/DA for their travel inside the country in connection with the official work after approval of Joint Secretary concerned.

9. **Additional Assignments:** In addition to the duties as assigned, the competent authority reserves the right to assign any duty as and when required. No extra/additional allowance will be admissible in case of such assignment.

10. **No Additional Benefits:** Young Professional shall not be entitled to any benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to a Government Servant appointed on regular basis.

11. **Untoward Incident:** Department will not be responsible if there is any mis-happening / untoward incident etc. inside or outside the Department.

12. **No Preference for Regular Appointments:** Young Professional will not be granted any claim or right or preference for regular appointment to any post in the Government.

13. **Penalty for Incorrect Declaration:** If any declaration given or information furnished by any Young Professional proves to be false or if he / she is found to have willfully suppressed any material information, he / she will be liable for removal from such contract and also such other action as the Government may deem necessary.

14. **Termination of Services:** The services of a consultant may be terminated at any time by the Government or by the consultant without assigning



any reason by giving advance notice of three months. The decision of the Department of Chemicals and Petrochemicals shall be final in all respects.

15. **Mode of Selection:** Selection of the Candidates will be done by a committee to be headed by an officer not below the rank of Joint Secretary. For assessing the suitability and merit of the candidates the Committee is free to prescribe its own mode such as written test, group discussion, interview including combination of any of these.

16. Interested Candidate candidates may forward their applications to this Department in the enclosed format with all supporting documents duly self-attested within 30 days from the date of publication of advertisement in the Employment News.



(Manju Singh)

Under Secretary to the Govt. of India

Tele: 23386013

To

- 1) All Ministries/Departments of the Government of India.
- 2) NIC, D/o C&PC for uploading this OM on the website.

ANNEXURE – I: YOUNG PROFESSIONAL (2)- for Chemical/ Petrochemicals Division

Scope of Work: Assisting the technical matters such as Quality Control Order, Project Import/ Export, Technical Regulations, Free Trade Agreement, Environment Impact, Assessment, Production Linked Incentives Scheme, Industrial Cluster, International Chemical Conventions, Narcotics and Dyes related matters etc. in Chemical / Petrochemical Sector.

Essential Qualifications: M. Sc. in Chemistry from any recognized University or B.Tech in Chemical Engineering /Technology.

Desirable Qualifications: Ph.D in Chemistry or M.Tech in Chemical Engineering/ Technology from any reputed institution.

Essential Work Experience: 2 years' experience in technical matters with good knowledge of computers.

ANNEXURE – II: YOUNG PROFESSIONAL (1) for Cyber Security

Scope of Work: To implement cyber security guidelines related to the endpoint security. Functional implementation, Operation and Maintenance of firewalls and various forms of the endpoint security on around 150 endpoints.

Essential Qualifications: Bachelor's Degree in Network engineering/ computer engineering / computer science/ Electronics and communications/ Information Technology.

Desirable Qualifications: Certificate Course in Cyber/ Network Security.

Essential Work Experience: 2 years' experience in Network /cyber security-related duties such as incident detection and response, configuration and forensics, Experience with the functionality, operation and maintenance of firewalls and various forms of endpoint security.

ANNEXURE – III: YOUNG PROFESSIONAL (1) for Finance Division

Scope of Work: Preparation of Budget, RE meeting related work, Supplementary Demands for Grants, Re-appropriations, matters, UBIS, Surrender of savings, Laying of Detailed Demands for Grants & Output Outcome Monitoring Framework in Parliament, Standing Committee for Department, proposal from different Divisions for financial concurrence.

Essential Qualifications: Graduation in any subject MBA (Finance)/ Charter Accountant/ Company Secretary / ICWA.

Desirable Qualifications: Knowledge of computer and one year experience for doing work in excel.

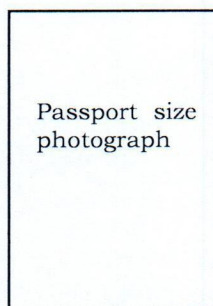
Essential Work Experience: Minimum 2 years relevant post qualification experience with good knowledge of Excel.



ANNEXURE-IV

Application form Engagement of Young Professionals on contract basis in the Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Shastri Bhawan, New Delhi-110001

1.	Application for the post of	
2.	Name in full (Block Letters)	
3.	Date of Birth	
4.	Whether Medically fit	Yes / No
5.	Address for correspondence	
6.	Permanent Address	
7.	E-mail address	
8.	Telephone No. / Mob. No.	



A. Educational Qualification (starting from the highest to graduation)

Sl no	Edu. Qualification (Degree onwards)	Main Subjects	Name of Institution	Marks (in %)

B. Work Experience (starting from the latest)

Sl no	Position Held	Duration dd.mm.yyyy to dd.mm.yyyy	Specific Role (In one Sentence)	Name of Employer	Description of Experience including any work worthy of mention (not more than 50 words)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the

documents in respect of Essential Qualifications/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Applicant)

Address.....

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Date:

Place:

