

No.A-42011/17/2021-Estt(Pt1)  
Government of India  
Ministry of Textiles  
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Ministry of Textiles is looking for young, talented and dynamic Young Professionals (YPs). Details are as follows:

1.	Name of position	Young Professional
2.	Number of position	2 (Two)
3.	Age limit	Candidates should be below 35 years of age as on 1 <sup>st</sup> July 2023.
4.	Period of contract	Initially for a period of 1 (one) year (Extendable up to 03 years - one year at time as per extant guidelines of NITI Aayog). No extension can be granted after three years.
5.	Remuneration (per month)	A consolidated amount of Rs.60,000/- (Sixty Thousand) (minus Professional Tax/TDS as applicable) will be paid to YPs selected subject to satisfactory performance. Enhancement of remuneration based on his/her performance during the year shall be applicable as per extant guidelines of NITI Aayog.
6.	Educational Qualification	<b>Essential :-</b> Post-Graduation : MBA (HR)/L.L.M (Subjects pertaining to service matters)
7.	Desirable Skills & Experience	<ul style="list-style-type: none"><li>• 2 Years of Experience along with 1 year of experience in Government Organization.</li><li>• Strong communication, interpersonal and organizational skills.</li><li>• Basic Knowledge of MS office applications</li><li>• Proficiency in English and Hindi</li><li>• Excellent communication and writing skills</li><li>• Experience of working with a Govt. set up is desirable</li><li>• Experience in Cadre Management is desirable</li></ul>
8.	Primary Roles & Responsibilities	<ul style="list-style-type: none"><li>• Support the implementation of various projects under the rationalization of Ministry of Textiles.</li><li>• Coordinate with various divisions and officials regarding Rationalization.</li><li>• Record and Report the progress of rationalization.</li><li>• Gather relevant data for decision-making.</li><li>• Prepare reports and presentations about the ongoing and completed rationalization measures.</li><li>• Research best practices in the field of rationalization.</li></ul>

		<ul style="list-style-type: none"> <li>• Ensure that the requirements of the department in matters like the preparation of RFPs are suitably addressed.</li> <li>• Any other task assigned by the Ministry of Textiles.</li> </ul>
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9. **Submission of Applications:** Eligible Candidates are required to send scanned copies of completed application form (Appendix-I) along with self-attested documents (as required) at [jaya.shiva@nic.in](mailto:jaya.shiva@nic.in) and [ypsatmot2023@gmail.com](mailto:ypsatmot2023@gmail.com), Subject line of the mail should be as follows:

“Application for Young Professional (YP) at MoT: [insert your name]”

10. **Last Date for Receipt of Applications:** Last date for sending completed application is 8<sup>th</sup> February, 2023 till 05:30 PM. Any application received after the due date/ time shall be summarily rejected.

11. 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 Ministry. All such documents will be property of the Government.

12. This is NOT an offer for employment in M/o Textiles 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 M/o Textiles or any other wing of the Government on any preference in employment after end of this programme or anytime in future.

13. M/o Textiles 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.

14. The detailed procedure and guidelines are placed at Annexure-I.

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**Proforma to apply for the post of Young Professional**

Government of India  
Ministry of Textiles  
Establishment

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

**Educational Qualification (10<sup>th</sup> 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



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**Ministry of Textiles**  
**Establishment**

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Udyog Bhawan, New Delhi  
Dated: 8<sup>th</sup> November, 2021

**OFFICE MEMORANDUM**

Sub: Procedure and guidelines for engagement of Young Professionals (YPs) in Ministry of Textiles.

The following guidelines and procedures are being prescribed for engagement of Young Professionals in Ministry of Textiles until such time as these guidelines are modified further. These guidelines will come into effect from the date of issue.

2. The Ministry of Textiles is responsible for policy formulation, planning and development of the Textiles Industry. The Ministry handles the core schemes for development of Textile Industry viz. Production Linked Incentive scheme, Integrated Processing Development Scheme (IPDS), Scheme for Capacity Building in Textile Sector (SAMARTH), PM-MITRA, Integrated Textile Parks (SITP), SIAM, and Textile Cluster Development Scheme (TCDS), National Technical Textile Mission (NTTM) etc. It is considered useful to utilize them to build organizational capacity, strengthen programme monitoring, schemes formulation, evaluation, project monitoring protection, development of textile industry in the country and promotion of Indian Textile in the world.

**3. Skill required for engagement of Young Professional in Ministry of Textiles:**

**Education Qualifications:** - In general, following qualifications would be essential, however any other specific education qualifications may also be prescribed as per actual requirement of the vertical/divisions in the Ministry.

**Essential:-**

**For Category-I :** B.Tech/LLB/Bachelor of Eco. (Hons)/ Bachelor of Commerce (Hons.)/Bachelor of Business Administration (BBA)/ Bachelor of International Trade/ Bachelor of Social Work with one year experience in relevant field.

**For Category-II – M.Tech/ LLM/ MA (Eco.)/ MBA/ Master in International Trade/ Master in Social Work/ CA/ ICWA with one year experience in relevant field.**

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

**5. Remuneration:** A consolidated amount of Rs. 40,000/- (Forty Thousand) (minus Professional Tax/TDS as applicable) will be paid to YPs selected under Category-I and Rs. 60,000/- (Sixty Thousand) per month (minus Professional Tax/TDS as applicable) will be paid to YPs selected under Category-II, Subject to satisfactory performance.

**6. TA/DA-** The individual Young Professionals may require to undertake domestic tours 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.

**7. Period of engagement:** - The tenure of engagement will initially be for 01 year which is extendable upto 03 years- one year at time. No extension can be granted after three years.

**8. Number of Young Professionals:** Based on requirement as assessed from time to time.

**9. Procedure for Selection:** Selection of Young Professionals will be made in accordance with the provisions contained in GFR 2017 under Rule 177 to 192; however, provision contained in Rule 183 has been exempted with the approval of Secretary, Textiles.

**10. Screening Committee:** A Screening Committee has been formed with following composition

- (i) Additional Secretary/ Joint Secretary (Estt.)- Chairman
- (ii) Dir/ DS (Estt.)- Member
- (iii) Dir/ DS level Officer of Division concerned- Member
- (iv) Under Secretary (Estt.)- Member Secretary

The applications received shall be scrutinized and shortlisted. Candidates will be Shortlisted in the light of their qualification, experience and other details provided in the application form. Mere fulfillment of qualification or shortlisting shall not confer any right

to be engaged as YP. Shortlisted candidates will be called for practical assessment, technical knowledge assessment, interview etc. before selection. The Screening Committee will recommend a panel of 3 names for every vacancy or likely vacancy. Recommendations of Screening Committee would be placed before Secretary, Textile for final selection and approval. The panel of candidates will be valid for a period of one year.

**11. Payment of remuneration:** Payment of remuneration will be processed based on certification by concerned reporting/ controlling officer under whom YPs are posted.

**12. 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, may be required to sit late and may be asked to attend office on Saturdays/ Sundays and other holidays. Eligible for 08 days leave in a year on pro-rata basis subject to work exigencies and approval of appropriate authority. In exceptional cases, like need for professional development, training etc, the conditions may be relaxed with the approval of Secretary, Ministry of Textiles, subject to official exigencies. The women YPs will be considered for grant of maternity leave as existing norms.

**13. Confidential Nature of Documents and Information:** Young Professionals will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/data acquired by them during their engagement to any unauthorized person(s) in the Department. YPs, shall not, except with the previous sanction of Ministry of Textiles, 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 Textiles.

**14. Use of Name, Emblem or Official Seal of the MoT:** Individual YP shall not represent themselves or otherwise make public with the intent to make a commercial advantage of the engagement with MoT. The YPs shall not, in any manner whatsoever, use the name, emblem or official seal of the Government of India or MoT or any abbreviation of the name of MoT, in connection with its business or otherwise without the prior written permission of MoT.

**15. Conflict of Interest:-** The Young Professional shall be expected to conduct themselves in accordance with the rules and regulations of the Government of India. He/She will 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 MOT/Government of India, his/her services can be terminated forthwith.

**16. Travel, Medical Clearance and Service incurred Death, Injury or illness:-** In the event of the death, injury or illness of the individual YP which is attributable to the performance of services on behalf of MOT under the terms of the contract, and/or while travelling for official duty or is performing any services under the contract in any offices or premises of MOT or Government of India, the individual YP or the individual YP's dependents, as appropriate shall not be entitled to any compensation or any claim whatsoever.

**17. Medical examination and Police Verification:-** Police verification and medical examination of all selected YPs will be conducted before their engagement. However, in the event of urgent requirement they may be engaged immediately upon their availability, subject to carrying out police verification within a period of 02 months after engagement. The YPs will also submit a medical certificate in a prescribed format from a authorized/ registered Medical Practitioner, prior to engagement.

**18. Relaxation:** Where Secretary, MOT is of the opinion that it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions/ terms & conditions of contract.

**19. Termination:** Engagement of YPs may be terminated at any time by the Govt. without assigning any reason thereof, by giving a notice of 15 days' or proportionate remuneration in lieu of the notice. YPs shall disengage themselves from the Department, only after giving a notice of 15 days to the Department.

This issues with the concurrence of AS&FA vide Diary No 43212 dated 29.10.2021 and approval of Secretary, Textiles.



(Ravi Shanker Shukla)  
Deputy Secretary to the Govt. of India