No. A-41020/1/2019-Estt
Government of India
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg,
New Delhi-110049

Dated: 01.08.2019

NOTICE

SUBJECT: Engagement of Young Professionals on contract basis in the Ministry of Food Processing Industries – regarding.

Ministry of Food Processing Industries (MoFPI) invites application from interested and eligible young professionals for engagement on Contract basis for a period of one year initially and extendable subsequently as per requirement and performance.

2. The details guidelines of their engagement is available in the website of this Ministry i.e. http://www.mofpi.nic.in.

3. The application duly filled in and complete in all respects may be sent through e-mail/post on or before 19th August, 2019. The self-attested documents may be sent.

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4. Any application received after the prescribed date will not be entertained.

(Md. Rehan Zaheer)
Under Secretary to the Government of India
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Subject: Guidelines for engagement of Young Professionals in the Ministry of Food Processing Industries

Ministry of Food Processing Industry (MoFPI) hereby needs services of Young Professionals (YPs) for attending specific and time-bound jobs in the Ministry. Only persons with requisite qualification and experience as prescribed would be hired as Young Professionals. It is mandatory for applicants to provide email id & any application received without email id shall be rejected. The only means of communication between the department and candidates shall be email. The application should be submitted as per Annexure-I only. The requisite qualification for applicants and details of the terms & conditions of engagement of YPs is as follows:

1. Eligibility:

1.1 Qualifications:

1.1.1. Essential: Persons having Master’s Degree in Food Engineering / Food Processing Technology/ MBA.
1.1.2. Desirable: Persons with additional qualification in project management or research experience, published papers in reputed journals will be preferred.
1.1.3. Work Experience: Minimum of one year of Work Experience in project management or other areas relevant to the job description.

1.1.4. Other Attributes: Candidates should have good working knowledge of technology based skills on the computer and ability to work on ICT applications. They should also possess strong communication and interpersonal skills.

1.2 Age limit: Candidates should be below 35 years of age as on 01.07.2019.

2. Remuneration and Allowances:

2.1 Remuneration: A consolidated amount of Rs. 40,000 per month. There shall be an annual increase of 10% subject to satisfactory performance on the basis of Annual Performance Report (APR).

2.2 TA/DA:

2.2.1. No TA/DA shall be admissible for joining the assignment or on its completion.
2.2.2. No TA/DA shall be payable for attending the interviews/written test.

2.3 YPs may be asked to undertake domestic tours for which TA will be allowed for traveling by Rail in AC Two Tier. In emergencies they will be allowed to travel by Air in
Economy class subject to approval of Secretary, FPI.

2.4 Reimbursement for Hotel accommodation of up to Rs. 1500/- per day; reimbursement of taxi charges of up to Rs. 150/- per diem for travel within the city and reimbursement of food bills not exceeding Rs. 200/- per day shall be allowed during tour.

2.5 Other Allowances: No other facilities such as DA, accommodation, residential phone/mobile, conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Young Professionals.

2.6 Tax Deduction at Sources (TDS): TDS as admissible shall be deducted from the monthly remuneration of YPs. A TDS certificate shall be issued by the concerned DDO on demand.

3. Place of Posting: YP shall be engaged in scheme divisions under PMSKY in Ministry of Food Processing industries, New Delhi. However, depending on the requirements of the Ministry and YPs personal skills, he can be rotated to other divisions within Ministry.

4. Job Description and Responsibilities: Job entrusted to YPs would require demonstration of proven academic credentials, professional achievements and leadership qualities. They shall be required to provide high quality inputs in following areas-

4.1 To map the physical and financial progress of the projects sanctioned under Ministry sub-schemes under Pradhan Mantri Kishan Sampda Yojna (PMKSY).

4.2 To guide the Project Implementation Agency for efficient project management for timely completion of the projects and to coordinated with Project Management Agency(PMA)/ Project Management Consultant(PMC) for the same.

4.3 To design systems for more efficient monitoring of the physical and financial progress of the projects assisted under the sub-schemes of PMSKY;

4.4 To compile and analyze macro level data relating to the food processing sector in the formal and informal sectors, state-wise, across the country relating to finance, investment, production, productivity, marketing, exports etc, to identify areas of possible intervention from the Ministry of Food Processing Industries

4.5 To do background research and help in drafting Food Processing Policy;

4.6 To compile information on various incentives for different states for food processing units being newly setup and existing units.

4.7 Any other work entrusted by the sub-scheme Divisional Head.

5. Period of Engagement: Initially for a period of 1 year (can be extended upto 3 years - one year at a time depending on requirement/vacancy within Ministry).

[Signature]
6. **Leave:** Leave of 8 days shall be allowed in a year on pro-rata basis. The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.

7. **Attendance & Working days:**

7.1. The working hours of the professionals shall be same as regular Government employees working in MoFPI. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the AS/JS of the concerned division.

7.2. The attendance shall be marked in the Biometric system by the YPs

7.3. An YP shall not draw any remuneration in case of his/her absence beyond 8 days in a year (Calculated on pro-rata basis).

8. **Service Condition:** The YP shall not, except with the previous sanction of Ministry of Food Processing Industries, in the bona fide discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymously, in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this YP assignment.

9. **Confidentiality and Secrecy:**

9.1. During the period of assignment with Ministry of Food Processing Industries, the YP would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same.

9.2. Selected candidates shall provide integrity certificates from 2 references known to them.

9.3. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them

10. **Termination of Services and requirement of notice:**

10.1. In case a professional wishes to resign from his/her position, he/she shall furnish at least one month’s notice period or salary in lieu thereof. Secretary (MoFPI) may waive off the condition for notice period/salary in lieu thereof, in deserving cases.

10.2. MoFPI shall have powers to terminate the services of any or all the professionals at any time without assigning any reason, with the approval of the Secretary (MoFPI).

10.3. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

11. **Selection Procedure:**
11.1. All the applications received will be scrutinized opting members from each scheme division and data of eligibility of candidates will be tabulated. Scrutiny Committee will be headed by Joint Secretary(Admn.). The scrutinized/shortlisted applicant will be called for personal interview at Panchsheel Bhawan, New Delhi before a three-member Selection Committee headed by Additional Secretary, FPI and Joint Secretary (Administration) & Economic Adviser will be the members. Direct interview will be held if number of shortlisted candidates remain up to 15 numbers.

11.2. If more than 15 candidates are shortlisted by the scrutiny committee, then a written test as well as interview will be held. The weightage of written test and interview will be in the ratio 70:30.


13. Review of Guidelines: These instructions may be reviewed as and when the circumstances so warrant with the approval of the Competent Authority.

14. Relaxation: Any relaxation in the above guidelines would require prior approval of Secretary (FPI) on a proposal moved by Administration Division at the request of the user Division.

15. This issues with the approval of the Competent Authority.

(Md. Rehan Zaheer)
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Annexure-I

Format for Application
I. Name:

II. Father's Name:

III. Date of Birth:

IV. Address for Correspondence:

V. Permanent Address:

VI. Contact No.: Landline: Mobile:

VII. Email: (it is mandatory to provide email id)

VIII. Academic Qualification (in reverse order, starting from the latest)*:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Degree</th>
<th>Year</th>
<th>Subjects</th>
<th>University/Institute</th>
<th>Class/ distinction</th>
<th>Any other information</th>
</tr>
</thead>
</table>

*Attach Self attested certificates.

IX. Professional Qualification (in reverse order, starting from the latest):

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Degree</th>
<th>Year</th>
<th>Subjects</th>
<th>University/Institute</th>
<th>Class/ distinction</th>
<th>Any other information</th>
</tr>
</thead>
</table>

*Attach Separate copy if required.

X. List of relevant technical and academic publications:

XI. Relevant experience:
   a. No. of total years of experience and name of organizations.
   b. Year-wise tasks of similar nature carried out during last three years.
   c. Relevant experience of working for Govt Bodies.
   d. Works of similar nature in hand and the expected date of completion
   e. A short note on your suitability for the post.

XII. Whether agreed to the terms and conditions indicated in the circular to which the proforma is annexed? (Your answer must be Yes or No, otherwise application will be liable for rejection)
Date: 
Place: 

Note:- All documents must be self-attested.

[Signature]

Reham Zahir