

No. A-43015/18/2022-Estt. I
GOVERNMENT OF INDIA
MINISTRY OF PORTS, SHIPPING & WATERWAYS
(ESTT. SECTION)

Transport Bhawan, 1, Parliament Street,
New Delhi, the 17th September, 2024

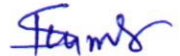
OFFICE MEMORANDUM

Subject: Scheme for engagement of Young Professionals in Ministry of Ports, Shipping & Waterways- reg.

In supersession of this Ministry's OM of even number dated 5th March, 2024, the undersigned is directed to enclose herewith guidelines of Scheme for engagement of Young Professionals in Ministry of Ports, Shipping & Waterways and to say that the scheme seeks to engage talented, forward-thinking, and dynamic professionals who are having qualifications like B. E/ B.Tech, B. Planning, MBA or equivalent in relevant subject/field. These "Professionals" shall be given exposure to various Wings/ Divisions of MoPSW (under the supervision of Joint Secretary, Director, Joint Director, Deputy Secretary or any other official of MoPSW) and would be expected to supplement the process of analysis within MoPSW through empirical collection and collation of in-house and other information.

2. Vacancy circular dated 05.03.2024 for 8 posts of Young Professionals stands cancelled. Candidates who had applied against the said vacancy need to apply afresh for the posts of Young Professional.
3. Eligible candidates must fill the application form for applying for the post of Young Professionals attached at **Annexure I**.
4. The details including number of Young Professionals, Terms of Reference for the work and outputs etc. are enclosed at **Annexure-II**.
5. The last date for receipt of applications alongwith CV/resume is 27th September, 2024. Applications received after due date/time and without supporting documents will not be considered.
6. Applications {Separate applications to be sent for different divisions}, may be sent to the Section Officer, Establishment Section, Ministry of Ports, Shipping and Waterways, Transport Bhawan, 1, Parliament Street, New Delhi-110001 or via email at so.admn-ship@gov.in with the subject mentioned as "Application for the post of Young Professional".

Encl: As Above



(Sachin Kumar Katiyar)
Under Secretary to the Government of India

To:

1. All Ministries /Departments of the Government of India
2. Shri Pravin Srivastava, Technical Director, NIC- for displaying this OM on the Notice Board of Ministry of Ports, Shipping and Waterways.
3. E-office Notice Board.

Format of Application for the Post of Young Professional/ Consultant

Individual who fulfill the eligibility conditions after going through the details of scope of work and terms and conditions and other details may apply in the prescribed format as given below: -

1. Post for which applying (Name of Section/ division):
2. Name:
3. Date of Birth:
4. Address for correspondence:
5. Contact No.:
6. Email:
7. Academic Qualification (In reverse order, starting from the latest):

S. No.	Degree	Year of Passing	Subjects	University/ Institute	Class/ Division/ Marks Obtained	Distinction (if any)

* Attach separate copy if required.

8. List of relevant technical and academic publications (if any).
9. Relevant experience:
 - a. Total years of experience and name of organisations
 - b. Year-wise tasks of similar nature carried out during the last three years
 - c. Relevant experience of working with Central/ State/ UT Government bodies or PSUs
 - d. Relevant experience of working for national bodies
 - e. Relevant experience of working for international bodies
 - f. Works of similar nature in hand and expected date of completion

S. No.	Name of Employer	Designation	Responsibilities Assigned	From (date)	To (date)

* Attach separate copy if required.

10. A short note on your suitability for the post.

11. Recent self-attested photograph

Date:

Name & Signature of the Applicant

Place:

Government of India
Ministry of Ports, Shipping and Waterways

Terms of Reference for engagement of Young Professionals in Ministry of Ports, Shipping & Waterways.

- Age Limit: Candidate should be less than 35 years of age as on the date of advertisement and should be in good health
- Soft Skills:
 - i. Eager to learn and work with various departments
 - ii. Excellent verbal and written communication skills
 - iii. Proficiency in Microsoft Office
 - iv. Ability to multitask
 - v. Cope well under pressure
 - vi. Strong Data Modelling, Research, and Analytical skills

1. **Transport Research Wing: -**

- No. of Young Professionals required = 1
- Essential Qualification: Master's degree in Statistics/ Economics/ Mathematics/ Computer Science/ Computer Applications/B.Tech/BE etc.
- Work experience: **Minimum three year of Work Experience which is relevant to the job description.** Preference will be given to persons with experience in relevant field supported by field work/ policy papers/ appraisal and monitoring of projects & schemes.
- Specific Term of References:
 - i. Knowledge of basic statistical concepts and data interpretation along with the ability to deal with large data sets with the help of analysis packages such as SPSS/ STATA/ PYTHON/ R/ POWER BI etc.
 - ii. Candidates preferably having excellent working knowledge of information technology-based skills and proficiency in using ICT applications in related areas
 - iii. Knowledge and exposure to latest technologies related to IT project development, AI and ML, basic idea collection, validation, tabulation and visualization.
 - iv. Proficiency in MS Office (Power point, Excel and Word)
 - v. Soft skills including strong communication skills (written and oral)
 - vi. Advanced Analytics of administrative data collected by the department.
 - vii. Collecting, analysing, and interpreting complex data sets, using statistical tools and techniques.
 - viii. Collaborates with cross-functional teams to identify data needs, creation of reports and dashboards, communicating findings effectively to stakeholders.
 - ix. Proficiency in data analytics tools (such as Power BI, Python, or R) and a strong understanding of data visualization and modelling techniques are essential.

2. **MT Section: -**

- No. of Young Professionals required = 1
- Essential Qualification: B. Tech and/or MBA or equivalent degree in relevant subject/ field of any recognized university.
- Work experience: **Minimum three year of Work Experience which is relevant to the job description.** Preference will be given to persons with experience in relevant field supported by field work/ policy papers/ appraisal and monitoring of projects & schemes.

- Specific Term of References:

- i. Making necessary technical arrangements for convening meetings through VC mode and preparing minutes of meetings.
- ii. Preparation of presentations, Excel Sheets and compilation of inputs received from stakeholders.
- iii. Domain expertise in the field for analyzing/ examining the proposals received in the Ministry w.r.t. R&D Shipping Scheme & IMU, proper coordination and helping in making concepts notes.
- iv. Assistance in dealing hand on the work/ subjects allocated to MT Section.
- v. To work under the guidance of Director (MT) and the reporting officer will be US (MT).

3. **Finance Section: -**

No. of Young Professionals required = 1

- Essential Qualification: CA
- Work experience: **Minimum three year of Work Experience which is relevant to the job description.** Preference will be given to persons with experience in relevant field supported by field work/ finance and accounting/financial management/policy/ appraisal and monitoring of projects & schemes.
- Specific Term of References:

- i. Handling of Financial Proposals related to Project/ Schemes of Government of India, including Data Management and Data Analysis.
- ii. Examination of expenditure management with release of funds linking to the Schemes/ Projects on the basis of extant rules/ guidelines of DoE, MoF.
- iii. Examination of the proposals from financial angle on the basis of the extant guidelines of MoF.
- iv. Rendering of financial advice including concurrence on the proposals and schemes emanating from different administrative wings of the Ministry within the delegated of the Ministry.
- v. Evaluation of progress/ performance of the Plan Projects and other continuing Plan Schemes.
- vi. Assurance for implementation of DoE's instructions received from time to time.
- vii. Scrutinizing and vetting of the budget proposals of various Autonomous Bodies and Inter Water Transport Sectors under MoPSW.
- viii. Examination of the proposals regarding creation/ revival etc of posts on the basis of the extant guidelines of DoE, MoF.
- ix. Examination of various proposals received from the Ministry and other attached and subordinate bodies of the Ministry regarding seeking concurrence on Foreign Travel proposals.
- x. Examination of various proposals received from the Ministry and other attached and subordinate bodies of the Ministry regarding relaxation from obtaining air tickets from unauthorized travel agents.
- xi. Examination of matters related to various Board meetings of SMPK, IWAI, SCI, SCILAL, ILNGTC & IMU, where AS&FA is nominated as member of the Board.
- xii. Concurrence of SFCIEFC/PIB/DIB proposals in terms of DoE's guidelines.

- xiii. Being a member of TEC, Attending various meetings of TEC on various projects
- xiv. Examination of the proposals on the basis of GFR, DFPR, rules/ regulations/ guidelines framed by DoE/GoI from time to time.
- xv. Monitoring of the inspection report/reviews and audit paras etc. received from various divisions of the Ministry.
- xvi. Section Officer (Finance) as Reporting Authority will provide inputs and guidance to Young Professionals.

4. **SU Section:** -

No. of Young Professionals required = 1

- Essential Qualification: Essential Qualification: B. Tech and/or MBA or equivalent degree in relevant subject/ field of any recognized university.
- Desirable Qualification: Diploma/certificate course in Shipping related sector.
- Work experience: **Minimum three year of Work Experience which is relevant to the job description.** Preference will be given to persons with experience in relevant field supported by field work/ policy papers/ appraisal and monitoring of projects & schemes.
- Specific Terms of Reference:
 - i. Collection of data from CPSEs under MoPSW.
 - ii. Attending meetings and preparation of Minutes of the meeting.
 - iii. Assistance to dealing hand on the work / subject of the SU Section.
 - iv. Drafting proposals related to Shipping Corporation of India (SCI), Shipping Corporation of India Land and Assets Limited (SCILAL), Inland and Costal Shipping Limited (ICSL).
 - v. Preparing various weekly and monthly reports of the SU Section.

5. **ML Section:** -

No. of Young Professionals required = 1

- Essential Qualification: B. Tech and/or MBA or equivalent degree in relevant subject/ field of any recognized university.
- Work experience: **Minimum three year of Work Experience which is relevant to the job description.** Preference will be given to persons with experience in relevant field supported by field work/ policy papers/ appraisal and monitoring of projects & schemes.
- Specific Terms of Reference:
 - i. Knowledge/ proficiency in making power-point presentations.
 - ii. Proficiency in preparing minutes of meeting
 - iii. Domain expertise in the field for proper coordination and helping in making concept notes.
 - iv. To assist dealing hand on the work/ subjects related to this section.
 - v. Will work under the guidance of Director (ML&IMO) and the reporting officer will be US/SO (ML & IMO).
 - vi. To have excellent verbal and written communication skills e.g. expertise in drafting the letters.

6. **Coordination Division: -**

- No. of Young Professionals required = 1
- Essential: B.Tech/BE and/or MBA
- Desirable Qualification: Graduate with 3 years' experience in IT related work in central Ministries/ Depts.
- Work experience: **Minimum three year of Work Experience which is relevant to the job description.** Preference will be given to persons with experience in relevant field supported by field work/ policy papers/ appraisal and monitoring of projects & schemes.
- Specific Term of References:
 - i. To handle the data received from organization and make assessment
 - ii. Collection of information and uploading on government web portals
 - iii. To assist in examination of data received from organizations and prepare analysis
 - iv. To assist in collection, compilation and uploading of information on govt. web portals.

7. **SBR Section: -**

- No. of Young Professionals required = 1
- Essential Qualification: B. Tech in relevant subject/ field of any recognized university.
- Work experience: **Minimum three year of Work Experience which is relevant to the job description.** Preference will be given to persons with experience in relevant field supported by field work/ policy papers/ appraisal and monitoring of projects & schemes.
- Specific Terms of References:
 - i. Assisting in work of SBR section such as shipbuilding and repair works, Make in India work, implementation of various projects under MIV, 2030, overseeing the SBFAP, DPIIT notifications, promoting use of Drones etc.
 - ii. Assisting in work of ship-recycling such as overseeing the Hong Kong convention, tax related policies.

8. **PHRD Section: -**

- No. of Young Professionals required = 1
- Essential Qualification: MBA in Human Resource
- Work experience: **Minimum three year of Work Experience which is relevant to the job description.** Preference will be given to persons with experience in relevant field supported by field work/ policy papers/ appraisal and monitoring of projects & schemes.
- Specific Terms of References:
 - i. Appointments and service matters of senior level positions in Major Port Authorities.
 - ii. Policy making on HR issues of Major Ports.
 - iii. Framing of and amendments in Service Regulations of all Major Ports.
 - iv. Revision of pay and allowances of Class I & II officers of all Major Ports.
 - v. Pilotage Regulations including issuance of approval/ authorization of Pilotage Licenses in all Major Ports.
 - vi. Constitution and appointment of members of the Board of all Major Ports.

- vii. Monitoring and operating the Sparrow Portal for the purpose of APARs of senior level officers of Major Ports.
- viii. Labour issues of all Major Ports.
- ix. HR issues of ALHW.
- x. Related Parliamentary matters/ Rill public grievances/ court cases etc. on the above issues.

9. **IPRCL Section: -**

- No. of Young Professionals required = 2
- Essential Qualification: B. Tech and/or MBA or equivalent degree in relevant subject/ field of any recognized university.
- Desirable Qualification: Well versed in transport and logistics sector and is aware of Project management / implementation. Working understanding of Port Infrastructure, Inland Water Transportation projects/ Contract & Policy formulation.
- Work experience: **Minimum three year of Work Experience which is relevant to the job description.** Preference will be given to persons with experience in relevant field supported by field work/ policy papers/ appraisal and monitoring of projects & schemes.
- Specific Term of References:
 - i. Collection of data of all projects under operation as well as under implementation and under conceptual stages.
 - ii. Assisting in appraisal of all new project proposals/ initiatives including financial analysis, project concept review etc.
 - iii. Advising on long-term and short-term strategies and assisting in implementing the said strategies.
 - iv. Monitoring and coordinating for all the projects under implementation.
 - v. Assisting in reviewing the progress updates provided by implementing agencies/stakeholders and seeking clarifications. if required.
 - vi. Identifying the various issues causing delay in project progress and escalating the same.
 - vii. Examining all project issues from contract/legal prospective and prepare draft of necessary communications.
 - viii. Prepare presentations on project status/data, as required.
 - ix. Team shall participate in progress review meetings as required.

10. **Sagarmala Section: -**

- No. of Young Professionals required = 2
- Essential Qualification: B. Tech.
- Desirable Qualification:
 - i. SM – 1: Certification in Project Management (**For Post-1**)
 - ii. SM – 2: MBA (**For Post-2**)
- Work experience: **Minimum three year of Work Experience which is relevant to the job description.** Preference will be given to persons with experience in relevant field supported by field work/ policy papers/ appraisal and monitoring of projects & schemes.
- Specific Term of References:
 - i. Project implement/ Project management/ monitoring of Sagarmala Management Information System (NMP), Rail & Road Connectivity Projects, PDC etc. (**For post-1**)
 - ii. Data collection and Monitoring of National Infrastructure Pipeline (NIP), Blue Economy-Vision 2047 Integrated Infrastructure Vision, etc. (**For post-2**)

- iii. Collection of data to all projects under operation as well as under implementation and under conceptual stages.
- iv. Assisting in appraisal of all new project proposals/ initiatives including financial analysis, project concept review etc.
- v. Advising on long-term and short-term strategies and assisting in implementation the said strategies.
- vi. Advising of different operating parameters to improve project development performance and efficiency.
- vii. Advising on review/ re-allocation of manpower/ resources for different projects
- viii. Monitoring and coordinating for all the projects under implementation.
- ix. Assisting in reviewing the progress updates provided by implementing agencies/stakeholders and seeking clarifications, if required.
- x. Identifying the various issues causing delay in project progress and escalating the same.
- xi. Examining all project issues from contract/legal prospective and prepare draft of necessary communications.
- xii. Prepare presentations on project status/data, as required.
- xiii. Team shall participate in progress review meetings, as required.

11. **IT Cell: -**

- No. of Young Professionals required = 1
- Essential Qualification: B. Tech in Comp Science or/ IT
- Work experience: **Minimum three year of Work Experience which is relevant to the job description.** Preference will be given to persons with experience in relevant field supported by field work/ policy papers/ appraisal and monitoring of projects & schemes.
- Specific Term of References:
 - i. To undertake the following work related to E-Governance initiatives, Information Technology, and Cyber Security, Digital India:
 - ii. Prepare presentations on project status/data, as required.
 - iii. To participate in progress and review meetings, as required
 - iv. Collection of data of all Guidelines of MeitY as well as under implementation from all organization under MoPSW.
 - v. To liaison with all organization under MoPSW with respect to matter related to IT.
 - vi. Monitoring all the projects under implementation.
 - vii. Assisting in reviewing the progress updates provided by implementing agencies/ ports and seeking clarifications. if required.
 - viii. Preparation of PowerPoint Presentations, Excel Sheets, and compilation/collation of inputs received from stakeholders.
 - ix. Domain expertise in the field for proper coordination and helping in making concept notes.
 - x. Rendering assistance in the execution of the work/ subjects allocated to IT division.
 - xi. To handle any other work assigned by the DS/JS (IT).

12. **Ports: -**

- No. of Young Professional required = 1
- Essential Qualification: B. Tech
- Desirable: MBA or equivalent degree in relevant subject/ field of any recognized university.
- Work experience: **Minimum three year of Work Experience which is relevant to the job description.** Preference will be given to persons with experience in relevant field supported by field work/ policy papers/ appraisal and monitoring of projects & schemes.
- Specific Term of References:

- i. To assess the current state for maritime connectivity.
- ii. To assess the deficiencies in the existing transportation system.
- iii. Potential options to develop an integrated and efficient connectivity plan to support the development of the blue economy programs.
- iv. To determine prospects for further maritime transport and logistics related investment.

13. **Coordination II: -**

- No. of Young Professional required = 1
- Essential Qualification: MBA (Finance)/ CA
- Work experience: Minimum one year of Work Experience in taxation related matters.

Specific Term of References:

- i. Undertake detailed evaluation of each issue
- ii. Analyze the preliminary impact of each issue from tax perspective;
- iii. Gauge the criticality of each such issue and the need to represent the ones having maximum potential impact on the industry;
- iv. Undertake detailed research on the shortlisted issue with tax implications and benefit to the industry/sector.
- v. Evaluate other change/ amendments requested by the larger industry (in consultation with relevant stakeholders);
- vi. Provide the impact that these changes/amendments will bring in the overall framework of taxes.
- vii. Tax treatment of the proposed proposal in similarly placed countries.
- viii. In case the proposal intends to incentivize foreign investment, whether Indian companies receive similar treatment in foreign jurisdictions.
- ix. Preparation of report highlighting the tax implications on the key issues identified.
- x. Provide a comparative analysis that these proposed changes/ amendments would have on domestic vis-à-vis foreign players; and
- xi. Discuss the report along with probable resolutions with the Ministry/ other relevant stakeholders.
- xii. Suggested formulation along with present formulation, if any, for all individual proposals should be clearly spelled out.
- xiii. Upon finalization of the issues that needs to be addressed, provide support in onward submission of the final resolutions with the Ministry of Finance, CBIC, GST Council (hereinafter collectively referred to as 'the authorities');
- xiv. Follow up with appropriate channels for quicker response; and
- xv. Arrange for discussions with the authorities and aid in exchange of flow between the client and these respective authorities.

Other Terms and Conditions: -

1. Young Professional shall be eligible for leave of 18 days in a calendar year on pro-rata basis.
2. Young Professional will not be entitled to TA/DA for joining the assignment or on its completion and will not be entitled to any other facility/ allowance such as HRA, Transport facility, Accommodation from the Central Government pool or any relief etc.