

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 02nd April, 2026

OFFICE MEMORANDUM

Subject: Engagement of Young Professionals in Ministry of Ports, Shipping & Waterways- reg.

The undersigned is directed to enclose herewith guidelines "Scheme for engagement of Young Professionals in Ministry of Ports, Shipping & Waterways" and to say that the guideline 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 officer 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. Eligible candidates must fill the application form for applying for the post of Young Professionals attached at **Annexure I**. Separate application forms must be filled out if a candidate applies for posts in different Divisions.
3. The details including number of Young Professionals, Terms of Reference for the work and outputs etc. are enclosed at **Annexure-II**.
4. The last date for receipt of applications alongwith CV/resume is 30th April, 2026. Applications received after due date or without supporting documents will not be considered.
5. Applications {Different applications 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".


(Sumit Nandan)

Under Secretary to the Government of India

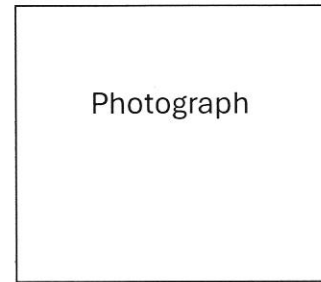
To:

1. Department of Personnel & Training for displaying on their website.
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 for Application for the Post of Young Professional

Individual who fulfils 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. Professional Qualification (In reverse order, starting from the latest):

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

* Attach separate copy if required.

9. List of relevant technical and academic publications (if any).

10. 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

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

12. 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.

Eligibility Criteria:

- Educational Qualifications: Professionals with B.E/ B.Tech, B. Planning and/or MBA or equivalent degree in relevant subject/ field of any recognized University/ Institution within India or abroad.

Or

- Professionals in Accountancy, Finance, Legal, Statistics, Economics/Commerce, Data Analytics and other relevant subject/ field with Certification, Bachelors and/or Master's Degree of any recognized University/ Institution within India or abroad.
 - Professional 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.
 - 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
- The eligibility criteria may be modified suitably based on the nature of work and requirements with due approval of concerned Joint Secretary

Specific Terms of References

1. For IWT Division-

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:
 - i. Assisting in formulation of schemes/projects for development of new National Waterways.
 - ii. Assisting in international cooperation, including Bangladesh, Myanmar, Nepal, Bhutan, IBP under PIWTT, Coastal Shipping and coordination with stakeholders.
 - iii. Assisting in Central Sector Scheme (CSS) projects.
 - iv. Assisting in budget allocation, fund release, and audit compliance.
 - v. Supporting dredging policy implementation, cargo movement analysis and green initiatives.
 - vi. Contributing to Act East Policy, river cruise tourism, and lighthouse development on NWs.
 - vii. Analyzing DPR/SFC/EFC proposals.
 - viii. Regularly updating project works on different portals like PM Gati Shakti Pragati, Sagarmala, Sagar Syan Kosh, Sagar Vidya Kosh, CPGRAMS, etc.
 - ix. Assisting in legislative and regulatory/Administrative work.
 - x. Assisting in the establishment of Regional Centre of Excellence (RCoE).
 - xi. Assisting in parliamentary, audit-related queries and Demand for Grants etc.
 - xii. Assisting in Green shipping and new technology adoption initiatives such as Hydrogen/Methanol Catamarans and Electric Vessels.
 - xiii. Assisting in Central Sector Scheme (CSS) Projects from initiation, coordination to implementation stages.

2. For IT Division:-

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:
 - i. Analysis/Examination and Monitoring of IT related projects of MoPSW & its associated organizations.
 - ii. Examination of proposals from Government or Private organizations for IT related projects in Maritime Sector.
 - iii. Monitoring audit activities of IT projects in coordination with NIC.
 - iv. Any other work related to IT projects assigned to them.

3. **For ERISE Section:-**

- No. of Young Professionals required = 1
- TOR (Terms of Reference) for work to be done by Young Professional are as follows:
 1. Making necessary technical arrangements for convening meetings through VC mode and preparing minutes of meetings.
 2. Preparation of presentations, Excel Sheets and compilation of inputs received from stakeholders.
 3. Assist in admin./statutory & financial matters of Indian Maritime University (IMU), incl. SFC/EFC, Grant-in-Aid & fund release cases.
 4. Domain expertise in the field for analysing/ examining the proposals received in the Ministry from IMU, proper coordination and helping in making concepts notes.
 5. Assistance in dealing hand on the work/subjects allocated to ESRISE Section.
 6. Coordinate/monitor NTCPWC, CICMT, NCoEGPS & CEMS; prepare briefs for Monthly Review Meeting & PQs.
 7. Draft replies/notes for PQs, RTI, VIP refs., Audit Paras & Court Cases.
 8. Perform any other tasks assigned by the Section.
 9. To work under the guidance of Director (ESRISE) and the reporting officer will be US (ESRISE).

4. **For Economic Advisory Section:-**

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:
 - i. Collection, compilation, and analysis of financial and economic data from various Organizations under MoPSW.
 - ii. Regular follow-up with concerned Divisions/Organizations for timely submission of data.
 - iii. Preparation of reports, briefs, presentations for meetings and reviews, and assisting in drafting notes/ letters etc.
 - iv. Any additional tasks assigned by the Head of Division/Competent Authority.

5. **For Transport Research Wing (TRW):-**

- No. of Young Professionals required = 1.
- TOR(Terms of Reference) for work to be done:

Area of work: For assisting the work of Sagar Gyan Kosh, Sagar Vidya Kosh and Knowledge Repository and any other work assigned

- i. Advanced Analytics of administrative data collected by the department.
- ii. Collecting, analysing, and interpreting complex data sets, using statistical tools and techniques.
- iii. Collaborating with cross-functional teams to identify data needs, creation of reports and dashboards, communicating findings effectively to stakeholders.

6. **For Special Initiatives & Projects (SIP):-**

- No. of Young Professionals required = 2
 - TOR (Term of References) for work to be done by Young Professional are as follows:
 - Special Initiatives Management: Monitoring MIV-2030 and MAKV-2047 on the Sagarmantham Portal; drafting policies for Water Metro and NW-5; and organizing India Maritime Week. Coordination for Vadhavan Port Project Limited (VPPL) and Galathea Bay development.
 - Knowledge in preparation of Concession Agreement Structuring & Review, Financial Modelling, PPPAC Proposal Preparation, Concession Agreement Structuring & Review, Project Finance & Funding Mechanisms, Financial Appraisal & Analysis, Regulatory & Public Finance Knowledge.
 - Financial & Institutional Initiatives: Managing the Maritime Development Fund (MDF), IIF guidelines, and Sagarmala Finance Corporation. Handling the Corporatization and listing of Major Ports, budget matters, and work related to creation of Project Monitoring Units (PMUs).
- i. Experience in handling PPPAC/ PIB/SFC/EFC proposals or Government appraisal processes will be preferred.
 - ii. To oversee the Maritime Development Fund (MDF), IIF guidelines, Sagarmala Finance Corporation Limited, and the financial aspects of port corporatization and listing.
 - iii. To manage the technical aspects of MIV-2030/MAKV-2047 monitoring, Water Metro and NW-5 policy drafting, and operational coordination for VPPL and Galathea Bay projects.
 - iv. Coordinating India Maritime Week activities and post-event MoU monitoring.
 - v. Monitoring investment/implementation of MoUs and managing PMU personnel disbursements.

7. **For Parliament Section:-**

- No. of Young Professionals required = 1
 - TOR (Term of References) for work to be done by Young Professional are as follows:
- i. Assisting in the checking/correcting of replies to Parliamentary Questions (Starred/Unstarred), uploading Assurances and other Parliament-related matters.
 - ii. Liaising with the Ministry/Parliament Section and other stakeholders regarding parliamentary matters.
 - iii. Monitoring pending assurances and related action points.
 - iv. Assisting in preparation of briefs, background notes, talking points, and reference materials for senior officers.
 - v. Any other work assigned by the competent authority related to parliamentary functioning
 - vi. Handling Parliamentary Matters.
 - vii. Coordination and follow-up with concerned Divisions/Sections.
 - viii. Assisting in preparation and compilation of replies to Parliamentary Questions (Starred/Unstarred), Assurances, Calling Attention, Special Mentions, etc. Ensuring timely collection of inputs from concerned Divisions/Sections.
 - ix. Scrutinizing and compiling replies in accordance with prescribed guidelines and timelines.

8. **For Ports Division (PD-III):-**

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:
 - i. To assist in matters related to Green Port initiatives, environmental sustainability, energy transition, and climate-aligned port development including implementation and monitoring of Green Port Policy initiatives such as GPPI, GCTP, renewable energy adoption, green hydrogen, electrification, and other sustainability measures in Major Ports.
 - ii. Assist in policy formulation, review and monitoring of Green Port initiatives (GPPI, GCTP and related programmes).
 - iii. Compile and analyse data relating to energy consumption, carbon footprint, renewable energy usage and environmental compliance of Major Ports.
 - iv. Prepare briefs, background notes and presentations for senior.
 - v. Coordinate with Major Ports on green initiatives and sustainability reporting.
 - vi. Study international best practices on green port development and suggest policy inputs.
 - vii. Assist in inter-ministerial consultations relating to environmental and sustainability matters of ports.
 - viii. Any other work assigned by Director/JS (Ports).

9. **For PHRD Division:-**

- No. of Young Professionals required = 2
- TOR (Term of References) for work to be done by Young Professional are as follows:
 - 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 all Major Ports.
 - x. Related Parliamentary matters/ Public grievances/ court cases, etc. on the above issues.

10. **For ML Section:-**

- No. of Young Professionals required = 2
- TOR (Term of References) for work to be done by Young Professional are as follows:

A) Young Professional – I (Policy, Coordination & Analytical Support)

 - i. Making necessary technical arrangements for convening meetings through VC mode and preparing agenda folders and minutes of meetings.
 - ii. Preparation of PowerPoint Presentations, Excel Sheets, briefs and compilation/collation of inputs received from stakeholders.
 - iii. Assisting in preparation of concept notes, Cabinet Notes, parliamentary replies and policy papers.
 - iv. Rendering assistance in execution of work/subjects allocated to CS, ML & IMO Section.
 - v. Drafting of letters, office memoranda and routine official communications.

- vi. Any other work assigned by US / DS / SS / Director (CS, ML & IMO) from time to time.

B) Young Professional – II (Legal)

- i. Drafting and examination of statutory Rules, Regulations, Notifications and amendments under various maritime Acts.
- ii. Conducting legal research and preparing analytical notes on legislative and policy matters.
- iii. Assisting in examination of IMO instruments and preparation of legislative harmonization notes.
- iv. Vetting of draft proposals, inter-ministerial consultation notes and legal communications.
- v. Assisting in court-related matters and legal scrutiny of files, wherever applicable.
- vi. Any other legislative/legal work assigned by US / DS / SS / Director (CS, ML & IMO) from time to time.

11. For Sagarmala Division:-

- No. of Young Professionals required = 2
- TOR (Term of References) for work to be done by Young Professional are as follows:
 - i. Data Collection & Analysis: Compile and manage data for projects under planning, implementation, and review.
 - ii. Project Monitoring & Coordination: Track progress, identify delays or issues, and assist in coordinating with implementing agencies or stakeholders. Appraisal & Evaluation: Support appraisal of project proposals, including financial and operational analysis.
 - iii. Strategic Support: Contribute analytical insights to short- and long-term strategy formulation and recommendations.
 - iv. Reports & Presentations: Draft reports, prepare presentations, and participate in review meetings as required.

12. For IC Division:-

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:
 - i. Providing recommendations on maritime relations with specific countries/organisations to strengthen and expand international maritime cooperation
 - ii. Preparation of updated materials for country/ international organizations/groups etc.
 - iii. Preparation of talking points for and Minutes of the meetings.
 - iv. Coordination with internal/external stakeholders wrt work in the Division, as required.
 - v. Maintain/update appropriate records & preparation of progress reports.
 - vi. Any other responsibility assigned by Division's official, in line with Ministry's need.

13. For PPP & IP Division:-

- No. of Young Professionals required = 2
- TOR (Term of References) for work to be done by Young Professional are as follows:
 - i. Undertake detailed appraisal and evaluation of all PPP and Captive Project proposals received in the PPP Cell, including examination of financial models, project structure, concession period, revenue streams, tariff mechanisms and risk-sharing arrangements.
 - ii. Conduct financial and economic analysis, including NPV/IRR calculations, viability assessment, sensitivity analysis, traffic/revenue projections and assessment of contingent liabilities.
 - iii. Examine concession agreements, bid documents, contractual clauses and policy provisions to ensure consistency with approved frameworks, extant guidelines and Government policy.
 - iv. Assist in formulation, review and updating of Model Concession Agreements (MCAs), sectoral policies, tariff guidelines, Upline Policy, guidelines for stressed PPP projects and other regulatory frameworks.
 - v. Monitor implementation and performance of approved PPP projects and prepare periodic status reports, analytical notes and review briefs for senior management.
 - vi. Provide analytical support in matters relating to Asset Monetization Pipeline, compliance with decisions/directions of CCEA, NITI Aayog and other competent authorities.
 - vii. Assist in examination of arbitration and dispute resolution matters, preparation of case briefs, compilation of records and coordination with legal authorities.
 - viii. Assist in preparation of evaluation-based Cabinet Notes, EFC/SFC memorandums, appraisal briefs, speaking notes and briefing papers relating to PPP proposals; draft analytical inter-ministerial communications conveying appraisal observations; and prepare evidence-based inputs for replies to Parliamentary Questions, RTI matters and other official correspondence arising from PPP project evaluation.
 - ix. Undertake research and benchmarking studies on national and international best practices in PPP frameworks, infrastructure financing and governance mechanisms.
 - x. Coordinate with Major Ports, Ministries/Departments, financial institutions and other stakeholders for timely processing of PPP proposals and related matters.
 - xi. Perform any other tasks assigned by senior officers in connection with PPP policy, infrastructure project appraisal, financial structuring and governance matters.

14. For SBR Division:-

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:
 - i. Assist in preparation of policy brief, concept notes, Cabinet notes and official communications related to shipbuilding, ship repair, ship recycling, CSL.
 - ii. Support analysis of sectoral data, project proposals, and scheme performance. Coordinate with government departments, port authorities, industry stakeholders, and research institutions for project-related inputs.
 - iii. Any other tasks assigned by the Division in line with functional requirements.

15. **For Administration Division (Legal):-**

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:
 - i. Tracking, monitoring, and timely handling of court cases.
 - ii. Preparation, drafting, and vetting of pleadings, affidavits, replies, and rejoinders.
 - iii. Examination and analysis of court orders and judgments.
 - iv. Coordination with Ministry of Law & Justice, Government Counsel, and other agencies.
 - v. Assisting in preparation of legal opinions, SOPs, and RTI/legal replies.
 - vi. Providing legal assistance on recruitment, service, medical, pension, and related matters.
 - vii. Ensuring timely compliance of court directions.
 - viii. Coordination with attached and subordinate offices on legal matters.
 - ix. Updation and monitoring of cases on LIMBS portal
 - x. Maintaining records and status reports of all legal cases.

16. **For DGLL:-**

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:
 - i. Matters related to development of Lighthouses and tourism at Lighthouse. Integration of VTMS and other such technical projects
 - ii. Processing of all matters related to development of Lighthouse viz finalization of RFP/RFQ Bid document, taking necessary approvals, convening meeting and provide necessary support from the Ministry.
 - iii. Handle all the matters related to Court cases therein DGLL or Ministry of Ports, Shipping & Waterways
 - iv. Handle matters related to Budget and Finance of the DGLL.
 - v. Administrative matters of DGLL i.e Appointment, Promotion etc. of the Group A and B Officers of DGLL. Disposal of Cadre Review / Re-structure. Amendment / Framing of Recruitment Rules. DPC proposals of various Group A posts. Carrying out consultation / Liaoning with DoP&T/DoEL/UPSC/M/O LAW & Justice etc. in respect of the all matters mentioned above.

17. **For Finance Division:-**

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:
 - i. Examination of expenditure management with release of funds linking to the Schemes/ Projects, on the basis of extant rules/ guidelines of DoE, MoF.
 - ii. Examination of the proposals from financial angle on the basis of the extant guidelines of MoF.
 - iii. 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.
 - iv. Evaluation of progress/ performance of the Plan Projects and other continuing Plan Schemes.
 - v. Assurance for implementation of DoE's instructions received from time to time.
 - vi. Scrutinizing and vetting of the budget proposals of various Autonomous Bodies and Inter Water Transport Sectors under MoPSW.
 - vii. Examination of the proposals regarding creation/ revival etc of posts on the basis of the extant guidelines of DoE, MoF.
 - viii. Examination of various proposals received from the Ministry and other attached and subordinate bodies of the Ministry regarding seeking concurrence on Foreign Travel proposals.
 - ix. 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.
 - x. 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.
 - xi. Concurrence of SFC/EFC/PIB/DIB proposals in terms of DoE's guidelines.
 - xii. Examination of the proposals on the basis of GFR, DFPR, rules/ regulations/ guidelines framed by DoE/ GoI from time to time.
 - xiii. Monitoring of the inspection reports/reviews and audit paras etc. received from various divisions of the Ministry.
 - xiv. Other miscellaneous work as given by SO (Fin.), US (Fin.) from time to time.

Other Terms and Conditions (including remuneration and leave permissible and other misc matters) for engagement of Young Professionals in Ministry of Ports, Shipping & Waterways

As per Ministry of Ports, Shipping and Waterways' Scheme guidelines enclosed at **Annexure-III**

Government of India
Ministry of Ports, Shipping and Waterways (Sagarmala)

Subject: Scheme for engagement of Young Professionals in Ministry of Ports, Shipping and Waterways (MoPSW)

Name of the Scheme: Sagarmala Young Professional Scheme.

This 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. For the "Professional", the exposure to the functioning of the Indian Government may be an add-on in furthering their future interests.

The guidelines will be in compliance with the provisions of General Financial Rules, 2017 and Manual for procurement of Consultancy and Other Services, 2017 issued by the Ministry of Finance and relevant instructions of Department of Personnel and Training (DoPT) and Ministry of Finance issued from time to time.

1. Purpose:

1.1 The purpose of these guidelines is to define the broad policies and procedures for selection, contracting and monitoring of Young Professionals financed from the resources of MoPSW.

1.2 MoPSW is playing a pivotal role in program management and implementation of projects under various initiatives undertaken by Government of India in Maritime Sector, both at the Central and State levels. Ministry covers a wide portfolio including Shipbuilding and Ship-Repair, Major Ports, National Waterways and Inland Water Transport. It also includes providing policy level support for conceptualizing, architecting and implementing key projects across maritime sectors

1.3 Sagarmala Programme is an ambitious national initiative of MoPSW aimed at bringing about a steep change in India's logistics sector performance and accelerating economic development in the country by unlocking the full potential of India's coastline and waterways. Apart from Sagarmala Programme, there are many other initiatives undertaken by the Ministry such as National Infrastructure Pipeline (NIP), Gati Shakti National Master Plan (NMP), Island Development, Public-Private Partnership (PPP), Project Monitoring Group, Maritime India Vision and Asset Monetization (AM) etc. In PPP, Maritime Sector Policy related work is carried out to attract private investment and encourage ease of doing business. Program Management includes coordination with 60+ Implementing agencies including in Central Ministries, State Governments, Major Ports, Non Major Ports and other agencies.

1.4 Further, the scale of the programme, lack of in-house expertise and quantum of initiatives require additional team strength to assist in day to day activities.

Therefore, it is essential to engage professionals to assist in implementation of Ministries plan within the existing framework. Professionals will be required to provide high quality inputs in disciplines like Infrastructure/ Data Analysis/ Project Management/ Start Up/ Innovation/ Skill Development/ Digital Transformation/ Environment etc. as per the requirements of MoPSW.

1.5 This will also allow short term exposure of "selected candidates" with the different Divisions of MoPSW, Government of India. He/ She shall have an opportunity to know about the Government functioning and developmental policy issues in Government of India and contribute by generating inputs such as empirical analysis, briefing reports, policy papers, presentations etc. A list of domains/ areas for which application is invited is enclosed as **Annexure 'A'**.

2. Availability:

Employment through the scheme shall be available throughout the year based on the requirements of MoPSW. The broad work experience will be based on functional areas assigned to MoPSW.

3. Eligibility Criteria:

3.1 Educational Qualifications: Professionals with B.E/ B.Tech, B. Planning and/or MBA or equivalent degree in relevant subject/ field of any recognized University/ Institution within India or abroad.

Or

Professionals in Accountancy, Finance, Legal, Statistics, Economics/Commerce, Data Analytics and other relevant subject/ field with Certification, Bachelors and/or Masters Degree of any recognized University/ Institution within India or abroad.

3.2 Professional 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.

3.3 Age Limit: Candidate should be less than 35 years of age as on the date of advertisement and should be in good health

3.4 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

3.5 The eligibility criteria may be modified suitably based on the nature of work and requirements with due approval of concerned Joint Secretary.

4. Period of Engagement:

4.1 The initial period of engagement shall be 2 years which can be extended to additional 2 years on the basis of performance. There shall a performance review after 6 months of engagement of the professional.

4.2 The appointment of professionals will be on Full Time Basis and they would not be permitted to take up any other assignment during the period of appointment as Young Professional with MoPSW.

4.3 Professionals not completing a period of 1 (one) Year will not be issued any

experience certificate.

4.4 Experience Certificate: A certificate regarding successful completion of engagement shall be issued by the concerned Subject Division in the enclosed format at **Annexure 'B'**.

5. Remuneration:

5.1 Consolidated amount of Rs 60,000 per month. Payment of remuneration will be processed based on certification by concerned Heads of Division under whom professionals are posted.

5.2 There shall be annual increments of 10% on last drawn remuneration based on satisfactory performance.

6. TA/DA

Young Professionals shall not be entitled to TA/DA for joining the assignment or on its completion. For any travel, if required, compensation will be as per norms laid down by the Ministry at the time of travel.

7. Place of Posting:

The place of posting will be New Delhi.

8. Procedure and Conditions for Applicants:

8.1 Interested applicants may apply online in the address link to be indicated in the website of MoPSW/ Sagarmala.

8.2 The requirements of the Ministry will also be posted on the National Career Service (NCS) portal of Ministry of Labour and Employment to utilise the talent pool of non-recommended meritorious candidates.

8.3 A candidate can apply for engagement only once during a financial year. The applicants who do not fulfill the eligibility conditions, their applications shall be rejected.

8.4 Applicants must clearly indicate their area(s) of interest.

8.5 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 Young Professional. Shortlisted candidates may be called for practical assessment, technical knowledge assessment, interview etc. before selection.

8.6 The selected applicant has to produce original mark sheets along with character certificate and self declaration certificate at the time of joining, failing which his/her candidature shall be cancelled. Self declaration certificate format is enclosed at **Annexure 'C'**.

9. Procedure for Selection:

9.1 Divisions of MoPSW desirous of utilising Young Professionals shall prepare Terms of Reference for the work and outputs within the framework of provisions contained in GFR. Guiding format is enclosed at **Annexure 'D'**.

9.2 All the applications received online will be made available to the concerned heads of divisions in MoPSW for further scrutiny and shortlisting of eligible candidates. A pool of shortlisted candidates shall be maintained in the concerned division for the next stage of selection process.

9.3 A screening committee shall be formed to interview and recommend the Young Professionals for the approval of competent authority. The Committee may be headed by concerned Joint Secretary as Chairman with division heads as members.

9.4 Each Division can take a maximum of 2 (two) professionals at a time. This number may be modified depending of requirements of the Ministry with the permission of Secretary (PSW). The deployment of the Young Professional among divisions shall be decided by concerned Joint Secretary.

9.5 The shortlisted candidates may be called for practical assessment, technical knowledge assessment and/or interview etc. before the committee. The decision of the Joint Secretary concerned regarding the suitability of a candidate shall be final and binding.

9.6 The screening committee shall form a wait-list panel of additional 3 candidates for each selected Young Professional. The candidates in the wait-list panel may be engaged in case of non-acceptance of offer by selected candidate or disengagement of selected candidate within one year of engagement or additional requirement of Young Professional for concerned division. This wait-list panel will be valid for a period of 1 Year after which fresh selection process has to be carried out. The number of candidates in wait-list panel may be revised with due approval of concerned Joint Secretary (e.g. If a division is hiring 2 Young Professionals the wait-list panel should consist of 6 candidates)

9.7 The selected candidates may be asked by the division to submit the soft copy of their Self Declaration Certificate. The division has to obtain the original Self Declaration Certificate at the time of joining of the candidate and also verify his/her eligibility from the original documents. If any discrepancy is found, the candidature of the candidate will be cancelled by the division.

9.8 Depending upon the number of applications received against a particular domain/area, MoPSW reserves the right to fix up the eligibility criteria, limit the number of applicants to be called for a particular period and to decide about the mode of screening thereof with due approval of concerned Joint Secretary.

9.9 The concerned Heads of Divisions shall be personally responsible for ensuring that the work program and output mutually agreed upon with the professional is satisfactorily completed.

9.10 Professionals shall be required to submit a brief report/paper at scheduled intervals to the Heads of the concerned Divisions about their learning experience.

9.11 Seminars/presentation can be conducted by the concerned Heads of particular Division.

9.12 In case of large number of applications, a professional agency may be engaged for scrutinizing the application with concurrence of IFD and approval of competent authority.

10. Working Hours and Attendance:

Working hours shall normally be from 9 AM to 5.30 PM during the working days. However, in case of exigencies they may be required to sit late or attend office on holidays. During engagement with MoPSW, Young Professionals have to mark In and Out time on daily basis. In case of less than satisfactory attendance and adherence to timings, engagement may be terminated and no experience certificate will be issued. The attendance record and the details of work supervision shall be maintained by the Heads of the Divisions.

In exceptional cases, like need for professional development, training etc, the conditions may be relaxed with the approval of Secretary, MoPSW, subject to official exigencies.

11. Leave:

Young Professional shall be eligible for Leave of 8 Days in a calendar year on pro-rata basis. His/her absence beyond 8 days in a Year (On pro-rata basis) shall lead to deductions in remuneration. Any un-availed leave cannot be carried over to next calendar Year. Ministry would be free to terminate the services of Young Professional in case of absence of more than 15 days beyond the entitled leave.

12. Logistics & Support:

Professionals will be required to have their own laptops. MoPSW shall provide them working space, internet facility and other necessities as deemed fit by the concerned heads.

13. Capacity Building

The Young Professionals shall be provided 1-2 weeks orientation training for acquiring job related skills.

14. Performance Appraisal

The screening committee as indicated in para 9.3 shall periodically appraise the performance of Young Professionals. Professionals shall be required to submit a brief report/paper at scheduled intervals to the Heads of the concerned Divisions which will be appraised by the said committee.

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 Young Professional are not found satisfactory or found in conflict with the interest of the MoPSW/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 Young Professional which is attributable to the performance of services on behalf of MoPSW under the terms of the contract, and/or while traveling for official duty or is performing any services under the contract in any offices or premises of MoPSW or Government of India, the individual Young Professional or the individual Young Professional's dependents, as appropriate shall not be entitled to any compensation or any claim whatsoever.

17. Confidential Nature of Documents and Information:

Young Professional 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. Young Professional, shall not, except with the previous sanction of MoPSW, 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 MoPSW.

18. Use of Name, Emblem or Official Seal of the Sagarmala/ MoPSW:

Individual Young Professional shall not represent themselves or otherwise make public with the intent to make a commercial advantage of the engagement with MoPSW. The Young Professional shall not, in any manner whatsoever, use the name, emblem or official seal of the Government of India or MoPSW or any abbreviation of the name of MoPSW, in connection with its business or otherwise without the prior written permission of MoPSW.

19. Scheme Review:

MoPSW reserves the right to review the scheme at any time. The Scheme so reviewed will be placed on the website of MoPSW/ Sagarmala.

20. Relaxation:

Secretary, MoPSW will have the power to relax any of the conditions mentioned above, in respect of any deserving candidate.

21. Termination:

21.1 Engagement of Young Professional 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. Young Professional shall disengage themselves from the Department, only after giving a notice of 15 days to the Department.

21.2 No reference to IFD would be required for case to case engagement of Young Professionals unless there is deviation/sought in respect of the guidelines.

Annexure A

Domains/ Areas available for Young Professionals

- Data Management and Analysis
- Foreign Trade/ Commerce and Investment •
- Governance
- Industry
- Infrastructure connectivity
- Mass Communications and Social Media •
- Programme Monitoring and Evaluation
- Project appraisal and management. •
- Public Finances/Budget
- Public Private Partnership
- Skill Development & Employment
- Water Resources and Inland Waterways Development •
- Start Up and Innovation
- Digital Transformation
- Public Policy
- Legal
- Economics
- Any other relevant area

FORMAT OF EXPERIENCE CERTIFICATE

(To be given on Letter Head)

Dated: <Date>

TO WHOMSOEVER IT MAY CONCERN

This is to certify that <Mr./Ms. > has successfully completed <his/her> contract with Ministry of Ports, Shipping and Waterways, Government of India from < > to < >. During the period of contract <he/she> worked in the following areas.

- (i)
- (ii)

<He/She> has shown special flair for and <his/her> performance in preparation of the report has been rated as < >

During the period of <his/her> contract <he/she> was punctual and hardworking.

I wish <him/her> every success in <his/her> life and career.

Signature
(Head of Division)

Annexure C

FORMAT FOR SELF DECLARATION CERTIFICATE

Dated:-

Subject:- Self declaration certificate for MoPSW Young Professional programme.

I, <Mr./Ms.> aged < > years, son/daughter of <Name of parent>, a resident of <Address> certify that the information provided herein above and the documents appended herewith is true and correct to the best of my knowledge and belief and nothing has been falsely stated or concealed therein. I understand that if the said information submitted is found to be false, appropriate action as deemed by MoPSW will be taken. I also declare that I shall not be working in any other organisation or register for any course requiring attendance in the class during the period of engagement.

(Signature)