

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 5th March, 2024

OFFICE MEMORANDUM

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

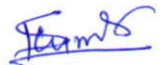
In supersession of this Ministry's OM of even number dated 23rd December, 2022 and 14th April, 2023, the undersigned is directed to enclose herewith guidelines of Scheme for engagement of Young Professionals in Ministry of Ports, Shipping & Waterways and to say that the scheme seeks to engage talented, 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. The details including number of Young Professionals, Terms of Reference for the work and outputs etc. are enclosed at Annexure-II.

3. The last date for receipt of applications alongwith CV/resume is 31st March, 2024 Applications received after due date/time and without supporting documents will not be considered.

4. 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.

Encl: As Above



(Sachin Kumar Katiyar)

Under Secretary to the Government of India

To:

1. All Ministries /Departments of the Government of India
2. Department of Personnel & Training for displaying on CSCMS Portal as well as on its website.
3. The Manager, Employment News, Phase IV, Sookhana Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
4. Shri Pravin Srivastava, Technical Director, NIC- for displaying this OM on the Notice Board of Ministry of Ports, Shipping and Waterways.
5. E-office Notice Board.

Format for Application for the Post of Young Professional/Consultant

Individuals who fulfil 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:
2. Name:
3. Date of Birth:
4. Address for correspondence:
5. Contact No.:
 - a. Landline:
 - b. Mobile:
6. Email (it is mandatory to provide email ID):
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

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.

Or

As provided in Specific Terms of References below.

- 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 Transport Research Wing: -

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:

Expertise of the field of:

- (i) Data Analytical Skills
- (ii) Programming Languages such as SPSS, Python etc.

- Specific goals relating to output to be assigned to Young Professional:

i. Preparation of a web page like Wikipedia.

- This consists of presenting summarized analysis along with the detailed data available in the four annual publications i.e. Basic Ports Statistics (BPS), Statistics of India's Ship Building and Ship Repairing Industry (SBR), Indian Shipping Statistics (ISS) and Statistics of Inland Water Transport (IWT) for the past 10 years.
- These publications includes voluminous data on Cargo handled by Major Ports and Non-Major Ports, Passengers handle by the ports, Performance indicators, financial performance, employment information, Length and navigable length of rivers, Cargo and passenger handle at national waterways, Plan outlay expenditure at IWT sector, Ship Building and Ship Repairing capacity with the companies, Ship on order book, employment and financial performance of SBR companies and other information received from the all the stake holders.
- Creation of sample web page for the test run including presentation of data in web form with the help of charts, graphs and content linking is required.

ii. Inclusion of additional formats for monthly collection of data on key performance parameters in the PDMP Portal.

- The key performance parameters, related to Ports, shipping and Inland waterways sector had been identified for collection of data on monthly basis. Accordingly, preparation of input and output forms for collecting of the monthly information through Port Data Management Portal (PDMP).
- Creation of input formats, creation of report generation forms, creation of user Id's for DG Shipping and Inland Waterways Authority of India, Test run of the programme and creation of methodology for calculation of the output report.

2. For MT Section: -

- No. of Young Professionals required = 1
 - TOR (Term of References) 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. Domain expertise in the field for analysing/ examining the proposals received in the Ministry w.r.t. R&D Shipping Scheme & IMU, proper coordination and helping in making concepts notes.
4. Assistance in dealing hand on the work/ subjects allocated to MT Section.
5. To work under the guidance of Director (MT) and the reporting officer will be US (MT).

3. **For Finance Section: -**

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:

S.NO	Qualifications	Experience	Domain Areas	No. of Young Professionals Required
1.	MBA (Finance Management) from a recognized University / College of the Country equivalent in length and intensity with a minimum of 50% marks.	3 years' experience in infrastructure sector or Govt. program management & monitoring	Handling of Financial Proposals related to Project/ Schemes of Government of India, including Data Management and Data Analysis.	1

Detailed TOR for Finance Division

The engaged Young Professionals would be required to perform the following functions: -

1. Examination of expenditure management with release of funds linking to the Schemes/ Projects on the basis of extant rules/ guidelines of DoE, MoF.
2. Examination of the proposals from financial angle on the basis of the extant guidelines of Mof.
3. 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.
4. Evaluation of progress/ performance of the Plan Projects and other continuing Plan Schemes.
5. Assurance for implementation of DoE's instructions received from time to time.

6. Scrutinizing and vetting of the budget proposals of various Autonomous Bodies and Inter Water Transport Sectors under MoPSW.
7. Examination of the proposals regarding creation/ revival etc of posts on the basis of the extant guidelines of DoE, MoF.
8. Examination of various proposals received from the Ministry and other attached and subordinate bodies of the Ministry regarding seeking concurrence on Foreign Travel proposals.
9. 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.
10. 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.
11. Concurrence of SFCIEFC/PIB/DIB proposals in terms of DoE's guidelines.
12. Being a member of TEC, Attending various meetings of TEC on various projects
13. Examination of the proposals on the basis of GFR, DFPR, rules/ regulations/ guidelines framed by DoE/GoI from time to time.
14. Monitoring of the inspection report/reviews and audit paras etc. received from various divisions of the Ministry.

Section Officer (Finance) as Reporting Authority will provide inputs and guidance to Young Professionals.

4. **For SU Section: -**

- No. of Young Professionals required = 1
 - TOR (Terms of Reference) for the work to be done by Young Professional are as follows:
1. Collection of data from CPSEs under MoPSW.
 2. Attending meetings and preparation of Minutes of the meeting.
 3. Assistance to dealing hand on the work / subject of the SU Section.
 4. Drafting proposals related to Shipping Corporation of India (SCI), Shipping Corporation of India Land and Assets Limited (SCILAL), Inland and Costal Shipping Limited (ICSL).
 5. Preparing various weekly and monthly reports of the SU Section.

Basic Qualification:

1. Minimum Graduate from any recognized university.
2. Proficiency in using Computer / laptop.
3. Knowledge of Word, Excel and PPT.
4. Open to learning new topics at work.

5. **MG Section: -**

- No. of Young Professionals required = 1
- TOR (Terms of Reference) for the work to be done by Young Professional are as follows:
 1. He/ She shall be well equipped in making power-point presentations.
 2. He/ She shall be proficient in preparing minutes of meeting
 3. He/ She shall have some domain expertise in the field for proper coordination and helping in making concept notes.
 4. He/ She shall have to assist dealing hand on the work/ subjects related to this section.
 5. He/ She will work under the guidance of Director (MG&IMO) and the reporting officer will be US (MG) and US (IMO).
 6. He/ She shall have excellent verbal and written communication skills e.g. expertise in drafting the letters.

6. **For Coordination I Division: -**

- No. of Young Professionals required = 1
- TOR (Term of References) for work to be done by Young Professional are as follows:

Precise Statement of Objectives	Outlines of Tasks to be carried out	Schedule for completion of tasks	The support of inputs to be provided by MoPSW to facilitate Young Professionals	The final Outputs that will be required of the Young Professionals at the end of period should be specified	Number of Young Professionals
Data Management and Analysis and IT Related Work Graduate with 3 years' experience in IT related work in central Ministries/ Dep ts.	<ul style="list-style-type: none"> • To handle the data received from organization and make assessment • Collection of information and uploading on government web portals 	As per requirement	JS(Coord)/ DS(Coord)/ US(Coord)	<p>To assist in examination of data received from organizations and prepare analysis</p> <p>To assist in collection, compilation and uploading of information on govt. web portals.</p>	01

7. **For SBR Section: -**

- No. of Young Professionals required = 1
- TOR (Terms of References) for work to be done by Young Professional are as follows:
 1. 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.
 2. Assisting in work of ship-recycling such as overseeing the Hong Kong convention, tax related policies.

8. **For PHRD Section: -**

- No. of Young Professionals required = 1
- TOR (Terms of References) for work to be done by Young Professional are as follows:
 1. Appointments and service matters of senior level positions in Major Port Authorities.
 2. Policy making on HR issues of Major Ports.
 3. Framing of and amendments in Service Regulations of all Major Ports.
 4. Revision of pay and allowances of Class 1 & 11 officers of all Major Ports.
 5. Pilotage Regulations including issuance of approval/ authorization of Pilotage Licences in all Major Ports.
 6. Constitution and appointment of members of the Board of all Major Ports.
 7. Monitoring and operating the Sparrow Portal for the purpose of APARs of senior level officers of Major Ports.
 8. Labour issues of all Major Ports.
 9. HR issues of ALHW.
 10. Related Parliamentary matters/ Rill public grievances/ court cases etc. on the above issues.