

**D-30011/01/2018-DBT
Government of India
Cabinet Secretariat
(DBT Mission)**

Subject: Invitation of applications for appointment of Four (4) Young Professionals in DBT Mission, Cabinet Secretariat.

Direct Benefit Transfer (DBT) is a major reform initiative launched by the Government of India which mainly relies on leveraging the gains accruing from Aadhaar. DBT Mission was created in the erstwhile Planning Commission to act as the nodal point for the implementation of the DBT programmes. At a later stage, DBT Mission and matters related thereto was transferred in Cabinet Secretariat. In the last two years, DBT Mission has universalized the DBT Framework to cover all schemes involving cash benefits, in-kind benefits and payments to service enablers. For this purpose, DBT Mission has been in constant extensive interaction with the stakeholders including Ministries/Departments/States/UTs.

2. DBT Mission, Cabinet Secretariat proposes to engage **4 Young Professionals**, on purely contract basis, for attending to specific and time-bound jobs in this office.

Qualifications

Essential:

- i) Master's Degree in Economics/Finance/Statistics or MBA from a recognized university with good academic records
- ii) Excellent written and oral communication skills
- iii) Advance Computer skills in MS Excel
- iv) At least one-year post qualification relevant professional/academic/ research experience. Persons having experience in Government or public policy etc. would be preferred.

Desirable:

- i) Prior experience of Government or public policy or working in research project preferably with government agencies.
- ii) Good knowledge of government welfare schemes.
- iii) Experience in preparation of Project Reports/Reviews/Notes/Briefs etc.

Duration

The appointment of Young Professionals would be on a full time basis and he/she would not be allowed to take up any other assignment during the period of engagement with DBT Mission. The appointment would be of a temporary (non-official) nature. Candidates selected will be appointed on contract basis till 30th November 2019. The engagement can further be extended on the basis of requirement subject to suitability and satisfactory performance. The appointment can also be terminated by DBT Mission at time without citing any reasons.

Age Limit

The maximum age limit shall be 32 years.

Remuneration

During period of engagement Young Professionals is entitled to receive Rs. 60,000/- per month. No other allowances/facilities such as DA, accommodation, conveyance/transport, medical reimbursement etc. would be admissible to the Young Professionals.

Attendance & Working days

The working hours of the Young Professionals shall be same as regular Government employees working in DBT Mission. No extra remuneration shall be allowed for working beyond office hours or on Saturday/Sunday/Gazetted holidays. Compensatory leave in such cases shall be at the discretion of Joint Secretary (DBT).

Leave

Young Professionals shall be eligible for 8 days leaves per year. The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis. A Young Professional shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis).

Admissibility of TA/DA

The Young Professionals may require to undertake domestic tours subject to approval of the competent authority. During tour their entitlement would be the same to the Government officers of Level 6 to 11, as specified in the Department of Finance OM No. 19030/1/2017-E.IV dated 10th July, 2017.

Confidentiality and Secrecy

During the period of assignment with DBT Mission, the Young Professional 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.

Termination of Service and requirement of notice

- In case a Young Professional wishes to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof. Joint Secretary (DBT) may waive off the condition for notice period/salary in lieu thereof, in deserving cases.
- DBT Mission shall have powers to terminate any or all the professionals at any time without assigning any reason.

Submission of application

The interested candidate may apply **STRICTLY** in **PRESCRIBED FORMAT** enclosed herewith preferably by email or alternatively by post latest by 19th November, 2018 at the following address: -

Soumitra Mandal
Director, DBT Mission,
Cabinet Secretariat,
4th Floor, Shivaji Stadium Annexe
Shaheed Bhagat Singh Marg,
New Delhi-110001
Email: soumitra.mandal@gov.in

Application Format

- (i) Name:
- (ii) Date of Birth:
- (iii) Address for correspondence:
- (iv) Contact No.: Landline _____ Mobile _____
Email _____

(v) Academic Qualification:

S. No.	Course/Degree	Year of Passing	Subject	University/Institute	Class/Division	distinction (If any)
	Graduation					
	Post: Graduation					

**Attach Separate copy if required.*

(vi) Professional Qualification:

S. No.	Course/Degree	Year of Passing	Subject	University/Institute	Class/Division	distinction (If any)

**Attach Separate copy if required.*

- (vii) List of relevant technical and academic publications, if any:

(viii) Relevant experience:

S. No.	Organization Name	Period From to	Nature of Work

**Attach Separate copy if required.*

(ix) Computer Skill

Proficiency in MS Office (Preliminary/Advanced)	
Any data/Statistical Tool/ Software	

(x) A Short note on your suitability for the post.

Name & Signature of the applicant

Date.....

Place.....