

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 23<sup>rd</sup> December, 2022

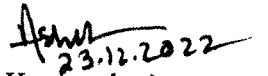
OFFICE MEMORANDUM

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

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. Other Terms and Conditions will be as per the Scheme guidelines as enclosed at Annexure-III
3. The last date for receipt of applications alongwith CV/resume is 23<sup>rd</sup> January, 2023 Applications received after due date/time and without supporting documents will not be considered.
4. Application, may be sent to the Section Officer, Establishment Section, Ministry of Ports, Shipping and Waterways.

Encl: As Above

  
23.12.2022  
(Avinash Kusumakar)

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 their website.
3. Shri Pravin Srivastava, Technical Director, NIC- for displaying this OM on the Notice Board of Ministry of Ports, Shipping and Waterways.
4. 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

- d. Relevant experience of working for national bodies
  - e. Relevant experience of working for international bodies
  - f. Works of similar nature in hand and the 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 Masters 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 Sagarmala Section:-**

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

- Specific tasks/projects to be assigned to each of the Young Professional:

Particulars	Numbers	Project Areas
Young Professional	01	Project implement/ Project management/ monitoring of Sagarmala Management Information System (NMP), Rail & Road Connectivity Projects, PDC etc.

Young Professional	01	Data collection and Monitoring of National Infrastructure Pipeline (NIP), Blue Economy-Vision 2047 Integrated Infrastructure Vision, etc.
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- Specific goals relating to output to be assigned to Young Professional:
  - i. Collection of data to 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 implementation the said strategies.
  - iv. Advising of different operating parameters to improve project development performance and efficiency.
  - v. Advising on review/ re-allocation of manpower/ resources for different projects
  - vi. Monitoring and coordinating for all the projects under implementation.
  - vii. Assisting in reviewing the progress updates provided by implementing agencies/stakeholders and seeking clarifications, if required.
  - viii. Identifying the various issues causing delay in project progress and escalating the same.
  - ix. Examining all project issues from contract/legal prospective and prepare draft of necessary communications.
  - x. Prepare presentations on project status/data, as required.
  - xi. Team shall participate in progress review meetings, as required.

## 2. For IPRCL Section:-

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

- Specific tasks/projects to be assigned to each of the Young Professional:

Particulars	Numbers	Project Areas
Young Professional	02	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.

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

**3. For PPP Cell:-**

- No. of Young Professionals required = 2
- TOR (Terms of Reference) for work to be done by Young Professional are as follows:
  - i. Collection of data of all projects under operation as well as under implementation from all Major Ports;
  - 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 to enhance the private investments in ports and new avenues in ports. Also, assisting in implementing the said strategies;
  - iv. Analysis of different operating parameters of exiting berths at ports and develop strategies to improve port performance/efficiency;
  - v. Analysis of existing operational data and assisting in bringing private investments in the underperforming existing berths currently operated by ports;
  - vi. Advising on review/re-allocation of manpower/resources in different ports;
  - vii. Monitoring all the projects under implementation;
  - viii. Assisting in reviewing the progress updates provided by implementing agencies/ports and seeking clarifications, if required;
  - ix. Identifying the various issues causing delay in project progress and escalating the same;
  - x. Examining all project issues from contract/legal prospective and prepare draft of necessary communications;
  - xi. Prepare presentations on project status/data, as required;
  - xii. Team shall participate in progress review meetings, as required.

**4. For PHRD:-**

- 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 Ports;
  - 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/ RTI/ public grievances/ court cases etc. on the above issues.

**5. For Administration:-**

- No. of Young Professionals required = 2.
- TOR(Terms of Reference) for work to be done:

**i.Precise Statement of Objective:**

Establishment/Welfare/Cash and Budget related matters of Administration Division

**ii.Outline of Tasks to be carried out:**

1. Establishment matters and cadre management activities of Officers/Officials of the Ministry (Main Sectt.).
  2. Data Management of Administration Division and updating of Data on Web Based Cadre Management Portals and other portals under purview of Administration Division
  3. Swachh Bharat related matters and organization of Swachhata Pakhwada
  4. Organization of various National and International days in Main Sectt., Ministry of Ports, Shipping & Waterways
  5. Budgetary matters of Administration Division
  6. Related Parliamentary matters/RTI/public grievances etc. on the above issues.
  7. Meetings management
  8. Miscellaneous matters
  9. Any other work assigned from time to time
- iii. US(Admn.) as Reporting Authority will provide inputs and guidance to Young Professionals.

- iv. Young Professionals are expected to bridge the gap between requisite and available manpower in Administration Division and perform the given task efficiently and effectively.

#### **6. For MA Division**

- No. of Young Professionals required = 2
- TOR (Term of References) for work to be done by Young Professional are as follows:
  - i) Making necessary technical arrangements for convening meetings through VC mode and preparing minutes of meetings.
  - ii) Preparation of Power Point Presentations, Excel Sheets and compilation/collation of inputs received from stakeholders.
  - iii) Domain expertise in the field for proper coordination and helping in making concept notes.
  - iv) Rendering assistance in the execution of the work/subjects allocated to MA Division.
  - v) To Work under the guidance of Director (MA) and the reporting officer will be US (MA).

#### **7. For MT Section:-**

- No. of Young Professionals required = 2
- TOR (Term of References) for work to be done by Young Professional are as follows:
  - 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 analysing/examining the proposals received in the Ministry w.r.t R&D Shipping Scheme & IMU, proper coordination and helping in making concept 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).

#### **8. For Ports Wing:-**

- No. of Young Professionals required = 6
- TOR (Term of References) for work to be done by Young Professional are as follows:



Precise statement of objectives	Outline 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 Professional at the end of the period should be specified	No. of Young Professionals
Data management and analysis	<ul style="list-style-type: none"> <li>➤ To handle all the work related to Port data of All Major Ports.</li> <li>➤ Aggregates all the data and makes it available for reporting, analytics and other services.</li> <li>➤ To liaison with Major Ports.</li> <li>➤ To handle any other work assigned by the Deputy Secretary/JS(P).</li> </ul>	As per requirement of the Ministry	DS (Ports) and JS (Ports)	To assist Ministry to create a unified view of data of Major Ports in order to build analytical and operational views for decision-making and infographic reports on different port parameters,	1
Foreign trade commerce and investment	Work related to Custom Procedure, Shipping and role of other trade facilitating agencies, trade promotion, global engagement/ integration related to maritime trade; trade statistics; infrastructural capacity, operational aspects, contractual arrangements, case studies for the Indian port sector	As per requirement of the Ministry	DS (Ports) and JS (Ports)	To assist Ministry in trade facilitation and augmentation; enhancement of investment opportunities.	1
Project monitoring and evaluation	<ul style="list-style-type: none"> <li>➤ Collection of data of all projects under operation as well as under implementation from all Major Ports;</li> <li>➤ Analysis of different operating berths at ports and develop strategies to improve port performance/efficiency;</li> <li>➤ Advising on review/ re-allocation of manpower/resources in different ports;</li> <li>➤ Monitoring all the projects under implementation;</li> <li>➤ Identifying the various issues from contract/legal prospective and prepare draft of necessary communications;</li> <li>➤ Prepare presentations on projects status/data, as required;</li> </ul>	As per requirement of the Ministry	DS (Ports) and JS (Ports)	To assist Ministry in successful monitoring of projects of Major Ports.	2
Digital transformation	<ul style="list-style-type: none"> <li>➤ To handle all the work related to Smart Port Projects.</li> </ul>	As per requirement of	DS (Ports) and JS (Ports)	To assist Ministry in successful implementation	1

	<ul style="list-style-type: none"> <li>➤ To provide digital port solutions for new and existing ports and terminals.</li> <li>➤ To assist Ministry in research/identify various solutions that will drive transformation of Major ports to “Smart Ports”.</li> <li>➤ To liaison with all Major Port.</li> <li>➤ To handle any other work assigned by the Deputy Secretary/JS(P).</li> </ul>	the Ministry		automation and innovative technologies including Artificial Intelligence (AI), Big Data, Internet of Things (IoT) and Blockchain to improve performance of Major Ports.	
Shipping-related exposure.	<ul style="list-style-type: none"> <li>➤ To assess the current state of maritime connectivity.</li> <li>➤ To assess deficiencies in the existing transportation system</li> <li>➤ Potential options to develop an integrated and efficient connectivity plan to support the development of the blue economy programs</li> <li>➤ To determine prospects for further maritime transport and logistics related investment</li> </ul>	As per requirement of the Ministry	DS (Ports) and JS (Ports)	Assessments of Maritime Connectivity, and Strategic Needs	1

#### 9. For IWT Division:-

- No. of Young Professionals required = 2
- Major work dealt in IWT Division
  1. Jal Marg Vikash project (JMVP)
  2. Comprehensive development of NW-2 and NW-16.
  3. Development of new National Waterways.
  4. Release of funds to IWAI.
  5. Matters connected with IWT Legislation including administration of the following Acts:
    - Inland Vessels Act, 2021.
    - IWAI Act, 1985.
    - National Waterways Act, 2016
  6. Central Govt. Approval /Notification and review of various regulations framed by the IWAI including Inland navigation service conditions etc.
  7. DIB and SC proposals of IWAI projects.
  8. Administrative control of Inland Waterways Authority of India (IWAI) and appointments of all Chairman, IWAI, Vice-Chairman and Members of the IWAI.
  9. Examination of proposals received from NE States under Central Sector Schemes for development of IWT in NER.
  10. Review of the implementation of the Action Plan of the IWAI
  11. Government's approval in regard to the budget of IWAI and release of funds.

12. Matter related to International Corporation with Bangladesh viz Indo Bangladesh Protocol Route under PIWTT, Coastal Shipping, ACMP, etc.
13. Coordination with other Ministries/ Department and different division of this Ministry.
14. Review of Performance of IWAI.
15. International Corporation of Nepal, Bhutan, Myanmar etc.

- TOR (Term of References) for work to be done by Young Professional are as follows:

Young professionals who can examine the proposals from technical/financial angle

<u>Requirement</u>	<u>Number</u>	<u>Field of Experience</u>
Young Professional	1	Preferably a Civil Engineer and experience in Hydrography
Young Professional	1	Financial Management

**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

**Annexure B**  
**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)

**Annexure D****Terms of Reference for work to be done**

- i. Precise statement of Objectives  
(Qualifications and Disciplines/Domains where the engagement of Young Professional is required should be indicated)
- ii. Outline of tasks to be carried out  
(Details of work required to be carried out specific tasks/activities to be assigned to Young Professional to be indicated)
- iii. Schedule for completion of tasks  
(This should be designed in such a manner that deliverable are clearly identified and are amenable to periodic monitoring over duration of the assignment)

- iv. The support of inputs to be provided by MoPSW to facilitate the Young Professional  
(Officer who will provide guidance to the Young Professionals and to whom reporting is to be done should be specified here)
  
- v. The final outputs that will be required of the Young Professional at the end of the period should be specified.