

Government of India
Ministry of Corporate Affairs
Through
ICAI/ ICoAI (ICMAI) / ICSI

Advertisement for Recruitment of Young Professional/Assistant Young Professional

Applications are invited from Qualified CA/CS/CMA and Semi Qualified persons who have passed Intermediate/Executive level examinations for filling up of **145 posts** of Young Professional/Assistant Young Professional on **CONTRACTUAL BASIS** through ICAI, ICoAI (ICMAI), ICSI in Central Facility Centres (CRC /C-PACE/ CSC/ CPC) of Ministry of Corporate Affairs, Government of India, located at Manesar, Haryana. The details of engagement are as follows:-

1. Number of Vacancies: -

Number of Posts of Young Professionals/Assistant Young Professionals: - **145 Posts on Contract basis**

2. Location of Workplace: -

Central Facility Centres (CRC /C-PACE/ CSC/ CPC) located at IICA, Plot No.6,7,8, Sec -5, IMT Manesar, near Gurugram (Haryana)-122050.

3. Qualifications for Young Professionals / Assistant Young Professionals:-

The candidates applying for the post of Young Professional must be a qualified member of ICAI / ICoAI(ICMAI)/ ICSI and for the post of Assistant Young Professional must have passed the Intermediate / Executive Examination of the ICAI/ICoAI(ICMAI)/ICSI. The Young Professionals/Assistant Young Professionals should have excellent communication, interpersonal analytical skill. Young Professionals must have good working knowledge of technology- based skills on the computer and ability to work on ICT applications. The cut- off date for determining the eligibility conditions with regard to qualifications is the closing date of application i.e. 30.10.2025.

4. Age Limit:-

The candidates applying for the post of Young Professional/Assistant Young Professional should not be more than **35 years of age** at any time during their engagement in Central Facility Centres. The cut-off date for determining the eligibility conditions with regard to age limit is the closing date of application i.e. 30.10.2025.

5. Period Of Engagement:-

The period of contract shall initially be for a maximum period of three years or attaining the age of 35 years whichever is earlier subject to satisfactory performance to be reviewed at the end of each year. The appointment of YPs/AYPs will be on full-time basis and they will not be permitted to take up any other assignment during the period of appointment as Young Professional/Assistant Young Professional.

6. Scope:-

The Young Professionals/Assistant Young Professionals will be appointed to examine and process the e-forms under the provisions of the Companies Act 2013 and the LLP Act 2008 read with the relevant rules, as per the roles assigned to them in the office of **CRC, C-PACE, CSC and CPC** where they will be deployed. The fundamental objective of establishment of the Central Facilities is to deliver the services rendered by the ROC which shall be as per prescribed limits / targets by the respective ROCs for YPs / AYPs . Hence, each professional has to dispose minimum number of forms / targets set out as decided by Central Facility Centres as per requirement. The productivity of the professionals beyond the benchmark will carry significant weightage during the performance appraisals/ review.

7. Entitlements & Increment:-

(a) The Young Professionals/Assistant Young Professionals will be deployed on contractual basis for a maximum period of three years subject to satisfactory performance to be reviewed at the end of the each year. The monthly consolidated remuneration shall be paid as follows:

Year	Entitlement (₹) Per Month Young Professionals	Entitlement (₹) Per Month- Assistant Young Professionals

1 ST YEAR	75000/-	40000/-
2 ND YEAR	80000/- (inclusive of yearly increment of 5000/-)	42500/- (inclusive of yearly increment of 2500/-)
3 RD YEAR	85000/- (inclusive of yearly increment of 5000/-)	45000/- (inclusive of yearly increment of 2500/-)

(b) Young Professional/Assistant Young Professional shall be paid additionally ₹ 2500/- per day for attending Office on Sundays and Holidays depending on the exigencies of work to be decided by respective ROC.

8. Leave:-

Young Professional and Assistant Young Professional engaged on contract shall be eligible for 1 day's leave in a calendar month. Also, a professional shall not draw any remuneration in case of his/her absence beyond 12 days in a year, calculated on a pro-rata basis. Further, un-availed leave in a calendar year will not be carried forward to next calendar year.

9. Working Hours:-

Young Professional/Assistant Young Professional shall be working from Monday to Saturday. The total working hours in a week for Young Professionals/Assistant Young Professionals will be 48 hours which may be subject to the achievement of targets.

10. Antecedents of Candidates:-

The Young Professional/Assistant Young Professional are required to bear good moral character with no criminal antecedents' record or FIR against them. If it is found at any stage that criminal antecedents exist against them then their candidature will stand cancelled along with other necessary action as per extant law.

11. Selection Process :-

Selection will be made on the basis of the merit of candidates by each Professional Institute i.e. ICAI/ICSI/ICMAI.

12. How to apply:-

Interested Eligible candidates must apply online at <http://www.icai.org/post/career-in-icai>, <https://eicmai.in/Recruitment/index.aspx> and <https://stimulate.icsi.edu/RECRUITMENT> as per their Professional Institutes, respectively, within 15 days of the date of publication of the advertisement in the newspaper. The Ministry of Corporate Affairs reserves the right to increase/decrease the post advertised or not even fill up the post as per its requirement.

13. Other Terms and Conditions:-

- (i) The Young Professional / Assistant Young Professional shall be engaged on contractual basis by ICAI / ICoAI(ICMAI) / ICSI.
- (ii) Considering the sensitivity of the operations in Central Facility Centres, all the “Young Professionals and Assistant Young Professionals” on contract will be required to deposit their mobile phones, bags etc. in a separate locker with lock and key arrangement during office hours.
- (iii) The ICAI / ICoAI (ICMAI) / ICSI reserve the right to terminate the contract with the personnel engaged by them. The ICAI / ICoAI (ICMAI) / ICSI can terminate the contract at any time without giving any notice in the case of misbehaviour/ conduct unbecoming of a professional and by giving one month’s notice, if the Professional is unable to perform the assigned work; if the assigned work is not to the satisfaction of the ICAI / ICoAI (ICMAI) / ICSI and/or ROC; or; or if he/she is found lacking in honesty and integrity.

- (iv)** The professional can also terminate the contract upon giving one month notice to the ICAI / ICoAI (ICMAI) / ICSI or one month's remuneration in lieu thereof.
- (v)** Adequate Training and Capacity Building Programmes will be conducted for Young Professionals/Assistant Young Professionals.
- (vi)** Existing CS Executives working in the Central Facility Centres at Manesar are also required to apply in response to this advertisement subject to the fulfilment of eligibility conditions and other requirements mentioned in this advertisement.
- (vii)** The YPs & AYPs engaged on contract under this scheme shall not have any right to claim for any kind of engagement or employment in the Government of India or the Professional Institute.
- (viii)** The last date of receiving applications online is 30th October, 2025.
