



भारत सरकार / Government of India

कॉर्पोरेट कार्य मंत्रालय / Ministry of Corporate Affairs

कार्यालय प्रादेशिक निदेशक (उत्तरी क्षेत्र) / Office of the Regional Director (Northern Region)

B-2 Wing, 2nd floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, New Delhi - 110003

Office of Regional Director (Northern Region), Ministry of Corporate Affairs (MCA), Government of India invites applications from suitable persons to work as Young Professionals (YPs) in the Ministry of Corporate Affairs (MCA) HQ, O/o Director General of Corporate Affairs (DGCoA) and O/o Regional Director (Northern Region), New Delhi on contractual basis. Only the persons with requisite qualifications and experience and within the age-limit, as prescribed, would be hired as Young Professionals. Any application received without an Email ID and / or contact mobile number shall be rejected. The only means of communication between the O / o R D (N R) ,MCA and the candidates shall be through Email. The application should be submitted as per Annexure-2 only. The details of engagement are as follows:

1. NUMBER OF VACANCIES & JOB LOCATION:

Number of vacant posts of Young Professional: - 60 (may vary depending upon actual vacancies)

Job Location: - MCA HQ, O/o DGCoA , O/o RD (NR) in New Delhi and various field offices under O/o RD (NR).

2. SELECTION PROCESS: Through Interview by Physical / virtual mode.

3. QUALIFICATIONS OF YOUNG PROFESSIONALS:

The eligible candidates for the post of Young Professionals (as per numbers allotted in each category) should have the following qualifications:

- i. Chartered Accountant
- ii. Company Secretary
- iii. Cost Accountant
- iv. Law Graduate from National Law School
- v. M. Com from recognized University

The Young Professionals should have excellent communication, interpersonal and analytical skills.

Young Professionals must have good working knowledge of technology- based skills on the computer and ability to work on ICT applications. They should also possess strong communication and strong interpersonal skills.

A combination of the following attributes will be desirable for Young Professionals during the

selection: -

- She/He should have ability to work in/with teams
- She/He should have a good academic career
- She/He should be proficient in Hindi and English

4. EXPERIENCE:

Minimum 1 year of experience post-passing final examination is required.

5. AGE LIMIT:

Young Professional should not be more than 35 years of age at any point of time during the engagement.

6. PERIOD OF ENGAGEMENT:

- The initial engagement for a person as Young Professional would be for a period of 02 years or 35 years of age whichever is earlier.
- Subject to performance appraisal, one-time extension of 2 years may be granted with the approval of Competent Authority. Then maximum tenure of engagement of YPs shall not exceed 04 years or 35 years of age whichever is earlier.
- The appointment of Young Professionals would be on full-time basis and they would not be permitted to take up any other assignment during the period of appointment as Young Professionals in the Ministry of Corporate Affairs.
- The appointment of Young Professionals is of a temporary nature against the specific jobs/assignments. The appointment can be cancelled at any time by the Ministry without assigning any reasons.

7. SCOPE:

The Young Professionals would be appointed to undertake the specific work as allotted to them in the office where they are to be deployed. Their assigned work shall cover the highly technical and legal aspects related to :

- i. Company Law
- ii. Corporate Social Responsibilities
- iii. Competition Law
- iv. Insolvency and Bankruptcy Code
- v. National Financial Reporting Authority
- vi. Corporate Data Management
- vii. National Company Law Tribunal/National Company Law Appellate Tribunal
- viii. Examination of inspection/investigation reports as per Companies Act, 2013 and related instructions issued by the Ministry from time to time. Corporate Governance
- ix. Personnel/establishment experience in functioning of the Ministries/Departments
- x. Any other emerging activity/assignment/work of time bound importance

8. ENTITLEMENTS & INCREMENT:

The Young Professionals will be deployed on contractual basis. The monthly consolidated remuneration shall be paid as follows:

Year	Entitlement (Rs.) Per Month
1 st year	50,000/-
2 nd year	55,000/-
3 rd year	60,000/-
4 th year	65,000/-

9. CHARACTER OF THE APPLICANT :

The Young Professionals are required to bear good moral character with no criminal antecedents record or FIR against them. In this regard, applicant must also give references of two respectable persons whose name, address and mobile number should also be given in the application form.

10. LEAVE: -

Young Professionals shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Young Professional shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis). Also, unavailed leave in a calendar year cannot be carried forward to next calendar year. The Ministry would be free to terminate the services in case of absence of a Young Professionals by more than 15 days beyond the entitled leave in a calendar year.

11. TA/DA:

Young Professionals shall not be entitled to TA/DA for joining the assignment or on its completion. However, Young Professionals shall be allowed TA/DA for the air travel inside the country in connection with the official work after approval of competent authority.

12. WORKING HOURS:

Young Professionals shall follow the normal working hours as prescribed (i.e. 9:00 AM to 5:30 PM/9:30 AM to 6:00 PM). However, as per the exigency Young Professionals will have to sit late and attend office on Holidays to complete the time bound work.

13. CONFLICT OF INTEREST:

- (i) The Young Professionals shall be expected to follow the extant rules/regulations and instructions of the Government of India as issued from time to time. He/ She will be expected to display utmost honesty and sincerity while discharging his/her duties. In case the services of the Young Professionals are not found satisfactory or found in conflict with the interests of the Government, his/her services will be liable for discontinuation without assigning any reason.
- (ii) The Young professional would be subject to the provisions of the Indian Official Secrets Act, 1923 and will not divulge any information gathered by him either during the period of his engagement or at any point of time thereafter, to anyone who is not authorized to know the same. The Young Professional shall be subject to the Laws of Secrecy of the country and will sign a Declaration of Secrecy and Non-Disclosure Agreement in the format (Annexure 3 : Declaration of Fidelity and Secrecy) provided by Ministry before reporting.
- (iii) The provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 shall apply.
- (iv) In case of YPs who have been hired for a specific period and have handled cases of certain companies, such YPs should not be allowed to work on the same case for a period of two years after leaving the organisations, either independently or when employed with a Law/Audit firm or a company or any other agency/organisation, to avoid conflict of interest.
- (v) A monthly log shall be maintained by the supervising officer indicating the name of Companies being handled by the said YP during their engagement with MCA.

14. CAPACITY BUILDING:

Young Professionals shall be provided orientation training by the officer where they are appointed. Training guidelines /module shall be prepared by ICLS Academy for 1-2 weeks for acquiring Job related skills.

15. **TAX DEDUCTION AT SOURCE:**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificate.

16. **TERMINATION OF ENGAGEMENT:**

The Ministry may, by giving 30 days' notice terminate the engagement of Young Professional to which guidelines apply if:

- Young Professional is unable to address the assigned works.
- Quality of the assigned works is not upto satisfaction of the Ministry.
- The Young Professional fails in timely achievements of the milestones as finally decided by the Ministry.
- The Young Professionals is found lacking in honesty and integrity.
- Conflict of Interest.

Young Professionals can also seek for termination of the engagement upon giving 30 days' notice to the Ministry.

17. **COMPREHENSIVE JOB CHART: -**

As per Annexure-1

18. **HOW TO APPLY:**

- i. Interested eligible candidates may submit their duly filled in applications in the format prescribed as under.
- ii. Applications should be sent by post or by email (rd.north@mca.gov.in) or through Drop Box of the Office installed at the reception on or before 31.12.2024. Applications received after due date will not be entertained.

Office of the Regional Director (Northern Region)
B-2 Wing, 2nd floor,
Pt. Deendayal Antyodaya Bhawan,
2nd floor, CGO Complex,
New Delhi – 110003
E-mail Id: rd.north@mca.gov.in

Comprehensive Job Chart

S.No.	Region/MCA Hqrs	Description
1.	RD	<p>(i) Assist work related to preparation of Investigation report order by Ministry under section 216 of the Companies Act, 2013.</p> <p>(ii) Assist work related to preparation of inspection report order by Ministry under section 206(5) of the Companies Act, 2013.</p> <p>(iii) Work related to analysing the inquiry report/scrutiny report under section 206(4) of the Companies Act, 2013 submitted by the ROC and issue instruction to ROC for action come under the allocated power of RD. Further, assist in submitting the proposal to Ministry along with Comments on inquiry report submitted by ROC for Ministry's approval.</p> <p>(iv) Assist work related to preparation of Action taken report of Inquiry /Inspection /Investigations.</p> <p>(v) To assist in all delegated functions of O/o RDs i.e. analyzing of applications filed u/s 233, 14, 13, 16 and 140.</p> <p>(vi) To assist analyse the reports of complaints submitted by the ROCs and to examine the complaints received directly in the O/o RDs</p> <p>(vii) To assist the appeals filed u/s 454 of the act against the impugned orders of ROCs</p> <p>(viii) To examine the petitions filed u/s 230-232 of the Act</p> <p>(ix) Any work assigned from time to time.</p>

2.	ROC	<p>(i) Assist work related to preparation of inquiry report/scrutiny report order by Ministry under section 206(4) of the Companies Act, 2013, wherein analysis of Financial statements, Profit and Loss Accounts and others records filed by the company.</p> <p>(ii) Assist work related to analysing the complaint filed by the stakeholder.</p> <p>(iii) Assist work related to preparation of complaint filed before Court, as per approval/instruction of Ministry and RD.</p> <p>(iv) Assist work related to preparation of Action taken report of Inquiry /Inspection /Investigations.</p> <p>(v) Assistance required for analyzing the application, drafting of SCN, analyzing reply, conduct of hearing and minutes, drafting of order of adjudication, furnishings of reply wherever appeal is preferred, tabulation of data relating to penalty amount realised. Further in case requisite penalty amount is not deposited, filing of prosecution.</p> <p>(vi) Assistance required for Compounding report, shifting of registered office, report for 131 matters, change of name etc.</p> <p>(vii) Assistance required for sending report to RD and NCLT for merger/amalgamation in time bound manner. Report for fast-track merger.</p> <p>(viii) Assistance required for Preparation of reply and report for various matter before NCLT and NCLAT concerning Companies Act (252 revival matter, 271-272 winding up matter, 241 matter, matter concerning ordering of investigation u/s 213, section 66 matter concerning reduction of share capital, section 55 concerning resumption of preference shares, section 441 concerning compounding, contempt matter</p>
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		<p>before the Tribunal and other matter of Companies Act 2013 where Hon'ble Tribunals desires report from ROC. Report in IBC matter concerning Section 7 and 59 and in other matters where Hon'ble Tribunals desires the report.</p> <p>(ix) Assistance required for filing of reply, affidavit, counter affidavit concerning various writ petition, contempt petition and other applications filed before Hon'ble Court.</p> <p>(x) Assistance required for filing of prosecution cases, reply, affidavit, counter affidavit, record keeping.</p> <p>(xi) Assistance required for Preparation of data for Monthly DO, RD/ROC review meeting.</p> <p>(xii) Assistance required for Initiation of call for information action and inquiry under 206(1) based on reference received from PMO/VIP/ Inter-ministerial/ SLCC/ REIC and other such organization.</p> <p>(xiii) Any work assigned from time to time.</p>
3.	IEPF	<p>(i) Assist work related to Processing of IEPF-5 Case to include creating of record room, checking of documents as per Schedule, Preparation of case synopsis and Cross Verification with NSDL/CDSL Depositories. Issue of Discrepancy in case of shortfall of documents/information.</p> <p>(ii) Assist work related to Preparation of case file for each SRN:- eoffice along with record room. Processing the Share Transfer file.</p> <p>(iii) Assist work related to Preparation of Dividend Sanction for each case. Creation of Record Room, Cross Checking with company excel for the actual dividend to be released as per record.</p>

		<p>(iv) Respond to the mails received by the authority with respect to various claims and grievance.</p> <p>(v) Assist work related to processing of IEPF-7 Case files as per the policy. Cross checking the data provided by the Company and the Bank.</p> <p>(vi) Assist work related to processing of IEPF-3 case files which covers cases subjudice the input and updating the record.</p> <p>(vii) Assist work related to Dealing with all Companies related issues of Merger INC 28, Demerger and Amalgamation.</p> <p>(viii) Any work assigned from time to time.</p>
4.	Cost Audit Branch	<p>(i) Assist work related to monitoring activity Non-Maintenance of cost records.-Identification of cases, Issue of SCN's, Examination of Replies, Finalisation of cases to be send for prosecution to DGCoA and etc.</p> <p>(ii) Assist work related to monitoring activity Non-Appointment of Cost Auditor.-Identification of cases, Issue of SCNs, Examination of Replies, Finalisation of cases to be send for prosecution to DGCoA and etc.</p> <p>(iii) Assist work related to monitoring activity Non-Filing of Cost Audit Report -Identification of cases, Issue of SCN's, Examination of Replies, Finalisation of cases to be send for prosecution to DGCoA and etc.</p> <p>(iv) Maintenance of Records related to Prosecution Cases.</p> <p>(v) Assist work related to Draft reply/statement/affidavit/counter affidavit etc. in court cases and prosecution matters.</p>

		<p>(vi) Assist in Review of Cost Audit Reports.-Tabulation of data, Downloading of Cost Audit Reports, Analysis of Data and etc.</p> <p>(vii) Assist in Sectorial Studies being done by Cost Audit Branch- Tabulation of data, Downloading of Cost Audit Reports, Analysis of Data and etc.</p> <p>(viii) Any work assign time to time.</p>
5.	Legal	<p>(i) Assist work related to vetting and preparation of counter affidavit.</p> <p>(ii) Assist work related to vetting of draft reply/affidavits to be filed by Field Offices and other attached offices of the Ministry, in which Ministry is a party.</p> <p>(iii) Assist work related to Draft reply/statement/affidavit/counter affidavit etc. in court cases to be prepared by domain Sections in consultation with Government Counsels.</p> <p>(iv) Assist work related to giving Legal opinions to all Domain Sections of Headquarter as well as to the field office(s) for matters relating to Companies Act, 2013 and companies Act, 1956.</p> <p>(v) Any work assign time to time.</p>
6.	E-Gov.	<p>(i) Assist work related to MCA 21 overall administration and implementation of the project.</p> <p>(ii) Capturing functional Requirements for development of software and part of User acceptance testing before deployment of forms</p> <p>(iii) Any work assigned from time to time.</p>
7.	Insolvency	<p>(i) Assist work related to extensive research on various provisions of IBC.</p> <p>(ii) Any work assign time to time.</p>
8.	CSR	<p>(i) Assist work related to examination of various references received from Industry Association,</p>

		<p>companies, experts and other stakeholders on various matters related to CSR and issuance of requisite clarifications and circulars thereof.</p> <p>(ii) Assist work related to proposing amendments to Companies (CSR Policy) Rules, 2014 and schedule VII of the Companies Act, 2013.</p> <p>(iii) Assist work related to Issuing clarifications to references from stakeholders regarding Corporate Social Responsibility (CSR) provisions under Section 135 of Companies Act, 2013, Schedule VII of the Companies Act, 2013 and Companies (CSR Policy) Rules.</p> <p>(iv) Data analysis relating to CSR expenditure of Companies.</p> <p>(v) Assist work related to legal cases concerning CSR.</p> <p>(vi) Assist work related to matters related to Parliament Questions/Parliament Assurances/ Parliamentary Committees/ Cabinet Notes/ VIP references/ Public Grievances/ RTI matters concerning CSR.</p> <p>(vii) Any work assigned from time to time.</p>
9.	CL-I	<p>(i) Assist work related to extensive research on various provisions of Corporate and SEBI laws. Examination the proposals from regulatory authorities like SEBI/RBI/IEPF/NFRA/SFIO/IFSCA etc. for amendment in Companies Act,2013 and rule thereunder.</p> <p>(ii) Preparation of Analytical Statements and Comparative Charts in connection with proposed amendment in Companies Act, 2013.</p> <p>(iii) Any work assigned from time to time.</p>

10.	O/o DGCoA	<p>(i) Assist in examination of Inquiry, Inspection Report, and Investigation Report and issue instruction to RD and ROC.</p> <p>(ii) Assist in examination of complaint related to serious nature and help for identified case where prompt action needed (as per the severity of case action taken as Inquiry, Inspection Report, and Investigation in the matter).</p> <p>(iii) Assist in examination of secret reference received from MHA, NSCS, NIA which have to be handled on priority.</p> <p>(iv) Assist in examination of reference received from various organizations like CEIB, SEBI, RBI, CBI, Income Tax, ED, GST and other regulatory bodies for examining;</p> <p>(v) Assist in examining directions of courts and NCLT.</p> <p>(vi) Assist in examining directions of Review/withdrawal of prosecutions.</p> <p>(vii) Assist in examination of reference from 14 C, FATF;</p> <p>(viii) Assist in examination of Action taken report of inquiry, Inspection and Investigation.</p> <p>(ix) Any work assigned from time to time.</p>
11.	CL-V	<p>(i) Assist in work related handling assignment related to Accounting Standards, repealing and re-enactment of Partnership Bill, drafting of schemes and undertake work related to research analysis assignment on the Companies Act, 2013.</p> <p>(ii) Examination of various regulatory laws while responding to queries of other Ministries/Departments</p> <p>(iii) Any work assigned from time to time.</p>
12.	CL-VII	<p>(i) Assist in examination of NDH-4 application, MR -2 Form and preparing response against Writ Petitions. Currently around 450 WPs have been filed.</p>

		<ul style="list-style-type: none"> (ii) Processing of inspection/inquiry/investigation reports received from o/o DGCoA. (iii) Processing of letters received from SLCC, State Governments as regards Nidhi Companies. (iv) Any work assigned from time to time.
13.	Competition Section (CCI)	<ul style="list-style-type: none"> (i) Assist work related drafting rules under Competition Amendment Act, 2023. (ii) Assist work related to draft Digital Competition Bill. (iii) Assist work related to parliamentary Standing Committee. (iv) Any work assigned from time to time.
14.	AD-I	<ul style="list-style-type: none"> (i) Assist work related to PPT for senior officer Meeting. (ii) Assist work related to maintaining of profile /service details of group A officer /Central staff Scheme /other cadre. (iii) Assist work related to management of transfer posting of Group B & A official working in Ministry. (iv) Assist work related to maintaining leave data physically or BAS Data. (v) Any work assigned from time to time.
15.	AD- II	<ul style="list-style-type: none"> (i) Assist work related to vetting and preparation of counter affidavit related to service matters. (ii) Assist work related to PPT for senior officer Meeting, Data updating for cadre. (iii) Any work assigned from time to time.
16.	AD- III	<ul style="list-style-type: none"> (i) Assist in work related to verification of Technical & financial Evaluation Sheets in respect of Engagement of Various firms/law firms. (ii) Assist in preparation of action taken report related to Parliamentary standing committee /Cabinet observation. (iii) Assist in recording & monitoring status of VIPs /CPGRAM references & others complaints grievance including furnishing of data/ reports in monthly information related matter & other portal like RRFAMS, E-samiksha etc. (iv) Assist work related to PPT for senior officer Meeting. (v) Any work assigned from time to time.

17.	AD- IV	<ul style="list-style-type: none">(i) Assist work related to PPT for senior officer Meeting.(ii) Assist in preparation of data material for appointment of Member in NCLT/NCLAT.(iii) Any work assigned from time to time.
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Annexure II

Format for Application for the Post of Young Professional

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:

7. Academic Qualification (In reverse order, starting from the latest):

S. No.	Degree	Year of Passing	Subjects	University	Class/Division/	Distinction

*Attach Separate copy if required.

8. Details of Experience after Professional qualification:

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

*Attach Separate copy if required.

9. Name, Address and Mobile No. of two references:

Reference 1	Reference 2

10. Relevant experience:

- a. Total years of experience and name of organization(s).
- b. Year-wise tasks of similar nature carried out during the last three years.
- c. Relevant experience of working under Companies Act, 2013.

*Attach Separate copy if required.

Place : (Signature)

Date : (Name)

DECLARATION OF FIDELITY AND SECRECY

I,(Name)(Young Professional), do hereby declare that I am duly authorized to make this declaration, and further declare that (Young Professional), will truly, faithfully and to the best of skill and ability execute and perform the duties with due diligence required/desired in connection with regular case/preliminary inquiry(RE/PE)

2. I,(Name).....(Young Professional) further declare that I will follow all the rules and regulations of the Central Government, which are in force during the period of his assignment. I will discharge the duties with utmost honesty and sincerity and in case I may be found to be performing duties not satisfactorily or found working in conflict with the interest of Ministry of Corporate Affairs or any its field office therefore, my services shall be discontinued by terminating the contract without assigning reason.

3. I,(Name).....(Young Professional), further declare that during the period of assignment with Ministry of Corporate Affairs or any its field office. It is, likely that I may come across certain information of important or secret nature. I shall, therefore, be subjected to the provisions of the Indian Officials Secrets Act, 1923, not only during the period of assignment but also thereafter. More particularly, I will not divulge any information gathered by it during the period of his assignment to anyone who is not authorized specifically by Head of Office (HOD) of concern office to know/have the same. Further, I shall not, except with the previous sanction of the Head of Office (HOD) of concern office of Ministry of Corporate Affairs or in the bonafide of his duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymously in the name of any of the person, in such book, article, broadcast or letter.

Young Professional

Place:

Date: