



GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF THE REGIONAL DIRECTOR(ER)
Nizam Palace, 2nd M.S.O Building, 3rd Floor,
234/4, Acharya Jagadish Chandra Bose Road,
Kolkata - 700 020

Dated : 30.10.2024.

Sub : ENGAGEMENT OF YOUNG PROFESSIONALS (CA, CS, CMA)

Applications are invited from eligible Chartered Accountants/Company Secretaries/Cost & Management Accountants for engagement as Young Professionals (YP) in the office of Regional Director (ER) Kolkata and ROC, Kolkata of the Ministry of Corporate Affairs.

Interested candidates may submit their applications by sending e-mail to rc.east@mca.gov.in or in physical mode at above address of O/o Regional Director, (ER), MCA, Kolkata so that their candidature may be considered during the course of next Interview.

The qualifications, tenure of engagement, remuneration etc. and other terms and conditions and requisite qualifications of the said YPs engagement are as follows.

(a) 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:

1.	Company Law
2.	Corporate Social Responsibilities
3.	Competition Law
4.	Insolvency and Bankruptcy Code
5.	National Financial Reporting Authority
6.	Corporate Data Management
7.	National Company Law Tribunal/National Company Law Appellate Tribunal.
8.	Examination of inspection/investigation reports as per Companies Act, 2013 and related instructions issued by the Ministry from time to time.
9.	Corporate Governance
10.	Personnel/establishment experience in functioning of the Ministries/Departments

11.	Any other emerging activity/assignment/work of time bound importance
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(b) PERIOD OF ENGAGEMENT :

1.	The maximum tenure of engagement of YPs shall be 04 years.
2.	The initial engagement for a person as Young Professional would be for a period of 02 years.
3.	Subject to performance appraisal, further one time extension of 2 years may be granted with the approval of Secretary, CA.
4.	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.
5.	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.

(c) PERFORMANCE APPRAISAL :

1.	Performance Appraisal Committee (PAC) would consider annual increment and appraisal for every year.
2.	The performance appraisal shall periodically appraise the performance of the young professionals. The performance appraisal should be duly certified by the Divisional Head. Further the feedback of the senior officers of the Divisions where the Young Professionals are engaged would also be taken into consideration.
3.	Based on the performance appraisal, annual increment will be decided.

(d) QUALIFICATION OF YOUNG PROFESSIONALS :

1.	The eligible applicant for the post of Young Professionals should have the following qualifications: i. Chartered Accountant ii. Company Secretary iii. Cost Accountants.
2.	The Young professionals should have excellent communication, interpersonal analytical skill.
3.	Young Professionals must have good working knowledge of technology based skills by on the computer and ability to work on ICT applications. They should also possess strong communication and interpersonal skills.
4.	Young Professionals should have ability to work in/with teams.

5.	Young professionals should be proficient in Hindi and English.
6.	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

(e) **EXPERIENCE :**

Minimum 1 year of experience post-passing final examination of the concerned Professional Course is required.

(f) **AGE-LIMIT :**

Young Professional should not be more than 35 years of age and must have good health. However, they will be recruited afresh for such subsequent engagements in the Ministry and will not be treated in continuity with engagement under this guideline.

(g) **ENTITLEMENTS & INCREMENT :**

The Young Professionals will be deployed on contractual basis. The monthly consolidated remuneration to be paid shall be 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/-

(h) **ALLOWANCES :**

Young Professionals shall not be entitled to any allowance/benefits such as Dearness Allowance, Accommodation, Personal Staff, CGHS and Medical Reimbursement etc., Transport Facility etc.

(i) **LEAVE :**

Young Professionals shall be eligible for 8 days' leave in a calendar year on prorata 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, un-availed 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.

(j) 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 their travel inside the country in connection with the official work after approval of competent authority.

(k) WORKING HOURS :

Young Professionals shall follow the normal working hours as prescribed (i.e. 09:30 AM to 06:00 PM). However, as per the exigency Young Professionals will have to attend office on Holidays to complete the time bound work.

(l) CONFLICT OF INTEREST :

1.	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.
2.	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 a format provided by Ministry before reporting.
3.	The provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013 shall apply.
4.	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 organisation, either independently or when employed with a Law/Audit firm or a company or any other agency/organisation, to avoid conflict of interest.

(m) TAX DEDUCTED 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.

(n) RIGHTS OF THE DEPARTMENT :

The Ministry has the right to cancel engagement process and not to proceed in the matter for engagement of Young Professionals and to accept or reject any or all applications at any stage, without giving any explanations.

(o) TERMINATION OF ENGAGEMENT :

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

1.	Young Professional is unable to address the assigned works.
2.	Quality of the assigned works is not to satisfaction of the Ministry.
3.	The Young Professional fails in timely achievement of the milestones as finally decided by the Ministry.
4.	The Young Professional is found lacking in honesty and integrity.
5.	Conflict of Interest.

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

It is requested to submit the self-certified Resume clearly mentioning therein **(a) Name, father's name, complete postal address for communication, contact phone/mobile number, e-mail address (b) Date of birth, (c) Educational Qualification, Professional Course CA/CS/CMA final examination passing month and year, (d) Membership number (e) Post qualification experience particulars** alongwith (1) documents proving Age and (2) Membership Certificate to initiate the selection process.

Sd/-

(K. S. Reddy)
Joint Director,
O/o RD(ER), MCA, Kolkata