

F.No.11-12/1/2021-PLIS
Government of India
Ministry of Food Processing Industries
PLIS Section

Panchsheel Bhawan, August Kranti Marg
New Delhi-110049
Dated: 4th April, 2025

NOTICE

Subject: Engagement of Young Professionals (Finance) under PLI Scheme of Ministry of Food Processing Industries - regarding


Ministry of Food Processing Industries invites applications for engagement of two (02) Young Professionals (Finance) purely on contract basis under PLI Scheme.

2. The details viz. terms & conditions, number of positions, qualification, experience etc. are given in Annexure-I. The duly filled application in the prescribed proforma (Annexure-II) must be submitted to this Ministry by **25.04.2025** at the following address, by email or by post:

Manish Guruwal, Under Secretary
Ministry of Food Processing Industries
Panchsheel Bhawan, August Kranti Marg
New Delhi - 110049
E-mail: shahnawaz3003@nic.in
kanaka.rangan21@govcontractor.in

3. Aspiring candidates are advised to fill details of an active email ID and frequently check it since any communication in the matter will be made through email only.

4. The Ministry reserves the right to reject any application without assigning any reason for it and revise the number of vacancies and terms & conditions of engagements of Young Professionals.


(Manish Guruwal)
Under Secretary to the Government of India
Email: manish.guruwal13@nic.in

Copy to:

1. NIC-with a request to upload this circular on MoFPI website for wide circulation.
2. The Director, CS.-I Division, Department of Personnel and Training, Lok Nayak Bhawan, Khan Market, New Delhi - It is requested to upload the circular on DoPT's Website.

Terms and Conditions for engagement of Young Professionals (Finance)

Ministry of Food Processing Industries (MoFPI) hereby invite applications to engage two Young Professionals (Finance) in the Ministry for attending to specific and time-bound jobs. Only persons with requisite qualification and experience as prescribed would be engaged as Young Professionals (Finance). It is mandatory for applicants to provide an email address. An application received without email-id and not in the prescribed format shall be rejected. After receiving the applications, the means of communication between the candidate(s) and the Ministry shall be by email. The application should be submitted as per Annexure-II only.

2. The requisite qualification for applicants and details of the terms and conditions of engagement of Young Professionals (Finance) are as follows:-

1. Eligibility:

- (i) The candidate must be a citizen of India as defined in the Constitution of India or under any law made by the Parliament to regulate the rights for citizenship.
- (ii) The candidate must be eligible in terms of age, educational qualifications, experience etc. as notified by the Ministry for the post in which he/she intends to apply.
- (iii) The educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on **01/01/2025**.

1.1 Qualifications:

1.1.1 Essential:

S. No.	Position	Job description	Qualification & Experience
1.	Young Professionals (Finance)	To assist in matters related to administration of PLI Scheme for FPI as indicated in the para-3	Qualification: MBA(Finance)/ PGDBM(Finance)/ Chartered Accountant from ICAI/ M.Com/ MA (Economics) Experience: One year post qualification experience as on 01.01.2025. [Note: Please note that Research Paper experience shall not be treated as work experience]

1.1.2 **Desirable:** Persons with additional qualification in project management/ operational management will be preferred.

1.1.3 **Work Experience:** Minimum of one year of Work Experience in project management or other areas relevant to the job description.

1.1.4 **Other Attributes:** Candidates should have good working knowledge of technology-based skills on the computer and ability to work on ICT applications. They should also possess good communication, analytical and interpersonal skills.

1.2 **Age limit:** Below 35 years of age as on 01.01.2025

2. **Remuneration and Allowances:**

2.1 **Remuneration:** A consolidated amount of Rs. 60,000 per month. There shall be an annual increase of Rs. 5,000/- subject to satisfactory performance on the basis of Annual Performance Report.

2.2 **TA/DA:**

2.2.1 No TA/DA shall be admissible for joining the assignment or on its completion.

2.2.2 No TA/DA shall be payable for attending the interviews/written test.

2.3 The person may be asked to undertake domestic tours for which TA will be allowed for traveling by Rail in AC Three Tier

2.4 Reimbursement for hotel accommodation of up to Rs. 1,000/- per day (for stay in Class 'Y' and 'Z' cities) and Rs. 1,250/- (for stay in Class 'X' cities on production of vouchers); reimbursement of taxi charges of up to Rs. 150 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 700 per day shall be allowed during tour.

2.5 **Other Allowances:** No other facilities such as DA, accommodation, residential phone/ conveyance/ transport, foreign travel, personal staff, medical reimbursement, etc. would be admissible.

2.6 **Tax Deduction at Sources (TDS):** TDS as admissible shall be deducted from the monthly remuneration.

3. **Job Description and Responsibilities:** Job entrusted to YP would require demonstration of proven academic credentials and professional experience. They shall be required to provide quality inputs in areas such as -

- a. Cross-checking of the proposals for disbursement of the incentive
- b. Maintaining of proper database related to scheme
- c. To assist the officers in preparation of agenda items, conduct of meetings, preparation of minutes, and work related to administration of the Scheme
- d. Assessment and analysis of reports related to the Scheme
- e. Examination of finance related issues
- f. To map the physical and financial progress of the projects sanctioned and generate reports.

4. **Place of Posting:** New Delhi

5. **Period of Engagement:** Initially for a period of 1 year (can be extended up to 3 years - upto one year at a time depending on requirement/vacancy/ satisfactory performance within Ministry).

6. **Leave:** Leave of 8 days shall be allowed in a year on pro-rata basis. The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.

7. Attendance & Working days:

7.1 The working hours of the YP shall be same as the normal office hours. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the AS/JS of the division.

7.2 The attendance shall be marked by the YP as prescribed.

7.3 An YP shall not draw any remuneration in case of his/her absence beyond 8 days in a year (Calculated on pro-rata basis).

8. Service Condition: The YP shall not, except with the previous sanction of the Ministry, in the bona fide discharge of his/her duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his/her own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast uses any information that he/she may gather as part of the assignment.

9. Confidentiality and Secrecy:

9.1 During the period of assignment with the Ministry and also after the termination of engagement, the YP would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him/her during the period of his/her assignment to anyone who is not authorized to know the same.

9.2 Selected candidate shall provide integrity certificates from 2 references known to them.

9.3 A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.

10. Termination of Services and requirement of notice:

10.1 In case, Young Professional wishes to resign from the position, he/she shall furnish at least one month's notice period or salary in lieu thereof. Secretary (MoFPI) may waive off the condition for notice period/salary in lieu thereof, in deserving cases.

10.2 The Ministry shall have powers to terminate the engagement of professionals at any time without assigning any reason, with the approval of the Secretary (MoFPI).

10.3 Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

11. Selection Procedure:

11.1 All the applications received will be scrutinized. Scrutiny Committee will be headed by Director/ Deputy Secretary. The scrutinized/shortlisted applicants will be called for personal interview at Panchsheel Bhawan, New Delhi before a three-member Selection Committee headed by Additional Secretary/ Joint Secretary. Direct interview will be held if the number of shortlisted candidates remains up to 20 in



numbers. The decision on composition of the Committees will be taken with approval of Secretary, FPI.

11.2. If more than 20 candidates are shortlisted by the Scrutiny Committee, then a written test as well as interview will be held. Then the weightage of written test and interview will be in the ratio 70:30.

11.3 Selected candidate shall provide police verification certificate issued by local police station.

11.4 Document verification will be held at the time of interview.

12. Annual Performance Report: An Annual Performance Appraisal of the Young Professionals would be undertaken through an Annual Performance Report (APR).

13. Review: These terms and conditions may be reviewed as and when the circumstance so warrant, with the approval of Competent Authority.

14. Relaxation: Any relaxation in the above terms and conditions would require the prior approval of Secretary, MoFPI.



Format for Application

PHOTO
Self-Attested

1. Position: Young Professional (Finance)
2. Name:
3. Father's Name:
4. Date of Birth:
5. Address for Correspondence:
6. Permanent Address:
7. Contact No.: Landline: Mobile:
8. Email: (it is mandatory to provide email id)
9. Academic Qualification (In reverse order, starting from the latest)*:

S. No.	Degree	Year	Subjects	University/ Institute	Class/ distinction/ Division (if any)	Any other information

*Attach Self attested certificates to be provided

10. Professional Qualification (In reverse order, starting from the latest)*:

S. No.	Degree	Year	Subjects	University/ Institute	Class/ distinction/ Division (if any)	Any other information

11. List of relevant technical and academic publications:

12. Relevant experience:

- a. No. of total years of experience and name of organizations.
- b. Year-wise tasks of similar nature carried out during last three years.
- c. Relevant experience of working for Govt. Bodies.
- d. Works of similar nature in hand and the expected date of completion
- e. A short note on your suitability for the post.

13. Whether agreed to the terms and conditions indicated in the circular to which the proforma is annexed? (Your answer must be Yes or No, otherwise application will be liable for rejection)

Name & Signature of the applicant

Date:
Place:

Note: - All documents must be self-attested.

