

F. No. 2/4/CDMPS/R&A-2019

Government of India  
Ministry of Corporate Affairs  
(R&A Division)

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Ministry of Corporate Affairs is pleased to invite applications to engage the services of Young Professional (YP) on contract basis. Details of the posts and terms & conditions as well as period of engagement, eligibility, experience, etc. are as under: -

1.	Name of post	<b>Young Professional-I</b>
2.	Number of posts	<b>01</b>
3.	Method of recruitment	Contract Based through Open Market
4.	Age Limit	Candidates should be below 35 years of age at the time of joining.
5.	Period of Contract	The contractual engagement will be for a period of one year initially. After successful completion of one year to the satisfaction of the Divisional Head, will be given extension of two or more years from the date of initial joining.
6.	Remuneration (Per month)	A consolidated amount of Rs.45,000/- per month.
7.	Education Qualification	Master in Economics /Business Administration/Social science/L.L. B
8.	Experience	Desirable: Prior experience of working in the social sector. Experience in CSR, ESG, SDG, sustainability will be an added advantage.
9.	Job Description	The Young Professionals are expected to work in the area of Corporate Social Responsibility (CSR), Business and Human Rights, Responsible Business conduct etc.

The terms and conditions of engagement of the YPs will be according to the CDM Guidelines([https://mca.gov.in/Ministry/pdf/GuidelinesCDM\\_09042021.pdf](https://mca.gov.in/Ministry/pdf/GuidelinesCDM_09042021.pdf)) of Ministry of Corporate Affairs. The application form is placed at Annexure-I to this advertisement. MCA has the right to terminate the contract at any time, without assigning any reason. The provisions of GFR, 2017 are applicable.

The last date for the receipt of applications is **12<sup>th</sup> September, 2021**. The filled-in application in the prescribed format shall be e-mailed to: **Shri Md Alam Ansari (alam.ansari44@gov.in)**, Assistant Director, R & A Division, Ministry of Corporate Affairs, 8<sup>th</sup> Floor, 'B' Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003, Telephone No. 011-24698971.

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**Application for the post of Young Professionals**

<b>Post</b>	<b>Young Professional-I</b>
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1.	Name of the applicant	
2.	Father's Name	
3.	Date of Birth	
4.	Nationality	
5.	Present Address	
6.	Permanent Address	
7.	Contact Number/Mobile	
8.	E-mail Address	

**Educational Qualification (Starting from 10<sup>th</sup> onwards):**

Sl. No.	Examination Passed	Discipline /Subject	Year of Joining	Year of Completion	Name of the Board/University	Percentage/Grade /CGPA Pt
i.	Secondary/10th					
ii.	Senior Secondary					
iii.	Graduation					
iv.	Masters					
v.	Any other(s)					

**Work Experience (If any):**

**Declaration**

I declare that, to the best of my knowledge, the information given is true and correct. I understand that inaccurate, misleading or untrue statements or knowingly withheld information may result in termination of employment with this organization. I understand that this application does not constitute an offer of employment.

(Signature)

Name

Place:

Date: