

F. No. A-50020/1/2022-Estt Section  
Government of India  
Ministry of Consumer Affairs, Food and Public Distribution  
Department of Consumer Affairs

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Krishi Bhawan, New Delhi

Date: 3rd February, 2022

OFFICE MEMORANDUM

Subject: - Guidelines for engagement of Young Professionals (YPs) in the Department of Consumer Affairs (DoCA).

**1. BACKGROUND**

1.1 There are a number of occasions when procurement of consulting services is necessitated in Government departments. Rules for procuring consulting services are outlined in the General Financial Rules, 2017 and are required to be followed in letter and spirit by all the Government departments. Detailed procedures to implement these rules are laid down in the Manual of Procurement of Consultancy and other Services, 2017 brought out by Department of Expenditure, M/o Finance.

1.2 The General Financial Rules, 2017 require Ministries/Departments to issue guidelines/instructions to suit their local/specialized needs keeping in mind the fundamental principles for engaging consultant.

1.3 Department of Consumer Affairs (DoCA) has separate guidelines for engagement of retired government officers / officials as consultants. However, a need was felt to engage Young Professionals (YPs) who possess the requisite skill set and are expected to deliver in such areas where in-house expertise is not readily available within the framework of DoCA. Accordingly, following guidelines are issued for observance for engagement of YPs. These guidelines are in supersession of the earlier guidelines issued vide No. A-50011/01/2017 dated 14<sup>th</sup> March, 2018.


1.4 In case of any conflict between these guidelines and the General Financial Rules, 2017, the provisions contained in the General Financial Rules, 2017 shall have an overriding effect.

**2. PURPOSE**

2.1 It is essential to have YPs who possess the requisite skill set which are specialized areas of work. They should be professionals, capable of lending their expertise in the fields as per the requirements of DoCA. Further, they would be assigned clear output related goals. Also, the YPs should not be engaged against regular vacant posts.

**3. TERMS OF REFERENCE**

3.1 Heads of Divisions/Sections are responsible for preparing detailed terms of reference describing the work to be performed well in advance of the engagement of individual YPs and submitting them in Annexure-I in a timely manner to the Establishment Division for processing.

  
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3.2 Each Division desiring to engage YPs shall submit its requirement to the Establishment Division indicating detailed Terms of Reference (ToRs) as per **Annexure-I** and scope of work for each YP along with number of YPs required and the YPs proposed are not for routine work. In the scope of work / ToR, each Division shall clearly indicate the specific assignment / time bound jobs, terms of reference for the work and outputs in the format prescribed in the Annexure. The details should be within the framework of provisions contained in General Financial Rules 2017, Manual of Policies & Procedure for Employment of Consultant 2016 and Manual for Procurement of Consultancy and other Services 2017.

3.3 The terms of reference are mandatory and shall form part of the individual contract. The terms of reference shall include the outputs to be delivered and the functions to be performed. The outputs and functions shall be specific, measurable, attainable, results-based and time-bound.

3.4 Young Professionals will directly report to the Director/DS of the Division or would be attached to officer senior to the Director. The reporting officer will be responsible for certifying the performance and attendance of the concerned YP for payment of monthly remuneration, issuing work certificate to YP, issuing permissions requested by the YP, receiving records from the YP at the end of YP's engagement with DoCA and performing such other functions which are assigned to the reporting officer / concerned Division under these guidelines.

#### 4. GENERAL TERMS AND CONDITIONS

4.1 **Tenure:** Individual YPs will be engaged for a period of 1 year, which may be extended by 1 year at a time (subject to the maximum tenure mentioned in these guidelines) as per the requirement of the concerned Divisions of DoCA, satisfactory Annual Performance Review based on clearly defined Key Performance Indicators, overall situation of requirement of YPs by DoCA and availability of funds under the relevant Budget Head. The matter for extension of tenure will be processed by Establishment Division based on reports / inputs/recommendations from the concerned Division. The extension will be approved by Secretary (CA) after the concurrence of IFD.

4.2 **Performance appraisal:** Performance Appraisal of the YPs would be undertaken through Performance Report (PR) as prescribed in **Annexure-II**. Assessment would be done by the concerned reporting officer and countersigned by the Head of the Division.

4.3 **Shifting and transfer:** As these positions are temporary in nature and purely contractual, in no case any request of a candidate from YP Category-I to Sr. YP shall be entertained. YP already engaged in DoCA and YP Category-I may apply for Sr. YP and if found suitable can be selected as Sr. YP. Transfer of YP from the Division/Section for which he/she was selected to other Division/Section is also not permissible. However, in exceptional case, if approved by Secretary (CA), Division/Section can be changed.

4.4 **Maximum tenure:** The maximum continuous tenure of a YP will be maximum 3 years (1+1+1) subject to factors mentioned in these guidelines. However, YP already engaged in DoCA or YP Category-I, if selected as Sr. YP, can work for further years subject to a maximum tenure of 4 years in both positions together.

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**4.5 Extension beyond maximum tenure:** Extension beyond the maximum tenure mentioned above may be considered for 1 more year under exceptional circumstances with the approval of Secretary (CA). In no case the tenure will be extended beyond 5 years. The exceptional circumstances warranting extension beyond maximum tenure shall be provided in writing by the Head of the concerned Division. The matter for extension of tenure will be processed by Establishment Division based on reports / inputs from the concerned Division.

**4.6** YPs engaged would not be permitted to take up any other assignment during the period of engagement with DoCA. The assignment is purely contractual and can be terminated at any point in time after following due procedure as prescribed above. The work and days on contract duty do not allow any representation or claim for any form of employment at any point in time to the Young Professionals selected.

**4.7 Number of Young Professionals:** The total number of YPs shall depend on the actual requirement at a particular point of time and provision of budget under the relevant Budget Head but shall not be more than 20 in number. Out of 20 YPs of both the categories, 10 will be filled from Young Professionals Category-I and rest 10 will be filled up from Senior Young Professional. Whenever the total number crosses 12, consultation with IFD would be necessary.

## **5. EDUCATIONAL QUALIFICATIONS, AGE AND REMUNERATION:**

**5.1** The qualifications, age-limit and remuneration for each category of YPs are given in the table below:

Category	Qualification	Age	Remuneration
Young Professional Category-I	Graduation in Economics/ Statistics /Business Economics/Engineering/Science/Arts/Commerce/Digital marketing/advertising/mass communication/L.L.B/ CA (Inter) or Equivalent. Proficiency in English and computers, especially MS Office [Professional PowerPoint presentation techniques, Basic Data Analytics]. Experience- Minimum of one year of Work Experience in relevant field.	Not exceeding 32 years on the last date of submission of application	Rs. 40,000/- p.m. subject to necessary attendance certificate
Sr. Young Professional	Masters' degree or equivalent in Economics/ Engineering/ Statistics /Business Economics/ Science/Arts/Commerce/Digital marketing/advertising/mass communication or LLM; and Proficiency in English and computers, especially MS Office [Professional PowerPoint presentation techniques, Basic Data Analytics]. Experience- Minimum of Three year of Work Experience in relevant field.	Not exceeding 35 years on the last date of submission of application	Rs. 70,000/- p.m. subject to necessary attendance certificate

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5.2 The qualifications given in the above table are general in nature, however any other specific education qualifications may also be prescribed as per the actual requirement of the Divisions of DoCA.

5.3 In all the positions, persons with additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred subject to the overall evaluation by the Consultancy Evaluation Committee.

5.4 Enhancement in Remuneration: In case the engagement of YP is extended, the remuneration shall be enhanced by Rs 5000/- annually. The enhancement in remuneration will be based on YP's performance during the year after recommendation of concerned Division which shall be subject to concurrence of IFD and approval of Secretary (CA). The matter for enhancement of remuneration will be processed by Establishment Division based on reports / inputs from the concerned Division.

## 6. PROCESSING OF PROPOSAL IN ESTABLISHMENT DIVISION

6.1 The terms of reference, as per details mentioned in these guidelines, will be submitted to Establishment Division by each Division desirous of engaging YPs on yearly basis i.e. in the month of April every year.

6.2 The Establishment Division shall examine the proposal to ensure that the proposals received are in conformity with these guidelines and proposed engagement shall be in overall interest of DoCA. The proposal so received in Establishment Division shall be processed subject to concurrence of IFD [when the number of YPs crosses threshold stipulated in these guidelines for consultation with IFD] and approval of Secretary (CA).

6.3 After completion of selection process as mentioned in para 7 below, the proposal shall be submitted for approval of Secretary (CA) by Establishment Division after the concurrence of IFD [when the number of YPs crosses threshold stipulated in these guidelines for consultation with IFD].

## 7. SELECTION PROCESS

7.1 The selection of YPs shall be made in accordance with the provisions contained in General Financial Rules 2017 and Manual of Procurement for Consultancy and Other Services 2017 and extant communications of Govt of India.

7.2 The requirement of DoCA will be advertised on its website. The advertisement will also be circulated to all the Ministries/Departments for wider publicity. A short advertisement in a leading English and Hindi newspaper will also be given whereby applicants will be advised to look for the details on Department's website.

7.3 All the applications received in response to the vacancies advertised will be scrutinized and shortlisted by the Establishment Division in accordance with eligibility and other conditions prescribed and in the light of guidelines.

7.4 The shortlisted applications shall be placed before a Consultancy Evaluation Committee (CEC) with the following composition:

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Joint Secretary (Establishment)	Chairman
Director/Dy. Secretary (Establishment)	Member
Director /Deputy Secretary (Concerned Division)	Member
Under Secretary (Establishment)	Member
One representative of IFD	Member

7.5 The CEC may devise its own method for selection of suitable candidates as per the requirement. The CEC may recommend a panel of upto 5 names per advertised position for keeping in reserve list with validity of 1 year. The top ranked candidate in the reserve list will be offered the job if - (i) the selected candidate refuses to join within the time stipulated by DoCA or (ii) his / her services get terminated or (iii) requirement of additional YPs for same work arises – during the validity of the panel. If (i) the top ranked candidate in the reserve list refuses to join within the time stipulated by DoCA or (ii) his / her services get terminated or (iii) requirement of additional YPs for same work arises – during the validity of the panel then the next ranked candidate in the reserve list and so on will be offered the job.

7.6 In certain exceptional cases, selection from a single source as per Rule 194 of General Financial Rules 2017 may also be considered subject to concurrence of IFD and approval of Secretary (CA). However, justification must be given by the concerned Division and it must be recommended by the CEC.

7.7 Matters related to extension of tenure of YPs shall not be referred to the CEC.

## 8. ALLOWANCES, TRAVEL AND COMPENSATION

8.1 No TA / DA shall be admissible for joining the assignment or on its completion. No other facilities such as DA, accommodation, reimbursement for phone/conveyance / transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Young Professionals.

8.2 Individual YPs may be required to undertake domestic tours for official purposes subject to approval of the competent authority. They will be allowed to avail journey by air in Economy class or by rail in AC Two Tier. Hotel accommodation of upto Rs 2250/- per day, taxi charges of upto Rs 338/- per day for travel within the city and food bills not exceeding Rs 900/- per day shall also be allowed. The matters related to tours and reimbursements related to tours shall be processed by concerned reporting officer.

8.3 In the event of death, injury or illness of the individual YP which is attributable to performance of services on behalf of DoCA under the terms of contract, and / or while travelling for official duty or in performing any services under the contract in any offices or premise of DoCA or Government of India, the individual YP or the individual YP's dependants shall not be entitled to any compensation or any claim whatsoever.

## 9. LEAVE

9.1 YPs shall be eligible for 8 days' casual leave for a completed period of 1 year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to YPs. Un-availed leave shall neither be carried forward to next year nor encashed.

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9.2 Women YPs will be considered for grant of maternity leave as per extant rules.

## 10. TAX DEDUCTION AT SOURCE (TDS)

10.1 TDS as applicable under the rules shall be deducted from the monthly remuneration of YPs. A TDS certificate shall be issued by the concerned DDO on demand.

## 11. TERMINATION OF ENGAGEMENT

11.1 The engagement of YPs can be terminated by DoCA after giving one month's notice. However, DoCA reserves the right to terminate the engagement of any YP at any time without prior notice and without providing any reason for it. Further, DoCA may terminate the engagement of any YP without prior notice in the case of breach of provisions of contract / terms of engagement. The engagement of a YP will be terminated at the end of tenure, if not extended. In cases where DoCA terminates the engagement of YP without giving prior notice, the YP shall be paid proportionate remuneration in lieu of the notice.

11.2 The individual YP may also terminate his / her engagement with DoCA upon giving one month's notice to DoCA.

11.3 If the engagement of an YP is terminated by DoCA before completion of one year or the YP terminates his / her engagement with DoCA before completion of one year, he/she will not get any work certificate.

## 12. LEGAL STATUS AND SETTLEMENT OF DISPUTES

12.1 The individual YP shall have the legal status of an independent YP vis-à-vis DoCA and shall not be regarded for any purposes as being either a "staff member" of DoCA or an "official" of DoCA. Accordingly, nothing within or relating to the engagement shall establish the relationship of employer and employee.

12.2 DoCA and the individual YP shall make their best efforts to amicably settle any dispute, controversy or claim arising out of the engagement / contract or the breach, termination or invalidity thereof. In case of any dispute, the decision of the Department i.e. Secretary (CA) would be final and binding.

## 13. CONFIDENTIALITY OF DATA AND DOCUMENTS

13.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced during the period of engagement for DoCA shall remain with DoCA.

13.2 The YP shall not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his / her assignment or during the course of assignment for DoCA, without the express written consent of DoCA.

13.3 The YP shall be bound to hand-over the entire set of records of assignment to the reporting officer in DoCA before the expiry of the engagement / contract, and before the final payment is released by DoCA.

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#### 14. **USE OF NAME, EMBLEM OR OFFICIAL SEAL OF DoCA**

14.1 YPs shall not represent themselves or otherwise make public with the intent to make a commercial advantage of the engagement with DoCA. The YPs shall not, in any manner whatsoever, use the name, emblem or official seal of the Government of India or DoCA, or any abbreviation of the name of DoCA, in connection with its business or otherwise without the permission of DoCA.

#### 15. **PLACE OF POSTING**

15.1 The place of posting of YPs will be New Delhi.

#### 16. **RELAXATION**

16.1 Any of the conditions enumerated in these guidelines may be relaxed in exceptional cases, for reasons to be recorded in writing and with approval of Secretary (CA).


#### 17. **REVIEW OF GUIDELINES**

17.1 These guidelines may be reviewed as and when the circumstances so warrant with the concurrence of IFD and approval of Secretary (CA).

#### 18. **APPLICABILITY TO YOUNG PROFESSIONALS ALREADY ENGAGED BY DoCA**

18.1 YPs engaged under the previous guidelines shall continue to be governed by the terms and conditions of those guidelines till the expiry of their engagement. Any extension will be subject to these new guidelines.

19. This issues in consultation with Integrated Finance vide note dated 31.1.2022 and approval of Secretary (CA).

  
31/1/2022

(Bal Krishna Thakur)  
Under Secretary to the Govt. of India  
Tele: 23381120

To,

1. All the Sections in Department of Consumer Affairs (through KMS)
2. NIC Cell with the request to upload the guidelines on the website of DoCA

Terms of Reference for the work to be done

## i. Precise statement of Objectives:

(Disciplines or the domains, where engagement of Young Professional is required, should be indicated)

## ii. Outline of the tasks to be carried out:

(Details of work required to be carried out, specific tasks/activities to be assigned to Young Professional should be indicated)

## iii. Schedule for completion of tasks:

(This should be designed in such a manner that both the time frame for the job as well as the deliverable are clearly identified measurable and are amendable to periodic monitoring over the duration of the assignment)

## iv. Qualification and experience:

(Essential Qualification and experience of Young Professional in specific field of expertise required by concerned Division in detail)

(Desirable Qualification and experience of Young Professional in specific field of expertise required by concerned Division in detail)

## v. The support or inputs to be provided by DoCA to facilitate the Young Professional:

(Officer who will provide guidance to the Young Professional and to whom reporting is to be done should be specified here)

## vi. The final outputs that will be required of the Young Professional at the end of the period should be specified.

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## Performance Report of Young Professional

Year of Report:

Period From ..... to .....

## I. Basic Details:

Name	
Date of Birth	
Date of Joining	
Designation	
Subject Division	
Reporting Authority (Name and Designation of the officer)	
Period Worked	
Brief Description of Duties	

## II. Self Appraisal:

Brief Description of task	Deliverables	Actual Achievements

Signature of Young Professionals

## III. Reporting Officer's assessment and evaluation (In not more than 100 words)

IV. Please mention significant contribution, personal achievements, other accomplishments, if any.

V. Any other remarks which the assessing Officer wishes to make

Name and designation of the assessing Officer

Countersigned by Head of the Subject Division

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