

No. A-41011/1/2019-ESTT.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi
Dated: 13th February, 2023

VACANCY CIRCULAR

Sub: Engagement of Young Professional on contract basis for Economic Division in the Department of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers-reg.

It is proposed to engage Young Professional for Economic Division on contract basis in the Department of Chemicals and Petrochemicals to attend to specific types of work:-

S No	Designation and number of Post	Job role	Remuneration (Rs. Per month)	Scope of work/ Essential Qualification and Work Experiences
1	2	3	4	5
1.	Young Professional (One)	Working in the Economic Division	60,000/-	Annexure- I & II

General Conditions of Service for all appointees:

2. **Age Limit:** Normally, the maximum age limit for all categories of Consultants will be 55 years. Engagement/extension of tenure of a Consultant beyond 55 years could be considered with the approval of Secretary (C&PC) keeping in view his good health appropriate for the work and level of expertise. However, no Consultant shall be engaged or his tenure shall not be extended beyond 60 years.

3. **Tenure and Nature of engagement:** Initially for 1 year extendable upto a maximum of 3 years depending on the requirements and at the sole discretion of the Govt. The appointment of Consultants is of temporary (non-official) nature and would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the Department of C&PC.

4. **Working Hours:** Working hours shall normally be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to work late hours and he/she may be called on Saturday/Sunday and other Gazetted holidays. No extra remuneration shall be allowed/paid.

5. **Attendance:** Shall be compulsorily required to enrol himself in the Aadhar based Biometric Attendance System (BAS). Attendance registered by the staff in the BAS shall be taken as proof of their attendance in the office.

6. **Leave:** Consultant shall be eligible for 18 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 18 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 Consultant by more than 15 days beyond the entitled leave in a calendar year.

7. **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of Consultants for official purpose shall not be permitted. However, Consultants shall be allowed TA/DA for their travel inside the country in connection with the official work after approval of Joint Secretary concerned.

8. **Additional Assignments:** In addition to the duties as assigned, the competent authority reserves the right to assign any duty as and when required. No extra/additional allowance will be admissible in case of such assignment.

9. **No Additional Benefits:** Consultant shall not be entitled to any benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to a Government Servant appointed on regular basis.

10. **Untoward Incident:** Department will not be responsible if there is any mis-happening / untoward incident etc. inside or outside the Department.

11. **No Preference for Regular Appointments:** Consultants will not be granted any claim or right or preference for regular appointment to any post in the Government.

12. **Penalty for Incorrect Declaration:** If any declaration given or information furnished by any Consultant proves to be false or if he/she is found to have willfully suppressed any material information, he /she will be liable for removal from such contract and also such other action as the Government may deem necessary.

13. **Termination of Services:** The services of a consultant may be terminated at any time by the Government or by the consultant without assigning any reason by giving advance notice of three months. The decision of the Department of Chemicals and Petrochemicals shall be final in all respects.

14. **Mode of Selection:** Selection of the Candidates will be done by a committee to be headed by an officer not below the rank of Joint Secretary. For assessing the suitability and merit of the candidates the Committee is free to prescribe its own mode such as written test, group discussion, interview including combination of any of these.

15. Interested Candidate may submit their application and **in the Google link given here** <https://docs.google.com/forms/d/e/1FAIpQLSefkzPjo2-C0cPapF4SMYvjKIXCmFgeZMepdRJ4AsDwoC5Lmw/viewform> also send a pdf copy of the same along with all supporting documents duly self-attested to singh.manju@nic.in within 21 days from publication of this vacancy in the Employment News.

(Manju Singh)
Under Secretary to the Govt. of India
Tele: 23386013

To

- 1) All Ministries/Departments of the Government of India.
- 2) NIC, D/o C&PC for uploading this OM on the website.

ANNEXURE – I: YOUNG PROFESSIONAL (1)

Scope of Work: Statement of objective - Assisting the officers of the Economic Division of the Deptt. of Chemicals and Petrochemicals.

Outline of task to be carried out:- (a) Coordinate & Collect information from various national and international agencies conducting economic surveys and forecasting the trend. (b) Collect weekly data on various key indicators like crude price, forex rate, general price level in India, chemical prices in SEA markets, Europe, USA etc. (c) Analyze the macroeconomic status of Indian economy and its implication on the chemicals and petrochemicals industry and recommend policy prescriptions for the department & assist in preparation of Economic Reports. (d) To examine & prepare briefs on various reports received by the Department.

Essential Qualifications: Master Degree in Economics.

Desirable Qualifications: M.Phil or additional qualification; specialization in Finance/ statistics.

Essential Work Experience: Minimum one year work experience.

Desirable Experiences: Experience in Government Sector, including PSUs, or Public Limited Companies; Work experience in Chemicals & Petrochemicals sector; Good working knowledge of technology based skills on computer, statistical software, ability to work on ICT Applications; Strong communication and interpersonal skills.

ANNEXURE-II**Proforma for Qualification and Work Experience**

1. Name: _____

Educational Qualification (starting from the highest to graduation)

Sl no	Edu. Qualification (Degree onwards)	Main Subjects	Name of Institution	Marks (in %)

Work Experience (starting from the latest)

Sl no	Position Held	Duration dd.mm.yyyy to dd.mm.yyyy	Specific Role (In one Sentence)	Name of Employer	Description of Experience including any work worthy of mention (not more than 50 words)