

No. Admn./17/2022-NRA
Government of India
National Recruitment Agency (NRA)
(An Autonomous Body under Department of Personnel and Training)

4th Floor, Tower-II, Jeevan Bharati Building
Connaught Place, New Delhi -110001.
the 20th December, 2022.

Subject: Advertisement for engagement of Young Professionals (YP) on contract basis in National Recruitment Agency (HQ), New Delhi

National Recruitment Agency (NRA) is an autonomous and self-reliant Body under the Department of Personnel & Training, Government of India, to conduct a Common Eligibility Test (CET) to shortlist candidates for vacancies of Group 'B' Non-Gazetted posts, which are exempted from consultation with UPSC, Group 'C' posts in the Government and equivalent posts (where no such classifications exist) in instrumentalities of the Government, through a Computer Based online Tier-I examination.

2. NRA invites applications from young, talented, and dynamic Professionals for engagements at National Recruitment Agency (HQ), New Delhi on a contract basis. The details of the job description and essential qualification/experience are as detailed below: -

1.	Name of the position	Young Professional
2.	Number of positions	02 (Two)
3.	Method of recruitment	Contract Based through Open Market
4.	Age Limit	Candidates should be below 35 years of age on the date of advertisement.
5.	Period of Contract	For a period of 01 year, which can be extended for further one year, if required.
6.	Remuneration (per month)	Rs.70,000/- (inclusive of taxes)
7.	Educational Qualification	BE/ B. Tech with MBA or 2 years PG Diploma in Management.
8.	Experience	Minimum two (02) years' experience in Government/ Autonomous Body/ reputed institution/ private sector, etc. Preference will be given to persons with work experience in monitoring projects, schemes, etc.
9.	Job description	Young Professionals will be required to provide high-quality inputs in disciplines like; Infrastructure/ Data Analysis/ Project Management/ Innovation/ Computer Operation/ IT Systems management, etc. This would require a demonstration of proven academic credentials, professional achievements, and leadership qualities on the part of the aspirants.
10.	Validity of Offer	60 days from the date of offer letter issued.

N.B.: Age, experience, and qualification requirements will be relaxed in deserving cases with the approval of the Competent Authority.

3. The age limit for the YP will be up to 35 years.

Contract shall establish the relationship of employer and employee, or of principal and agent, between NRA and the Individual YP.

5. In general, the YP shall neither seek nor accept instructions from any authority external to the NRA with regard to his/ her performance.
6. The YP shall perform his/ her obligations under the Contract with the fullest regard to the interest of NRA.
7. The YP shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013".
8. Any document/ information furnished by NRA to the YP for the performance of any obligation under the Contract shall rest with the NRA and the same shall be returned to NRA at the conclusion of the task or the Contract.
9. The YP in any manner whatsoever, shall not use the name, emblem, or official seal of NRA, or any abbreviation of the name of NRA, in connection with its business or otherwise without the written permission of NRA.
10. The individual YP for him/her may consider appropriate insurance cover during the period he/ her provides services under the contract.
11. The fixed monthly remuneration payable to the YP will be decided on the basis of the recommendation of the Selection Committee. The consolidated remuneration will range from Rs. 70,000. The consolidated remuneration will be inclusive of all applicable taxes and no other facilities/allowances will be allowed.
12. The YP shall submit a statement of Good Health from a recognized physician prior to commencement of work in NRA. In the event of any injury/death or illness during the period of the contract, the individual YP and his/her dependents shall not be entitled to any compensation from NRA.
13. The nature of engagement will be purely contractual and such engagement will not bestow any right for regular/ permanent engagement/ appointment in NRA. Also, the engagement as a YP will not be treated as a case of permanent employment in any manner.
14. All applications received will be scrutinized, short-listed, and placed before a Selection Committee. The Selection Committee will interact with the short-listed candidates and recommend a panel. Recommendations of the Committee will be placed before the Competent Authority for approval.
15. Paid leave will be admissible @ 1.5 days for each completed month. There will be no accumulation of leave beyond a calendar year.

15. Paid leave will be admissible @ 1.5 days for each completed month. There will be no accumulation of leave beyond a calendar year.
16. TDS as admissible shall be deducted from the monthly remuneration of the YPs. TDS certificate shall be issued by the DDO concerned on demand.
17. YPs will be governed by the Official Secrets Act, 1923, and shall not disclose any information data they may gather by virtue of being the YP to any unauthorized person during or after the period of their engagement as YP in NRA. In this regard, attention is also drawn to various circulars issued by the CVC/ other Statutory Bodies under which any misuse of official position makes them accountable and triable under due process of law.
18. The YPs may require to undertake domestic tours subject to the approval of the competent authority and they will be allowed the following TA/DA: -

Position	Mode of journey	Reimbursement of Hotel, Taxi, and Food bills.
Young Professional	Air in Economy class or by Rail in AC Two tier	Hotel accommodation up to Rs.2250/- per day, Taxi charges up to Rs.338/- per day for travel within the city, and food bills not exceeding Rs.900/- per day shall be allowed.

19. NRA may terminate the contract for engagement as a YP under any of the following conditions:
 - vi) YPis unable to address the assigned work.
 - vii) Quality of output of YPis not to the satisfaction of the NRA.
 - viii) YP failed to do the work within the prescribed timeframe.
 - ix) YP lacking in honesty and integrity.
 - x) NRA reserves the right to terminate the contract unilaterally by giving 15 days' notice. The YP will also have the right to end the contract by giving 15 days' notice. A YP's Notice Period can be curtailed with the approval of the Competent Authority.
20. NRA reserves the right to cancel the advertisement, at any stage.
21. NRA will keep the panel of 04 YPs valid for one year and can engage another two YPs, if required.
22. Last Date of Application is **31st January, 2023**. Incomplete applications and applications received after the due date will be summarily rejected.
23. The interested candidates may apply by filling up the application form, and the declaration as given in **Annexure - I and II** and send clear scanned copies of the same in pdf, **only online through e-mail** to.

The Director (Admn),
National Recruitment Agency (NRA), New Delhi
Email: diradmn-nra@gov.in

FORMAT OF APPLICATION FOR YP IN NRA

Copy of
passport size
photograph to
be pasted here

1.	Name in Full (IN BLOCK LETTERS)					
2.	Date of Birth (DD/MM/YYYY)					
3.	The last post held, along with Pay details					
4.	Residential Address with Telephone No.					
5.	Present Employer, if any					
6.	Educational Qualification					
	Qualification	Name of University/ Institute / Board	Year of Passing	Duration of Course	Subjects	Remarks, if any

7.	Details of employment in chronological order (If needed, enclose a separate sheet duly authenticated by your signature in the format given below):					
	Name of Organization	Post Held (Designation)	Period of service		Nature of Appointment (Regular/ Ad-hoc)	Details of Remuneration
From			To			
8.	Details of experience:					
9.	Nature of present employment, if any, please give details:					
10.	Any other information, the applicant wants to furnish (Applicant may attach a Curriculum Vitae)					
11.	Please state briefly how you find yourself best suitable for being engaged as a YP:					
12.	Please indicate/ furnish:					
	(i) if there is any Vigilance / disciplinary case or criminal case, in any court of law, pending or concluded in past. If yes please provide details.					
	(ii) list of major/minor penalties imposed during the entire service period (as the case may be).					

I have carefully gone through the advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection, I shall abide by the terms and conditions of services attached to the post.

Place:

Signature:

Date:

Name:

Declaration

I , do hereby declare that the particulars furnished above are true and correct to the best of my knowledge. I understand and agree that in the event of any information is found false/ incorrect/ Incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of National Recruitment Agency in this regard. All the terms and conditions of engagement as mentioned in the advertisement are acceptable to me.

Place:

Signature:

Date:

Name: