

1. **Name of the position:** Young Professional (ED Office / Technical Cell)
2. **No. of Position:** One
3. **Method of Recruitment:** Through advertisement and Interview
4. **Essential Qualifications**

i) B.E./B.Tech. and M.E./M.Tech in any Engineering Discipline

(or)

ii) M.Sc and M.Tech in any Engineering Discipline

(or)

iii) B.E/B.Tech and MBA

**5. Work /Research Experience:** 0-2 years

**6. Age** – Not exceeding 32 years

**7. Scope of Work:**

To provide assistance in day-to-day office activities, reports preparation, data analysis, desk research etc. Any other related work may also be assigned as and when required.

**8. Consolidated Remuneration / Entitlement of TA/DA:**

The Young Professional will be paid Rs. 60,000/- p.m. (all inclusive). The amounts indicated above are all inclusive and would include all taxes also (if any). No other incidental expenses viz. transport, telephone, etc. would be paid. The place of work will be at New Delhi but the said engagement may involve the liability to travel within and outside Delhi in relation to work. In case he /she is deputed for outstation travel, he/ she would be paid TA/DA equivalent to Pay Level-10 of 7<sup>th</sup> CPC.

**9. Term of Contract:** One year

The term of contract for Young Professional would be for one year. The term of contract may be reduced at the discretion of TIFAC before making the offer of contract. After the contract is signed/ accepted, TIFAC may terminate the contract by giving one month's notice in writing to the other party without assigning any reason.

**10. Confidentiality & Conflict of Interest**

The Young Professional so appointed would be required to maintain Confidentiality & discharge his / her duties with sincerity. In case it is found to be in conflict with the interest of TIFAC, his / her services are liable to be discontinued immediately without assigning any reason. Further, the Young Professional engaged shall not be permitted to take up any other assignment during the period of engagement with TIFAC without prior permission of TIFAC in writing.

## 11. Leave Entitlement

The Young Professional engaged as above will be on full time basis and shall be entitled to leave of 08 days on prorata basis without any deduction in consolidated monthly remuneration, for a period of 12 months. He / She will also be entitled to avail Government holidays.

**12. Full time:** The Young Professional so appointed cannot undertake any other external assignments during his/ her term of engagement in TIFAC. He/ She may be required to work beyond office hours or on holidays depending upon exigencies of work without any extra remuneration.

**13.** The applicant need to enclose the copies of the following documents, duly self attested as proof of their credentials:

1. Age proof
2. Degree/Certificates
3. Duly filled in application form as per the format attached

Any other document, if deemed necessary may be demanded by TIFAC during the selection / contract signing process.

## 14. General Conditions:

- a. The application form as per prescribed format complete in all respect along with all enclosures to be sent in hard copy addressed to Incharge (Finance & Admn.), TIFAC, A-Wing, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi – 110016. Alternatively, application form along with scanned copies of all the documents may also be sent by email at [estbtifac@tifac.org.in](mailto:estbtifac@tifac.org.in)
- b. The last date of receipt of applications in TIFAC in hard copy or by email would be **15th July, 2021**
- c. The reckoning date for the criteria given above viz. qualification, experience, age, etc. would be the last date of submission of the application.
- d. The prescribed qualifications / experience are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
- e. TIFAC reserves the right to relax the criteria (age limit, essential educational qualifications, experience etc.) and / or to restrict the number of candidates for interview to a reasonable limit.
- f. No TA/DA will be provided for appearing in interview.
- g. Selected candidate will be needed to join immediately.
- h. TIFAC also reserves the right of rejecting any or all the applications without assigning any reasons at any stage.

**FORMAT FOR APPLICATION FOR ENGAGEMENT OF**

**Young Professional for ED Office / Technical Cell in TIFAC**

**PHOTO**

1. **Post Applied For** :
2. **Name of the Applicant** :
3. **Date of Birth** :
4. **Permanent Address** :
5. **Correspondence Address** :
6. **Contact No. (Mobile & Landline)** :
7. **Email ID** :
8. **Nationality** :
9. **Educational Qualification** :

**(Class 10<sup>th</sup> onwards)**

<b>Exam/Degree</b>	<b>Board/University</b>	<b>Year of Passing</b>	<b>% Grade</b>	<b>Subject</b>

**10. Professional Qualification :**

<b>Exam/Degree</b>	<b>Board/University</b>	<b>Year of Passing</b>	<b>% Grade</b>	<b>Subject</b>

**11. Details of Experience in chronological order (with brief of the duties performed – details may be provided in the form of Annexure)**

<b>Name of Organisation</b>	<b>Post held</b>	<b>Pay Scale</b>	<b>Gross Emoluments</b>	<b>Period</b>	<b>Nature of Duties</b>

**12. Emoluments last drawn**

**(last basic pay, if working in Govt. service):**

**13. Any other information**

**Note: Please attach self-attested copies of testimonials as mentioned in the advertisement.**

**Declaration**

I do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

**Date:**

**Place:**

**Signature:**