

**ADVT. No. DST/ A-12024/01/2021-Estt.II**

**Government of India  
Ministry of Science & Technology  
Department of Science & Technology**

**Advertisement: Engagement of Young Professional in Department of Science & Technology, New Delhi, on contract basis.**

Department of Science and Technology intends to engage the services of 01 Young Professional possessing degree in CA/ICWA and having experience in handling balance sheets and financial accounts of Corporates on contract basis initially for a period of Three Year. The applicants meeting the requirements are requested to apply as per the Pro forma given at Annexure 1.

**A. Number of posts : 01 (One)**

**B. Eligibility:**

**(i) Educational qualification:**

Essential: Must have possessed degree in CA/ICWA.

Desirable: Masters degree in Commerce.

**(ii) Experience:**

Minimum of one year post essential qualification experience in handling balance sheets and financial accounts of Corporates. Preference will be given to the person with work experience in preparation of the financial accounts/balance sheets of private companies.

Note: The experience of internship/training will not be considered.

**C. Age: -**

Not more than 35 years as on the closing date of the Advertisement/Notice.

**D. Remuneration and Other Allowances: -**

Young Professional will be paid a consolidated monthly remuneration of Rupees 60,000/-. No other allowance such as DA, HRA etc. will be admissible. Facilities like transport facility, residential accommodation, CGHS, Medical reimbursement would not be given.

**E. Job description: -**

Young Professional will be required to provide good quality inputs to the officers of IFD in respect of financial matters of Aided Institutes/Professional Bodies and Bi-lateral bodies under the Department apart from analysis of financial data. Any other work which may be assigned by the senior officers.

**E. Terms of Engagement: -**

- (i) The Young Professional having accepted the offer of engagement, shall enter into a contract, also having the confidentiality clause, with the D/o Science & Technology, detailing the terms and conditions of engagement, before being assigned any work.
- (ii) The tenure of the Young Professional will be initially for three years from the date of engagement. The tenure may be terminated by giving one month's notice on either side.

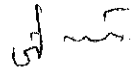
- (iii) Any breach of contract executed by the Young Professional with the Department shall be considered a sufficient ground for the termination of the engagement made under the Contract and may further debar such Young Professional from future engagement by the Department.
- (iv) The Department can terminate the contract at any time without assigning any reason by giving one month's notice/salary, as the case may be. The young professional can also seek for termination of the contract after giving one month's notice to the Department.
- (v) DST or its representative reserves the right to reject any application without assigning any reasons.
- (vi) Young Professional shall be eligible for 8 days leave in a calendar year on pro-rata basis. Young Professional shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next year. Department would be free to terminate the services in case of absence by more than 15 days beyond the entitled leave in a calendar year.

**F. Mode of Selection: -**

Applications received in response to advertisement will be scrutinized and shortlisted applicants will be called for a personal interaction and documents verification with original documents. Based on qualification, experiences & outcome of personal interaction, the candidate will be selected.

**How to apply:**

Candidates desirous of applying for engagement mentioned above, may submit their application as per the format provided at Annexure I, to **Under Secretary, Estt.II Section, Department of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi – 110016**, or can be sent on [dstadmdh-most@nic.in](mailto:dstadmdh-most@nic.in) so as to reach this Department within 45 days from the date of publication of this vacancy circular in the Newspaper. Applications received after the closing date or received incomplete in any respect are liable to be summarily rejected. DST shall not be responsible for any delay on the part of postal department for delivery of application even if posted before the last date. No representation against such rejection will be entertained.



(J. Sivaramakrishnan)

Under Secretary to the Govt. of India

Tel.: 011-26590466

**CURRICULUM VITAE PROFORMA**

Paste the recent  
Passport size  
photograph

1. Advertisement No. : **DST/ A-12024/01/2021-Estt.II**
2. Post applied for : Young Professional
3. Name (in Block Letters)
4. Father's Name :
5. Permanent Address :
6. Address for correspondence
7. Date of Birth :
8. Nationality
9. Educational & Professional Qualifications :

| Name of the Institution /Board/University | Year of passing | Subjects Studied | Division/Percentage of marks obtained |
|---|-----------------|------------------|---------------------------------------|
|   |                 |                  |                                       |
|   |                 |                  |                                       |
|   |                 |                  |                                       |
|   |                 |                  |                                       |

10. Details of Employment/Experience in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

| Office/Institution | Post held | From | To | Scale of pay, Grade Pay and basic pay | Nature of duties (in detail) |
|--------------------|-----------|------|----|---------------------------------------|------------------------------|
|                    |           |      |    |                                       |                              |
|                    |           |      |    |                                       |                              |

**(A brief write- up to be given at the end indicating the relevance of past experience to the post applied for)**

11. Any other information relevant:

**DECLARATION**

I hereby, declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. Further, I understand that this position is purely temporary on contract basis. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. If it is found after my appointment that the particulars furnished by me are incorrect or suppressed my services are liable to be terminated without any notice..

Place:

Date:

Signature of the Candidate

Name:

Address:

Mob. No.