

EO: 40503  
Dr. Ambedkar International Centre  
Ministry of Social Justice and Empowerment  
(Department of Social Justice & Empowerment)  
15, Janpath, New Delhi – 110001

Dated: 07.02.2025

### **Vacancy Circular**

**Subject: Invitation of applications for appointment / engagement as Young Professional in Dr. Ambedkar International Centre, Department of Social Justice & Empowerment**

Dr. Ambedkar International Centre (DAIC) proposes to engage Young Professionals for Accounts Section of this office for attending to specific and time-bound jobs of this Organization. Only persons with requisite qualification and experience as prescribed would be hired as Young Professionals. The details of the advertisement are as follows:-

**1. Qualification:-**

- (a) Essential- Post Graduate Degree from a recognized University/ Institutions in Commerce stream.
- (b) Desirable: - Well-versed in Noting & Drafting skills, working knowledge of PFMS, Audit, GeM and Government accounting procedure.

**2. Experience:-**

At least 3 years' experience in Cash/ Account and Budget work in Government Office/ PSU/ University/ Autonomous Body/ Statutory Body.

**3. Age Limit:-**

Not exceeding 30 years

**4. Tenure:-**

- (a) The initial appointment shall be for a period of two year which can be extended further subject to performance of the professional in the Division concerned being highly useful.
- (b) The appointment of Young Professionals is of a temporary nature and incumbent not claim regularization of services any point of time.

**5. Nature of Duties:-**

Being an Autonomous body under Ministry of Social Justice and Empowerment the primary responsibility of Young Professional would be to manage the accounts for all the funds received & spent by this office. The activities would include but not limited to all Accounts/ Finance / Budget / Audit/ Taxation / Balance Sheet and related matters. Any other work pertaining to financial matters may also be assigned as and when required. The applicant should have thorough knowledge and understanding of rules and regulations, systems and procedures, etc. of Govt. of India. The applicant should be proficient in handling computer for day to day work, such as word processing, email, internet etc. independently and should have excellent analytical skills, along with the ability to create detailed reports and spreadsheets.

**6. Other Entitlements/ Conditions:-**

**6.1 Remuneration:-**

All inclusive remuneration shall be Rs.50,000/- (Rupees Fifty Thousand only) per month. The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which this office will issue TDS Certificate / s.

**6.2 Other Allowances:-**

No TA/DA shall be admissible for joining the assignment or on its completion. No other allowances or perquisites whatsoever like accommodation, residential phone, conveyance / transport, foreign travel, personal staff, medical reimbursement etc. would be admissible to Young Professionals.

**7. Leave:-**

Young Professionals shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Young Professionals shall not draw any remuneration in case of his /her absence beyond 8 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.

**8. Confidentiality:-**

(a) The Young Professionals may not, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, either in his/her own name or anonymously or pseudonymously in the name of any other person, without the prior approval of the Competent Authority of this office.

(b) The Young Professionals appointed by this office shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Department.

**9. Requirement of prior notice:-**

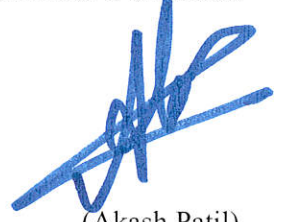
The Consultancy can be terminated by the Young Professionals by serving a notice period of 15 days or one month salary in lieu thereof.

**10. The applicants need to Original documents along with 3 copies of the following documents, duly self-attested as proof of their credentials:-**

- (a) Date of Birth Certificate (SSC/SSLC/Matriculation)
- (b) Degree/Certificates as above.
- (c) Experience certificate from employer.
- (d) No objection / relieving letter from the Employer (if employed at present) any other document, if deemed necessary may be demanded by DAIC during the shortlisting / selection / contract signing process.

**11. General Conditions:-**

- a) The walk-in-interview would be conducted on 21 /02/2025 at 11.00 AM onwards at Dr. Ambedkar International Centre (DAIC), 15 Janpath, New Delhi-110001.
- b) All eligible candidates are requested to bring 2 sets of photo copy of all the supporting documents i.e. Application Form (as per Annexure I), Identity Proof, Updated CV and documents related to Education Qualifications and Work Experiences etc. and report one hour before from start of Interview.
- c) The reckoning date for the criteria given above viz. qualification, experience, age, etc. would be 31.1.2025.
- d) No TA/DA will be provided for appearing in interview.
- e) Selected candidate(s) will be needed to join immediately.
- f) 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.



(Akash Patil)

Director, DAIC

आकाश पाटील / Akash Patil

निदेशक / Director

डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र

Dr. Ambedkar International Centre

सामाजिक न्याय और अधिकारिता मंत्रालय  
Ministry of Social Justice & Empowerment

भारत सरकार, नई दिल्ली

Government of India, New Delhi

APPLICATION FORMAT

Affix latest  
passport size  
photograph

- 1. Post Applied For :
- 2. Full Name of the Applicant :  
(Shri/Smt/Dr.,etc.)
- 3. Gender : Male /Female /Other
- 4. Date of Birth :
- 5. Permanent Address :
- 6. Correspondence Address :
- 7. Contact No. (Mobile & Landline) :
- 8. Email ID :
- 9. Nationality :

10. Educational Qualifications :  
(Class 10<sup>th</sup> onwards)

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

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

Name of Organization	Post held	Gross Emoluments	Period		Nature of Duties
			From	To	

12. Any other information.

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

DECLARATION BY THE APPLICANT

I..... do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief. I am aware that, if any information provided here is found to be incorrect/false, my candidature/selection is liable to be cancelled.

Date: \_\_\_\_\_ Place: \_\_\_\_\_  
(Attach additional sheet, if necessary)

Signature: \_\_\_\_\_