

EO: 47677  
Ministry of Social Justice & Empowerment  
Dr. Ambedkar International Centre  
15, Janpath, New Delhi-110001  
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Dated: 10<sup>th</sup> March, 2025

## **VACANCY CIRCULAR**

### **Sub: Procedure and guidelines for engagement of Young Professionals in Dr. Ambedkar International Centre – reg.**

Dr. Ambedkar International Centre (DAIC) Ministry of Social Justice and Empowerment, Government of India at 15, Janpath, New Delhi-110001 was inaugurated by the Hon'ble Prime Minister of India Shri Narendra Modi on 7th December, 2017. The Hon'ble Prime Minister announced DAIC to be a Centre of Excellence for study, research, analysis and Policy making in the field of Socio Economic Transformation and Buddhist studies. The main focus of the Centre is to reduce Socio political and economic inequalities by conducting rigorous and authoritative research.

2. It is essential to have the Young Professionals who possess the requisite skill set. These Young Professionals will be expected to deliver in such areas where in-house expertise is not readily available within the framework of DAIC. They should be high quality professionals, capable of lending their expertise as per the objectives and requirements of DAIC:

- To undertake High-quality research on social and economic issues.
- To develop a national database and disseminate knowledge.
- To conduct policy review, research and advocacy.
- Think tank for the government, corporate sector and NGOs in the field of social sector.
- To encourage public involvement in research.
- Training and orientation Centre for scholars and Govt.
- To conduct research on Dr. Ambedkar's vision, theories, principles and policies of socio-economic transformation and inclusive growth.
- To conduct research in the field of sustainable development and livelihood.
- Collaboration and Networking with the other Knowledge Hubs at International level.

3. Terms of Reference (ToR) The terms of reference are mandatory and shall form part of the individual contract. The terms of reference shall include the outputs to be delivered and the functions to be performed. The outputs and functions shall be specific, measurable, attainable, results-based and time-bound.

4. Period of engagement initially for one year from the date of joining.
5. Consolidated Remuneration of Rs. 35,000/- (Fixed per month).
6. Number of Individual Young Professional: 05 (Five)
7. Age limit for young professionals must be below 40 years as on the date of advertisement published on the National News Paper.
8. The appointment of candidate would be on full-time basis and he/she would not be permitted to take up any other assignment. The appointment of Young Professionals is purely contractual (Non-official) nature against the specific jobs. The appointment can be cancelled at any time by DAIC without assigning any reasons.
9. No TA/DA etc. will be given to the applicant for appearing in Interview.
10. Educational Qualifications: In general following qualifications are required, however any specific Educational Qualifications may be prescribed as per actual requirement of the verticals:
  - 10.1. Essential: Graduate from any recognized University with minimum 55% marks and Minimum One year experience in a reputed firm / Govt. of India etc.
  - 10.2. Desirable:
    - a) Preferable: High quality professionals, capable of lending their expertise in the fields of Socio Economic Transformation and Buddhist studies.
    - b) Knowledge of MS Office, Media, IT, LAN, Software, Hardware, other latest technologies etc.
    - c) Good Communication skills in English and Hindi Language.
    - d) Adequate Knowledge on GeM, CPP Portal & GFR Rules.
11. Other Allowances: No other facilities such as DA, accommodation, residential phone/ conveyance/ transport, personal staff, medical reimbursement, etc. would be admissible to the Young Professionals and Consultants.
12. Attendance as Working days: The working hours of the professionals shall be same as regular employees working in DAIC. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the Competent Authority.

13. Leave:

- a) Young Professional shall be eligible for 8 days leave in a single year of consultancy.
- b) The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
- c) An YP/Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (Calculated on pro-rata basis).
- d) Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
- e) The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 8 leaves.

14. Service Condition:

- a) The Young Professional (YP) shall not, except with the previous sanction of DAIC, in the bona fide discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this Consultancy/YP assignment.
- b) The appointment of the Young Professional (YP) is purely contractual and incumbent not claim regularization of services any point of time.

15. Confidentiality and Secrecy: During the period of assignment of with DAIC, the Consultant will not divulge any information gathered by him/her during the period of his/her assignment to anyone who is not authorized to know the same.

16. Termination of Services and requirement of Notice:

- a) In case a professional wishes to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof.
- b) DAIC shall have powers to terminate any or all the professional at any time without assigning any reason, with the approval of Competent Authority.
- c) Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

17. Income Tax: Income Tax shall be deducted at source along with any other relevant Taxes or cess etc. as applicable at the time of payment of Consultancy Fees.

18. All eligible candidates are requested to bring 2 Sets of Photo Copy of all the self-attested supporting documents i.e. Application Form (attached), Identity Proof, Updated CV and documents related to Education Qualifications and Work Experiences etc. on the day of walk-in-interview on **25<sup>th</sup> March, 2025** at Dr. Ambedkar International Centre (DAIC), 15, Janpath, New Delhi – 110001.



  
(Akash Patil)  
Director, DAIC / DANM

**APPLICATION PROFORMA FOR YOUNG PROFESSIONALS AT DAIC ON CONTRACT BASIS**

1. Name and Address (In Block Letter).....
2. Applied for the post of .....
3. Date of Birth (in Christian era).....
4. Educational Qualifications (a) ..... (b) ..... (c).....
5. Whether belongs to SC/ST/OBC/EWS/PwD .....
6. Mobile Number .....
7. E-mail ID .....
8. Education / Experience possessed (**Attach Duly self-attested documents / certificates / updated CV etc. in support of your claims**):-

Education Qualifications / Experience Required (as per advertisement)

**Educational Qualifications:-**

- (a)
- (b)
- (c)

**Experience:-**

- (a)
- (b)
- (c)



9. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

OFFICE/ INSTITUTE/ ORGANIZATION	POST HELD & SERVICE/ CADRE TO WHICH BELONGS/ YOUNG PROFESSIONALS TO GIVE THEIR EQUIVALENT DETAILS	FROM	TO	PAY IN THE PAY BAND & CLASSIFICATION OF POST/CTC DRAWN BY YOUNG PROFESSIONALS PER ANNUM	NATURE OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

10. Nature of Present employment (Ad-hoc / Regular/ Contractual / Temporary basis)

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11. Any Additional Qualification/ Experience/ Skills candidates wants to highlight

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..... (Add additional sheet if space not sufficient)

12. I (Name)..... S/o, D/o (Father's Name).....

Aadhar Number .....(to be submitted along with application duly self-attested).

It is certify that above information is / are best of my knowledge, in case of furnishing of incorrect information and suppression of facts legal action may be taken against me and my candidature to be cancelled.

(Signature of Candidate)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

