

F No. 18(20)/2015/I&C/D(Res.)
 Government of India
 Ministry of Defence
 Department of Ex-servicemen Welfare

Room No 228, 'B' Wing
 Sena Bhawan, New Delhi – 11
 Dated the 8th December, 2023

VACANCY CIRCULAR

Subject:- Engagement of one Young Professional (Legal) and one Young Professional (Database Administrator) in the Department of Ex-Servicemen Welfare, Ministry of Defence as Consultants.

Department of Ex-Servicemen Welfare (DESW), Ministry of Defence (MoD) proposes to engage the services of two Young Professionals in the fields of Legal and Database Administrator as Consultants. The engagement of Young Professionals (YPs) in DESW, MoD will be regulated as per the following guidelines:-

1. General Conditions for engaging Young Professionals as Consultants :-

- (a) Young Professionals as Consultants would be engaged for a fixed period for providing high quality services or for attending to specific and time-bound jobs. They will not be engaged for routine day to day work.
- (b) Only persons with requisite qualification and experience as prescribed, would be hired as Young Professionals.
- (c) The hiring of these Young Professionals would be on full-time basis and they would not be permitted to take up any other assignment during the period of Consultancy with the DESW, MoD. These engagements are of temporary (non-official) nature and the engagement can be cancelled at any time without assigning any reason.

2. The qualification, age limit and remuneration for each of the category are given in the table below:-

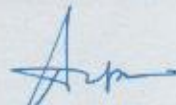
Category	Qualification	Age@	Remuneration
Young Professional (Legal)	LLB	Not exceeding 32 Yrs.	Rs. 60,000/- Per month (Consolidated inclusive of all)
Young Professional (Database Administrator)	MBA	Not exceeding 32 Yrs.	Rs. 60,000/- Per month (Consolidated inclusive of all)

@Relaxation in deserving cases may be considered by the Selection/Evaluation Committee.

3. **Work Experience:** The broad Work Experience will be based on the functional areas assigned to DESW, MoD. Preference will be given to persons with work experience in the relevant field supported by Experience certificate.
4. **Other Attributes:** Candidates should have good working knowledge of technology based skills on the computer. They should also possess strong communication and interpersonal skill.
5. **Rotation:** Depending on the requirements of DESW, MoD and candidate's personal skills, can be rotated to other divisions within the Department.
6. **Place of Posting:** The place of posting will be Delhi.
7. **Tenure of appointment-** The tenure of engagement of Young Professionals in any category would be for one year, extendable for one more year, subject to satisfactory performance of YPs.
8. **Leave:-** Young Professionals shall be eligible for 8 days' leave in a calendar year on pro-rota basis. Therefore, 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.
9. **TA/DA:-** No TA/DA shall be admissible for joining the assignment or on its completion.
10. **Other Allowances:-** No other facilities like DA, accommodation, residential phone, conveyance/transport, foreign travel, personal staff, medical reimbursement etc. would be admissible to Consultants.
11. The Young Professionals not, except with the previous sanction of DESW, MoD in the bonafide discharge of his duties, 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 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, without the prior approval of DESW, MoD.
12. During the period of assignment with DESW, MoD, it is likely that the Young Professionals may come across certain information of important or secret nature. The Young Professionals would therefore, be subject to the provisions of the Indian Official Secret Act, 1923, not only during the period of assignment but also thereafter, will not divulge any information gathered by them during the period of assignment to anyone who is not authorized to know/ have the same.
13. The Ministry shall not be responsible for any loss, accident, damages/injury suffered by Young Professionals whatsoever arising in or out of the execution of his/her work, including travel.
14. The contract can be terminated by either side by giving one month's notice.

15. Interested candidates may send their application as per the format attached by email at yp-hiring@desw.gov.in within 30 days from the date of issue of this circular.

Yours faithfully,



(Dr. P.P. Sharma)
OSD (WE/I&C)
Tele: 23015772

Encls: i) Terms of Reference for engagement
ii) Application Format.

To,

D (Res.II) - For uploading in DESW website & websites of all Attached DESW
Offices of DESW

D (IT Division) - For uploading in MoD website
MoD

**TERMS OF REFERENCE FOR ENGAGEMENT OF 01 YOUNG PROFESSIONAL
(LEGAL) IN THE DEPARTMENT OF EX SERVICEMEN WELFARE,
MINISTRY OF DEFENCE**

The services of 'Young Professional (Legal)' would be utilized in carrying out the following tasks:-

- a) Attending to Legal Notices, all Court cases (including Contempt Cases) in Lower Courts like AFTs, CATs, High Courts, Supreme Court, preparation of para-wise replies/comments there on, attending hearings etc.
- b) Maintain the records of all above court cases and follow up with concerned Division/ Service Headquarters and reporting to Higher Authority about the outcomes of these on day to day basis and take appropriate actions for ensuring strict compliance of direction/order of courts.
- c) Provide legal opinion and advice to the Department in the matters having legal angle.
- d) To assist to the Officers of Department in dealing with RTIs, NHRC and other matters which have a legal bearing.
- e) Preparation and scrutinisation of Draft Petitions, Replies, Rejoinders, Affidavits, other legal documents to be filed before various courts and filling of Appeals of the case for or against the Department in deserving cases and Liaison with Govt. Counsels appearing on behalf of Department/MoD.
- f) Entering and Monitoring of court cases on LIMBS portal and report to Competent Authority on daily basis.
- g) Co-ordination and attending meetings in respect of legal matters with ASG/AG and CAS (Central Agency Sector) of Ministry of Law & Justice.
- h) Preparing agenda and minutes of meetings.
- i) Follow up with stakeholders in Ministry, State Governments, Attached Offices of DESW etc. for information, clarification, approvals and advice on all legal issues.
- j) Any other relevant responsibility entrusted to the Young Professional by the Competent Authority.
- k) Under the overall guidance of Joint Secretary (ESW), Young Professional will perform the duties under Deputy Secretary / OSD who would assign the task, provide guidance and monitor the completion of the task done by the Young Professional.
- l) This is a full time assignment. Young Professional shall be provided necessary facilities of office space/equipment in the premises of 'B' Wing, Sena Bhawan. Office timings of Department of Ex-Servicemen Welfare shall be applicable. In addition, he/she will be required to attend office in late hours and also on Saturday / Sunday / Holidays in case of exigencies. No TA/DA or extra remuneration will be paid for these additional tasks.

**TERMS OF REFERENCE FOR ENGAGEMENT OF 01 YOUNG PROFESSIONAL
(DATABASE ADMINISTRATOR) IN THE DEPARTMENT OF EX SERVICEMEN
WELFARE, MINISTRY OF DEFENCE**

The services of 'Young Professional (Database Administrator)' would be utilized in carrying out the following tasks:-

- a) Preparation of draft reports utilizing software's which may include Word, Excel and/or Power Point format, etc.
- b) Analysis on procedures, technical matters etc.
- c) Co-ordination and attending meetings and preparing of agenda and minutes of meetings.
- d) Follow up with stakeholders in Ministry, State Governments, Attached Offices of DESW etc. for information, clarification, approvals etc.
- e) Presenting findings and reports in the Ministry and/or industry forum.
- f) Maintaining data of Special Campaign for Disposal of Pending Matters (SCDPM)
- g) Data Governance Quality Index DGQ/DMEQ
- h) Maintenance of data of Capacity Building Plan/ Mission Karmyogi
- i) Data pertaining to various issues related to other Ministries / Departments as asked from time to time
- j) Monitoring of online grievances received in pgportal.
- k) Monthly report of receipt and disposal of grievances received in the Division
- l) Quarterly report of RTI applications, action taken thereon and status of them, if any, in CIC; case appeals filed against the order of first Appellant Authority by the applicant before Hon'ble CIC.
- m) Maintenance of record of Dak of the Division
- n) Any other relevant responsibility entrusted to the Database Administrator by the Competent Authority.
- o) Under the overall guidance of Joint Secretary (ESW), Young Professional will perform the duties under Deputy Secretary / OSD who would assign the task, provide guidance and monitor the completion of the task done by the Young Professional (Database Administrator).
- p) This is a full time assignment. Young Professional shall be provided necessary facilities of office space/equipment in the premises of 'B' Wing, Sena Bhawan. Office timings of Department of Ex-Servicemen Welfare shall be applicable. In addition, he/she will be required to attend office in late hours and also on Saturday / Sunday / Holidays in case of exigencies. No TA/DA or extra remuneration will be paid for these additional tasks.

Format for Application for the Post of Young Professional/Consultant

Individuals who fulfil the eligibility conditions after going through the details of scope of work and terms and conditions and other details may apply in the prescribed format as given below:

1. Post for which applying:
2. Name:
3. Date of Birth:
4. Address for correspondence:
5. Contact No.:
 - a. Landline:
 - b. Mobile:
6. Email (it is mandatory to provide email ID):
7. Academic Qualification (In reverse order, starting from the latest):

S. No.	Degree	Year of Passing	Subjects	University /Institute	Class/Division/ Marks Obtained	Distinction (if any)

*Attach Separate copy if required.

8. Professional Qualification (In reverse order, starting from the latest):

S. No.	Name of Employer	Designation	Responsibilities Assigned	From (date)	To (date)

*Attach Separate copy if required.

9. List of relevant technical and academic publications (if any).

10. Relevant experience:

- a. Total years of experience and name of organisations
- b. Year-wise tasks of similar nature carried out during the last three years
- c. Relevant experience of working with Central/State/UT Government bodies or PSUs

- d. Relevant experience of working for national bodies
 - e. Relevant experience of working for international bodies
 - f. Works of similar nature in hand and the expected date of completion
11. A short note on your suitability for the post.

12. Recent self attested photograph

Date:

Name & Signature of the Applicant

Place: