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No.A-45011/15/2018-Admn.I
भारत सरकार/Government of India
कारपोरेट कार्य मंत्रालय /Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhawan
New Delhi – 110001
22nd October, 2018

To

**Subject: Engagement of Young Professionals in Ministry of Corporate Affairs
and its Regional Offices**

Sir/Madam,

With reference to your candidature for engagement as Young Professional in the Ministry of Corporate Affairs and the interview held by the Selection Committee, the Ministry is pleased to engage you as Young Professional on the following terms and conditions:

- (i) You will be paid a consolidated remuneration of Rs.40,000/- per month and conveyance allowance of Rs.1,000/-per month.
- (ii) Your initial engagement as Young Professional will be for a period of three months which will be extendable for further period.
- (iii) The assignment as Young Professional will be on full time basis and accordingly you will not take up any other assignment during this period
- (iv) The place of posting will be at New Delhi. You will work under the guidance and supervision of officers of the Ministry and its regional offices
- (v) You will be entitled for 8 days leave in a calendar year on pro rata basis. You will not be entitled for remuneration in case of absence beyond 8 days in a year. Also, un-availed leave in a calendar year cannot be carried forward to next calendar year. The Ministry will be free to terminate your services without any notice in case of absence by more than 15 days beyond the entitled leave in a calendar year.
- (vi) During the period of your assignment with the Ministry, it is likely that you may come across certain information of important/secret nature and you would, therefore, not divulge any information gathered by you during the period of your assignment to anyone.

- (vii) You will have to sign a declaration of fidelity and secrecy at the time of joining
- (viii) You should not, except with the previous sanction of the Ministry or in the bonafide discharge of your duties, publish a book or a compilation of articles or participation in a radio/electronic media broadcast or contribute an article or write a letter to any newspaper or periodical, either in your own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter related to a subject matter assigned to you by the Ministry.
- (ix) No TA/DA will be reimbursable for expenses incurred to join Ministry.
- (x) The assignment is purely on contract basis and will not confer any right for permanent absorption or appointment on regular basis in the Ministry.
- (xi) You will be required to give 15 days' notice of your intention to leave the assignment.

2. If the above terms and conditions are acceptable to you, you are requested to convey your acceptance as per format annexed herewith and report to Ministry of Corporate Affairs, Shastri Bhawan, New Delhi on **1st November, 2018**. In case you are unable to join immediately then inform us with reasons and likely time you would take to join. **Acceptance may also be sent through email.**

Yours faithfully,



(J.S. AUDHKHASI)
DIRECTOR

Tele: 23381615

J. S. AUDHKHASI
Director