
ELIGIBILITY CRITERIA/ TERMS & CONDITIONS

National Career Service (NCS) is a unique initiative launched by the Ministry of Labour and Employment, Government of India. NCS is conceived with the intent of providing holistic career services to the Indian population by providing a pan-India, cohesive, easily accessible, platform that brings the varied needs of the modern jobseeker under one roof. The NCS also provides career guidance and facilitates employment for individuals regardless of what stage of their career they may be in.

Young Professionals programme:

The Government of India is looking for highly qualified candidates who are ready to develop their professional careers as motivated and futuristic individuals who can successfully drive, achieve and sustain the objectives of the National Career Service

This Young Professional allocation seeks to utilize the knowledge, energy and fresh way of thinking of the young social leaders to help better transform the emerging landscape of employment services and career counselling in India

It is planned that each Model Career Centre will have one Young Professional designated on-site for a span of three years

1. Role and Responsibilities - Young Professionals

The Young Professionals' scope of work shall include, but not be limited to:

- a) Facilitating smooth and efficient working of Model Career Centres
- b) Promotion of National Career Services portal for multiple stakeholders
- c) Facilitating the transition of employment exchanges into career centres by actively engaging in capacity building, branding and training on National Career Services project
- d) Supporting State Governments and institutions in replicating this model in other centres
- e) Preparing regular reports on performance indicators, to be shared with DGE
- f) Identifying best practices and pain areas/bottlenecks in implementing DGE schemes and in the collaboration with National Career Services project
- g) Coordinating outreach activities in schools/colleges and conducting job-fairs including interaction with academia, local industry, manufacturing associations, training providers, counsellors and others
- h) Plan, organize, develop and implement career events and publications to publicize Career Centre services, resources and speaker programs

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- i) Maintain lists and bulletins concerning jobs and mapping the required skills with the resource pool; provide information concerning the industry job trends across the country and assistance in the enhancement of the skills in a candidate
 - j) Conducting research and market analysis to create intelligence for better performance of Model Career Centres
 - k) Regular interaction with DGE for Model Career Centre monitoring
 - l) Prepare a wide variety of manual and electronic reports and materials (e.g. program mandated, brochures, mailers, etc.) for the purpose of communicating with staff, students and other stakeholders, and complying with program requirements.
 - m) Working under supervision of MCC nodal officer using standardized practices and/or methods; directing other persons within a small work unit and operating within a defined budget
 - n) Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit at the Model Career Centres

2. Eligibility Criteria

2.1 Academic

- a) Minimum Qualification Criteria - The candidate should either have a Bachelor's degree (B.A/B.E/ B.Tech /B.Ed) with at least 4 years of experience and/or a Master's Degree (MBA/ Masters in Economics/ Psychology/ Sociology/ Operations Research/ Statistics/ Social Work/ Management/ Finance/ Commerce/ Computer Applications etc.) with at least 2 years of experience
- b) All the above stated degrees need to be UGC, AICTE etc. recognized.
- c) Candidate must have obtained minimum of 50% marks in 10th, 12th and Graduation

2.2 General

- a) Apart from proficiency in English language (mandatory), the candidate should be proficient in at least 1 other languages Hindi/any Regional language (Reading, writing and speaking proficiency).
- b) The Candidate should be willing to relocate within the country.
- c) Candidates with experience in the areas of HR, Management, Analytics, and Psychology etc. shall be preferred.
- d) The candidate should be between the age of 24 to 40 years as on 01st March 2017
- e) Candidate should have strong communication, interpersonal and organizational skills (Basic knowledge of MS Office)
- f) Work experience gained on a part time basis or while pursuing a course, as part of curriculum or otherwise will not be considered

- g) Only experience gained from a registered establishment shall be considered

2.3 Preferred skills:

- a) Candidate should have an ability to take initiative to make things happen
- b) Should be skilful / tactful to work and navigate their way through a challenging environment of the Government system
- c) Passion for helping others would be an advantage
- d) Ability to inspire confidence in the job seekers
- e) Ability to respond effectively to the needs of both, the employers and the job seekers.
- f) Should be able to Work under limited supervision using standardized practices and/or methods

3. Vacancies & Selection Process

- a) There are around 40 positions currently designated for young professionals to be deployed across the country
- b) The recruitment process comprises a 2 stage selection process. Stage 1 includes shortlisting of the candidates based on the information provided and, while Stage 2 shall consist of a personal interview, GD, IT literacy test for shortlisted candidates (not necessarily in that order)

4. Career Centre Locations

Till date 103 Model Career Centres have been identified by DGE. This figure is expected to progressively increase as the NCS Project gains momentum

The applicants may indicate their preference for place of posting by choosing the states given below:

Andhra Pradesh	Meghalaya
Assam	Nagaland
Chhattisgarh	Odisha
Delhi	Sikkim
Jammu & Kashmir	Tripura
Karnataka	Uttar Pradesh
Kerala	West Bengal
Madhya Pradesh	

DGE will consider the location preference indicated by the candidate however the final decision regarding the location of posting lies with DGE. The candidates may be posted in any

of the Model Career Centres. DGE may also decide to position the candidates at another location till such time the Model Career Centres are ready

5. Remuneration

5.1 Monthly Remuneration: The consolidated remuneration shall be INR. 40,000 per month

5.2 Local Conveyance: An additional amount of INR 1500 per month shall be paid as local conveyance to the candidate. The travelling expenses for appearing in the interview shall be borne by the candidate - DGE will not be liable to pay for the same

5.3 Terms & Conditions:

- a) The candidates applying for the post should ensure that they fulfil all eligibility conditions. The application submitted by the candidates, regardless of the application stage will be provisional subject to meeting the prescribed eligibility conditions
- b) The DGE will take up verification of eligibility conditions with reference to original documents at any stage of the selection process
- c) DGE will take into account the location preference indicated by the candidate, however the final decision regarding location allocation will lie with DGE. Selected candidates may be posted anywhere within the country
- d) Initial contract will be for a period of 1 year extendable to maximum of 3 years
- e) In case the YP is required to undertake journey to other cities/locations, the travelling expenditure will be governed by respective State Government rules
- f) This contract is not a promise of a permanent job, and therefore should in NO way consider this contract promise for a permanent government job