

**Office of the Comptroller and Auditor General of India  
9, Deen Dayal Upadhyaya Marg New Delhi  
Training & Research Division**

**No. 144/Trg.Div./F.319-2022  
Dated 19/05/2022**

**YOUNG PROFESSIONAL PROGRAMME**

**Sub: Guidelines/Instructions for engagement of Young Professionals in Office of the Comptroller & Auditor General of India**

Ref: this office notification no.273/Trg.Div./F-319-2018, dated 20/11/2018 uploaded on CAG's website [www.cag.gov.in](http://www.cag.gov.in)

**1. General:**

- i) The number of Young Professionals to be engaged by the CAG of India shall depend on the actual requirement from time to time.
- ii) The duration of engagement of Young Professionals under the Young Professional Program (YPP) will be of 2 years. Initially for a period of one year extendable up to maximum of two years.
- iii) Graduates/ Post Graduates/ Research Scholars from any discipline, with exceptional analytical and leadership abilities and stellar academic record from recognised and reputed institutions are eligible to apply.
- iv) Preferred additional attributes include skills in Information Technology (IT) & Information and Communication Technology (ICT) with good communication and interpersonal skills. Not more than 30 years of age preferably with some professional experience.
- v) Since YPs will be driving high-priority initiatives in challenging environment, they should show high-level leadership potential through extra-curricular activities.

**2. Selection Process:**

The selection procedure shall be three-stage: Application Screening, Telephone Interview and Selection Interview.

**3. Terms of reference:**

- i) Heads of Functional Wings at CAG office / Head of the Field office will provide the Terms of Reference, describing the work to be performed by the YPs.

- ii) The terms of reference shall include the functions to be performed and outputs to be delivered. The functions and outputs shall be specific, measurable, attainable, results-based and time-bound.

#### **4. Other Terms and Conditions**

- i) The Young Professional (YP) shall be subject to the laws of secrecy of the country and will sign a Secrecy and Non-Disclosure Agreement before reporting.
- ii) The engagement will not constitute a regular job or appointment of any nature in the office of CAG of India or the Indian Audit & Accounts Department, nor is it in the nature of a relationship of employer and employee between the CAG of India and the YP.
- iii) The YP shall neither seek nor accept instructions from any authority outside Office of the CAG of India in connection with the performance of his/her obligations under the engagement. The YP shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his/her obligations under the engagement. During the term of engagement the YP shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the YP without notice.

#### **5. Travel, Service Incurred Death, Injury or Illness, Allowances:**

- i) No TA/DA will be paid to the YP for attending the interview.
- ii) No other facilities such as DA, accommodation, residential phone/conveyance/transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible,
- iii) In the event of death, injury or illness of the YP during the term of his/her engagement the YP or the YP's dependents, legal heirs, claimant etc., shall not be entitled to any compensation.

#### **6. Attendance & Working days:**

The working hours of the professionals shall be same as regular timing of this office. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays.

#### **7. Leave:**

The YPs shall be eligible for 8 days leave in a calendar year. The leave shall accrue on completed month basis calculated from date of joining on pro-rata basis. The YP will not be eligible for remuneration for any absence beyond 8 days in a year. The un-availed leave in a calendar year shall not be carried forward to next calendar year. The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 8 days leave.

## **8. Remuneration:**

A monthly Remuneration of Rs. 40,000 to Rs. 50,000 (all inclusive) based on qualification and experience, shall be payable to a YP.

## **9. Payment:**

The payment will be released by the CAG of India within one week after completion of the month based on the attendance and due certification by the mentor.

## **10. Tax Deduction at Source:**

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 the CAG of India will issue TDS certificate/s. The CAG of India shall not undertake any liability for taxes or other contribution payable by the YP on payments made under this contract.

## **11. Termination:**

- i) Unauthorized absence from the project/work for a continuous period of 8 days or without any information or valid reason shall lead to automatic termination of the engagement.
- ii) The CAG of India can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, the YP will be given one month's notice. The YP can also seek for termination of the contract by giving one month's notice.

**12.** The provisions of **Sexual Harassment of Women at Workplace** (Prevention, Prohibition and Redressal) Act, 2013, shall apply.

**13. Training / On boarding:-** The YPs shall be imparted such Orientation / Training as may be considered necessary

## **14. Return of Materials:**

At the time of completion of engagement period, YP has to return to CAG of India all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes, CDs, DVDs. Tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business information. On completion of the engagement the YP shall also return any keys, pass cards, ID cards or other property belonging to CAG of India.

## **15. References:**

- i) The YPs shall provide integrity certificates from two (02) references known to them preferably from the present Institute or the Institute last attended.
- ii) A self-undertaking shall be provided by the YP to the effect that he/she has no criminal record or criminal case in any court pending against them.

**16. Mentorship:**

Each YP will be attached to a Mentor, who will be the Head of the functional wing at CAG office/Head of field office.

**17. Appraisal:**

- i) Head of the Functional Wings at CAG office/Head of the Field office will adopt a task force approach and continuously monitor the performance of the YP so that the output is in line with the objectives.
- ii) Annual Performance Assessment of the YPs will be undertaken through an Annual Performance Report by the Head of the Functional Wing/Head of Field Office

**18. Feedback:**

YPs are mandated to give their feedback to the Head of the Functional Wing in CAG office/Head of Field Office on their experience of the program.

**19. Outplacement:**

At the end of engagement, an Experience Certificate/ Recommendatory letter shall be given.

**20. Place of Posting:**

The place of posting will be the CAG's office, New Delhi or any CAG's field office across India.

**21. Program Review / Relaxation:**

Where the CAG of India is of the opinion that it is necessary or expedient to do so, he may by order and for reasons to be recorded in writing, relax any of the provisions of these guideline/Instruction. The CAG of India also reserves the right to review the program at any time. The program so reviewed will be placed on the website of the CAG of India.

**22. Resolution of Disputes:**

Any dispute, controversy or claim between the parties arising out of the contract, or the breach, termination, or invalidity thereof, unless settled amicably, shall be referred to the CAG of India for arbitration. The CAG of India may at his discretion, appoint an arbitrator for the resolution of the dispute. The award of the arbitrator shall be final and binding.

**23. Submission of Application:**

Young Professional fulfilling the eligibility conditions and after going through the details of scope of work, terms and conditions and other details may apply in the prescribed format, which is uploaded on the CAG website [www.cag.gov.in](http://www.cag.gov.in) and forward it to

[trgwing@cag.gov.in](mailto:trgwing@cag.gov.in) by email to reach this office on or before **15<sup>th</sup> June 2022**. Candidates should NOT send any application by POST/COURIER/Any other physical mode.

**24. Advertisement:**

Advertisement inviting application for engagement of Young Professionals with Job Description – **Refer Annexure I**

**25. Application:**

Application form for Young Professionals – **Refer Annexure II**

**26. Secrecy/ Non-disclosure agreement:**

Secrecy/ Non-disclosure agreement format – **Refer Annexure III**

Assistant Administrative Officer  
Training Division  
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**ANNEXURE – I**

**Advertisement inviting application for engagement of Young Professionals with Job Description**

**YP - Project 1:**

<b>1</b>	<b>Project ID</b>	<b>YP - Project 1 – F &amp; C</b>
1.1	Wing	Finance & Communications
1.2	Name of the Post	Young Professional
1.3	Number of Posts	1 (one)
1.4	Age limit	Not more than 30 years of age as on 01.01.2022
1.5	Educational Qualifications	
	(a) Essential	Students pursuing Master's Degree in Accounting, Finance or Accounting or two years PG Diploma in finance Management or Accounting/CA/ICWA
	(b) Preferred	Students with additional knowledge in Accounts and data analytics may be preferred
1.6	Outline of the tasks to be carried out	<ul style="list-style-type: none"><li>• Identify bottlenecks in preparation of accounts which can be the potential cause of delay in submission of accounts</li><li>• Study the flow of Government accounts in all the four streams with respect to difference sources and usage of funds and its application</li><li>• Study on computerized system for compilation of accounts for achieving the objective of stream lining the process of accounting and bring in congruence in all appropriation accounts</li><li>• Suggest ways to perform audit of Accounts as per the guidelines, to make it more efficient</li></ul>
1.7	Period of Engagement	Initially for one year
1.8	Deliverables	The congruence of accounts keeping all the heads under 15 digit accounting system and use of IT methods to conduct wider and time efficient audit.
1.9	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
1.10	Place of work	The place of work will be the O/o The CAG of India, New Delhi.

## YP - Project – 2

<b>2</b>	<b>Project ID</b>	<b>YP - Project 2 Economic</b>
2.1	Wing	Economic Wing
2.2	Name of the Post	Young Professional
2.3	Number of Posts	1 (one)
2.4	Age Limit	Not more than 30 years of age as on 01.01.2022
2.5	Educational Qualifications	
	(a) Essential	Master's degree in Economic/Business Economics/Public Finance from a recognized University.
	(b) Preferred	i) Experience in working on economic matters in Central Government/State Government/PSU/Autonomous bodies ii) Well versed with economic analysis tools
2.6	Outline of the tasks to be carried out	<ul style="list-style-type: none"> <li>• Provide assistance to Economic Adviser in bringing out various economic reports, occasional papers, and analysis.</li> <li>• To summarize and analyse Gol's reports like economic survey, Union Budget, Finance Commission Reports, NITI Ayogs recommendations/reports etc., for the use of CAG and other concerned divisions in the O/o CAG.</li> <li>• To do the initial analysis and provide comments on various references received from various divisions of CAG. Some of the regular reports are on FRBM Compliance, Debt Sustainability, Disinvestment process etc.</li> <li>• To assist Economic Adviser in the examination of Union Government Accounts from economic and audit perspective.</li> </ul>
2.7	Period of Engagement	Initially for one year
2.8	Deliverables	<ul style="list-style-type: none"> <li>• Preliminary analysis of regular reports and references received from other Divisions of CAG</li> <li>• Trend analysis of accounting and non-accounting data, wherever required</li> <li>• Preliminary work on compilation of Fiscal Performance Index (FPI) for States and analysis of results.</li> <li>• Any other work requiring inputs for economic analysis</li> </ul>
2.9	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
2.10	Place of work	The place of work will be the O/o The CAG of India, New Delhi.

### YP - Project – 3

<b>3</b>	<b>Project ID</b>	<b>YP - Project 3 Customs</b>
3.1	Wing	Customs Wing
3.2	Name of the Post	Young Professional
3.3	Number of Posts	2 (Two)
3.4	Age Limit	Not more than 30 years of age as on 1.1.2022
3.5	Educational Qualifications	
	(a) Essential	Bachelor's/Master's degree in Economics/Commerce/International Trade
	(b) Preferred	Knowledge of Statistical tools/IT Skills
3.6	Outline of the tasks to be carried out	<ul style="list-style-type: none"> <li>• Analytics of data relating to Foreign Trade Agreements (FTAs) with different countries and its impact on revenue, trade etc.</li> <li>• Analytical study of impact of changing scenario in International Trade.</li> <li>• Analytics of Data received from Ministry of Commerce/Ministry of Finance.</li> <li>• Centralized Sampling/Toolkit for PAs/SSCAs</li> <li>• Import and Export Data will be analyze in different aspect considering Customs Duty (BCD, IGST CVD, ADD etc.)</li> <li>• Further data would be analyze on Customs Notification/Exemption notification/instructions etc.</li> <li>• Different types of notification issued by Ministries would be used at different levels of Audit, DPs, and Audit Reports.</li> <li>• Developing SQL Queries from Checklist (developed for PAs/SSCAs/DPs) for ICES/DGFT data</li> </ul>
3.7	Period of Engagement	Initially for One year
3.8	Deliverables	<ul style="list-style-type: none"> <li>• Impact of FTAs on revenue, trade etc.</li> <li>• Data bank for Customs Wing</li> <li>• Result of Data analysis of data received from Ministries</li> <li>• Compendium of Notifications</li> <li>• Materials for Chapter 1 of Audit Reports</li> <li>• Sampling/Toolkit for PAs/SSCAs</li> </ul>
3.9	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
3.10	Place of work	The place of work will be the O/o The CAG of India, New Delhi.



**ANNEXURE - II**

**APPLICATION FORM FOR YOUNG PROFESSIONAL**

**Engagement Applied for.....**

Affix Recent self-attested  
Passport size  
photo

1. Name :
2. Father's / Mother's Name :
3. Date of Birth :
4. Gender :
5. Nationality :
6. Present Address (for communication) :
7. Email address :
8. Contact No. :  
Landline:  
Mobile Number:

9. Academic qualification (in reverse order, starting from the latest)  
(Add more rows if necessary)

Sl.No	Degree	Year	Subjects	University/ Institute	Class/ Division	Distinction (if any)

10. Professional qualification (in reverse order, starting from the latest)  
(Add more rows if necessary)

Sl.No	Degree	Year	Subjects	University/ Institute	Class/ Division	Distinction (if any)

11. List of relevant technical and academic publications (Add more sheets if necessary)

12. Relevant experience (Add more sheets if necessary)

- a. No. of total years of experience and name of organizations
- b. Year-wise tasks of similar nature carried out during last three years
- c. Relevant experience of working for national bodies
- d. Relevant experience of working for international bodies
- e. Works of similar nature in hand and the expected date of completion

13. A brief note (750 words) of your suitability for the Engagement  
(Add more sheets if necessary)

### **Declaration**

I declare that the above information is true and correct to the best of my knowledge and belief.

I am aware that in case of misrepresentation or a materially false declaration, it shall render me liable to action according to applicable law. I also understand that the application is liable to be rejected and / or engagement cancelled in case a discrepancy is detected at any stage before completion of the engagement. The completion certificate may also be recalled should such a contingency arise after the engagement the same has been awarded to me.

Signature:

Name of Applicant:

Date:

Place:

**Secrecy / Non-Disclosure Agreement**

**1. General**

- (i) As a Young Professional of the CAG of India/India Audit and Accounts Department and in consideration of the remuneration now and hereafter paid to me, I shall devote all my efforts to furthering the best interest of the CAG of India. During the subsistence of my tenure in the O/o the CAG, I will not engage in any activity that:
- (ii) "Conflicts with the CAG of India' interest as a Legal Entity, including without limitation, any business activity not contemplated by this agreement".

**2. Non-Disclosure Clause:-**

- (i) That I do hereby recognize and understand that all confidential and / or proprietary information, in any media like print, electronic, etc., belonging to and /or in possession of CAG of India, which is received, accessed, and /or used by me during the course of my engagement with CAG of India, shall not be shared with or given access to any entity be me, including the media.
- (ii) All obligations regarding prevention of disclosure of confidential information and obligations to provide notice under this Agreement shall be effective for the currency of the main Agreement and also for an indefinite period from the date of its expiration or termination, as the case may be.

**3. Absolute ownership:**

- (i) That I do hereby recognize and understand that the Comptroller and Auditor General of India is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, business information of Indian Audit & Accounts Department, including without limitation, concepts, techniques, processes, methods, clients, cost data, development or experimental work, work in progress, customers and suppliers internet websites or e-commerce solutions, books etc., used by me in the course or my engagement in office of Comptroller & Auditor General of India.
- (ii) I agree that I shall not in any manner whatsoever, represent and/or claim that I have any interest by way of ownership, assignment or otherwise in the same.

- (iii) The CAG of India shall be sole owner of any Intellectual Property rights developed during the subsistence of this Agreement. I hereby waive and relinquish all claims of any nature whatsoever that I now or hereafter may have for infringement of any Trade Mark, Copy right and Patent resulting from the subsisting activities for any inventions so assigned to CAG of India.

#### **4. Breach of Contract:**

I acknowledge that any violation by me under this declaration / agreement, and / or any obligation of like nature, will cause irreparable damage to CAG of India, and CAG of India shall be entitled to extraordinary relief in any court of India, including, my expulsion from Office of CAG of India with no leaving /character certificate, blacklisting from participating in any CAG of India or related activities, withholding of any pending remuneration, appropriate legal action, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of submitting bond of security.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name on this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Name of Young Professional:

Signature.