

Office of the Comptroller and Auditor General of India
9, Deen Dayal Upadhyaya Marg, New Delhi
Knowledge & Capacity Building Wing

No.154/K&CB/F.319-2023

Dated 27/02/2024

YOUNG PROFESSIONAL PROGRAMME

Subject: Advertisement for Engagement of Young Professionals - Reg.

A reference is invited to this office notification No.76/K&CB/F.319-2023 dated 24th August 2023 uploaded on CAG's website www.cag.gov.in

2. The office of the Comptroller and Auditor General of India invites applications for engaging Young Professionals (YPs) on contract basis for one year (extendable up to a maximum of two years) to work in its functional wings. The Annexures in connection with the said engagement are as under:

- i) The guidelines/Instructions for engagement of Young Professionals is given in **Annexure I**
- ii) Advertisement inviting applications for engagement of Young Professionals with Job Description is given in **Annexure II**
- i) Application link <https://forms.gle/1QggMC2DB8Yuukcq5>

3. Eligible candidates may apply through the above link **on or before 10.03.2024**. Applications sent through any other mode will not be accepted.

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YOUNG PROFESSIONAL PROGRAMME

Sub: Guidelines/Instructions for engagement of Young Professionals in Office of the Comptroller & Auditor General of India and its field offices:

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 initially be for 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 a 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 the 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 the 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 / Onboarding: - 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, the YP has to return to the 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 the 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 YPs 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.

Advertisement inviting application for engagement of Young Professionals with Job Description

Project 7

1	Project ID	YP-07_IR/2023-24
2	Wing	International Relations (IR) Wing
3	Name of the Project	(i) Central Knowledge Repository (CKR) (ii) Asian Organisation of Supreme Audit Institutions (ASOSAI) Chair (2024-27) (iii) United Nations (UN) Panel
4	Name of the Post	Young Professional
5	Number of Posts	3 (three)
6	Age limit	Not more than 30 years of age as on 01.03.2024
7	Educational Qualifications	
(a)	Essential	<ul style="list-style-type: none"> • Bachelor's /Master's degree in International Relations, Diplomacy, Public Policy, Public Administration, Political Science, Economics or History • Proficient in working in MS-Word and MS-Excel • Proficient in English Language
(b)	Preferred	<ul style="list-style-type: none"> • Experience in drafting professional reports, journals and documents • Proficient in researching material on Internet • Should be able to carry out basic data processing in MS-Excel • Should have experience in creating content for social media platforms - Editing of graphics (Adobe Photoshop etc.)
8	Period of Engagement	Initially for one year extendable to a maximum of 2 years.
9	Outline of the tasks to be carried out	<ul style="list-style-type: none"> • Preparation of speeches, press briefs and other reports and documents related to SAI India's International Relations activities • Coordination with International Auditing Organisations (IO) like ASOSAI, INTOSAI, BRICS, SCO, SAI20 for dealing with various relevant issues like organising and participation in events, general correspondence, logistics etc.

		<ul style="list-style-type: none"> • Coordination with other Supreme Audit Institutions for bilateral visits, meetings, capacity development programs, signing of MOU, etc. • Coordination with Regional Capacity Building & Knowledge Institutes/Centres (RCBKIs/Cs) for management of Centralised Repository of documents for IR Wing.
10	Deliverables	<ul style="list-style-type: none"> • Creating a Centralised Repository of documents of IR Wing • Preparation of periodical reports, speeches, journals, press briefs etc. for SAI India events • Creating Brochures and other professional reports for SAI India's UN related activities. • Managing the logistics related information and general correspondence with other International Organisations for SAI India events.
11	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
12	Place of work	The place of work will be the O/o The CAG of India, New Delhi.

Project 8

1	Project ID	YP-08_RCBKI/2023-24
2	Wing	Knowledge & Capacity Building Wing (For Regional Capacity Building & Knowledge Institutes/Centres (RCBKIs/Cs) located across India)
3	Name of the Project	(i) Research and development in the Knowledge Centre topics of RCBKIs/Cs. (ii) Central Knowledge Repository (CKR).
4	Name of the Post	Young Professional
5	Number of Posts	17 (Seventeen). RCBKI/C-wise positions detailed in Annexure-8A .
6	Age Limit	Not more than 30 years of age as on 01.03.2024
7	Educational Qualifications	
(a)	Essential	Project-wise requisite qualifications detailed in Annexure-8A .
(b)	Preferred	
8	Period of Engagement	Initially for one year extendable to a maximum of 2 years
9	Outline of the tasks to be carried out	<ul style="list-style-type: none">• Research and development in the respective Knowledge Centre topics of RCBKIs/Cs.• Central Knowledge Repository (CKR).• Any other official work assigned by the RCBKIs/Cs
10	Deliverables	<ul style="list-style-type: none">• Production of STMs/Case Studies/Research Papers in the respective Knowledge Centre topics of RCBKIs/Cs.• Uploading of Knowledge Entries received from the field offices under the jurisdiction of respective RCBKIs/Cs, on CKR
11	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
12	Place of work	The RCBKIs/Cs of SAI India located at Bengaluru, Chennai, Hyderabad, Jaipur, Jammu, Kolkata, Mumbai, Nagpur, Ranchi, Shillong.

Annexure-8A					
S.No.	RCBKI/ RCBKC & Project ID	No. of YP Positions	Project Name	Qualification	
				Essential	Desirable
1	Bengaluru Project Id: YP-08_RCBKI/2023-24_Bengaluru	1	Research work and development of training material on <ul style="list-style-type: none"> Financial Audit Audit of Autonomous Bodies 	CA/MBA	<ul style="list-style-type: none"> Working Knowledge in MS-Office Ability to conduct independent research on a given topic
2	Chennai Project Id: YP-08_RCBKI/2023-24_Chennai	2	Research work and development of training material on <ul style="list-style-type: none"> Audit Quality Management Framework International Auditing Standards Compliance Audit Central Knowledge Repository (CKR)	M.Com/CA Inter/CA Final	<ul style="list-style-type: none"> Working knowledge of Auditing Practice Working Knowledge in MS-Office Ability to conduct independent research on a given topic
3	Hyderabad	2	Research work and development of	CA/MBA/M.Com	<ul style="list-style-type: none"> Proficiency in Information Technology (IT)/Data Analytics Applications

	Project Id: YP-08_RCBKI/2023-24_Hyderabad		<p>training material on</p> <ul style="list-style-type: none"> • Public Private Partnership (PPP) - Clauses of Concession Agreement and their impact • Regulatory Bodies • Anti-Corruption Central Knowledge Repository (CKR) 		<ul style="list-style-type: none"> • Ability to conduct independent research on a given topic
4	Jaipur Project Id: YP-08_RCBKI/2023-24_Jaipur	2	Research work and development of training material on Performance Audit - Various Social Sector Schemes like Health, Education, Social Justice	Graduate/Post Graduate/Research Scholars from any discipline	<ul style="list-style-type: none"> • Proficiency in data handling, analytics and documentation • Good knowledge in common IT tools like MS-Office • Working experience in the area of Health sector/Education sector/Technical sector/Management of projects • Experience in government policies and government projects. • Ability to conduct independent research on a given topic
5	Jammu	1	Research work and development of training material	Graduate/Post Graduate/Research Scholar from any discipline	<ul style="list-style-type: none"> • Adept in Information Technology/Management/Social Sciences • Good communication skills

	Project Id: YP-08_RCBKI/2023-24_Jammu		<p>on 'Reforms in Defence Sector'</p> <ul style="list-style-type: none"> • Government policies and initiatives to boost the private defence and aerospace sector • Achievement of the 'Atmanirbhar Bharat' in Defence Sector 		<ul style="list-style-type: none"> • Inter personal relationship • Ability to conduct independent research on a given topic
6	Kolkata Project Id: YP-08_RCBKI/2023-24_Kolkata	2	<ul style="list-style-type: none"> • Gender issues in Local Bodies • Use of GIS in Audit of Local Bodies 	Graduate/Post Graduate in Sociology, Political Science, Geography.	<ul style="list-style-type: none"> • Previous experience in gender-focused projects, understanding of local governance structures, GIS based projects, urban planning familiarity with Local Body governance structures • Actively engaged with NGOs working in the field of gender equality and awareness • Proficiency in data analysis and research methods • Strong communication skills, both written and verbal • Ability to conduct independent research on a given topic
7	Mumbai	2	Research work and	M.Com, MA in Economics	<ul style="list-style-type: none"> • CA Inter/IPCC qualified • Knowledge of Crypto Currency

	Project Id: YP-08_RCBKI/2023-24_Mumbai		development of training material on <ul style="list-style-type: none"> • Commercial Audit • Impact of block chain and Crypto Currency in Indian Economy Central Knowledge Repository (CKR)		<ul style="list-style-type: none"> • Working Knowledge in MS-Office • Ability to conduct independent research on a given topic
8	Nagpur Project Id: YP-08_RCBKI/2023-24_Nagpur	3	Research work and development of training material on <ul style="list-style-type: none"> • Goods and Services Tax • Effective Direct Tax collection in digital economy, plugging revenue leakages • Taxation on transfer pricing basis - its evolution, development and 	B.Com/CA Inter/CA Final	<ul style="list-style-type: none"> • Working Knowledge of GST • Specialisation in Direct Taxes • Working Knowledge in MS-Office • Ability to conduct independent research on a given topic

			contemporary scenario Central Knowledge Repository (CKR)		
9	Ranchi Project Id: YP-08_RCBKI/2023-24_Ranchi	1	Research work and development of training material on <ul style="list-style-type: none"> • Health • Education • Infrastructure 	Masters in Sociology/Economics/Psychology/Political Science.	<ul style="list-style-type: none"> • Proficiency in Information Technology (IT), Data Analytics Applications • Knowledge of working of CAG of India • Experience in government policies and government projects. • Ability to conduct independent research on a given topic
10	Shillong Project Id: YP-08_RCBKI/2023-24_Shillong	1	Research work and development of training material on <ul style="list-style-type: none"> • Local Governance - ADCs • Public Works Audit Public Procurement 	Graduate/Post Graduate degree in Political Science/Economics	<ul style="list-style-type: none"> • Specialisation/Interest in Local Governance and/or Autonomous District Councils (ADCs) • Working knowledge in MS-Office • Experience in government policies and government projects. • Ability to conduct independent research on a given topic