

Terms of Reference for Young Professional (General) as Consultant

F. No.A-12/1/2025-ESTT (Comp. No.11725)

The Terms and Conditions as mentioned in this Reference are mandatory and integral part of the Contract. Upon entering into the Contract, it is obligatory for every Young Professional (General)/Consultant sincerely following the Terms and Conditions mentioned as under:

1. Duties and Responsibilities: The engaged Young Professional (General) would be required to perform the following functions:

- i) Handling of official communication preferably in English/Hindi,
- ii) Noting & drafting on MS office viz. MS Word, MS Excel, MS Power point,
- iii) Scrutiny of documents,
- iv) To maintain record,
- v) To maintain close co-ordination with Senior Officers,
- vi) Any other work assigned to them by officers from time to time.

2. Period of Engagement: The initial term of engagement of Young Professional (General) will be for a period of one year on case to case basis.

3. Educational Qualifications, Experience, Age and Remuneration:

3.1 Educational Qualification: Graduate Degree in any discipline from a recognized College/University by either State or Central Government of India.

Essential - At least 01 (one) year Diploma in Basic Computer Course (in Software) with proficiency in MS Office.

Experience (Desirable) - At least 06 (six) months working experience in any Central/State Government organization.

3.2 Age limit at the time of initial engagement: 21 - 35 years.

3.3 Remuneration: Initial remuneration Rs.40,000/- per month. In case, the contract is extended by another year based on a satisfactory performance review, the remuneration may be increased upto 5% on each occasion subject to maximum ceiling of 1.25 times of the initial remuneration.

4. Hiring criteria may be further defined for specific positions depending on the specific requirements and circumstances.

5. The engagement of Young Professionals (General) shall be on full time basis and they would not be permitted to take up any other assignment during the period of contract with SSC.

6. The Young Professionals (General) on having accepted the offer shall enter into the Contract with SSC. The norms for secrecy and the security of sensitive data will be as per

the Indian Official Secrets Act, 1923. They shall not indulge in any malpractices or disclose any details of the office, operational process, technical know-how, administrative/organizational matters, which are of confidential/secret nature, to any person at any cost.

7. Staff Selection Commission shall be entitled to all intellectual property and other proprietary rights, which the Young Professional/Individual Consultant has developed for Staff Selection Commission under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract.

8. The Individual Consultant shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with Staff Selection Commission, nor shall the Young Professional/Individual Consultant, in any manner whatsoever, use the name, emblem or official seal of Staff Selection Commission, or any abbreviation of the name of Staff Selection Commission, in connection with its business or otherwise without the written permission of Staff Selection Commission.

9. The Young Professional (General) shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case, the services of the Young Professional (General)/Individual Consultant are not found satisfactory or found in conflict with the interests of the Staff Selection Commission/Government of India, his/her services will be liable for discontinuation without assigning any reason.

10. Without prejudice, and in addition to the legal remedies available to the SSC, breach of Contract shall be considered a sufficient ground for termination of the contract.

11. The appointment of Young Professionals (General) shall be of a temporary nature and the SSC can cancel the appointment at any time without providing any reason for it.

12. The Annual Performance Report of the Young Professionals (General) would be undertaken through an Annual Performance Report (APR).

13. Allowance: The Young Professionals (General) shall not be entitled any allowance such as conveyance allowance, dearness allowance, residential, telephone, transport facility, residential accommodation, CGHS, medical reimbursement, etc. and other than those specifically mentioned herein.

14. TA/DA: The Individual Consultant may require to undertake domestic tours subject to approval of the competent authority and they will be allowed following TA/DA:-

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professional (General)	Rail in AC Three Tier	Hotel accommodation of up to Rs. 750/-per day; taxi charges of up to Rs. 225/- per day for travel within the city and food bills not exceeding Rs. 800/- per day shall be allowed.

15. Leave: The Young Professional (General)/Individual Consultant shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Further, the absence up to one month may be considered without remuneration. However, in Exceptional cases for professional development, training etc. this condition may be relaxed by Chairman, Staff Selection Commission. Apart from this, the women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by the Ministry of Labour and Employment vide No.S-36012/03/2015-SS-I dated 12th April, 2017.

16. Tax Deduction at Source: The 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 Staff Selection Commission will issue TDS Certificate(s).

17. Police Verification: Police verification of the Individual Consultants shall be done as per the latest instructions issued by MHA. In case, the police verification is received as negative, the contract of individual consultant shall cease to exist with immediate effect without any notice. The Contract will remain provisional till police verification is received.