

BT/Estt./Media/01/2018
Government of India
Department of Biotechnology
Ministry of Science & Technology

6th – 8th Floor, Block No. 2,
CGO Complex, Lodhi Road,
New Delhi-110003.

Dated: August, 2019

OFFICE MEMORANDUM

Sub: - Procedure and Guidelines for engagement of Young Professionals (YPs) in the Department of Biotechnology.

The Department of Biotechnology (DBT) seeks to provide a unique opportunity for Young Professionals to work and get exposure to various programmes and activities of the Department including public outreach & communication, Public Policy, R&D Planning & Development, Research Management etc. It seeks to engage persons with a passion for development and the potential to become future leaders in their respective fields. Department seeks to provide an opportunity to gain experience in the DBT policies and programmes. Under this programme, highly qualified, motivated individuals will work in the DBT in areas that are relevant to ***Public Outreach & Communication, Public Policy, R&D Planning & Development, Research Management, Monitoring and Impact Assessment*** etc. This programme requires candidates to demonstrate proven academic, credentials, professional achievement and leadership qualities. Those who are interested in participating in the programme may apply - in response to advertisements to be put in the public domain from time to time.

2. Eligibility:

2.1 Qualifications:

Essential: Persons having Masters Degree in relevant subject or technical qualifications like B.Tech, MBA or equivalent in relevant field/subject.

Desirable: Persons with MPhil or additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.

3. Age limit: Not exceeding 35 years

4. Other Entitlement /Conditions

4.1 Remuneration:

All inclusive remuneration shall be Rs. 40,000/- per Month. The Young Professionals will be entitled to an annual increment of Rs. 4,000/- in their remuneration, in case the tenure is extended.

4.2 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 Department will issue TDS Certificate/s.

4.3 Other Allowances:

No TA/DA shall be admissible for joining the assignment or on its completion. No other allowances or perquisites whatsoever like accommodation, residential phone, conveyance/transport, foreign travel, personal staff, medical reimbursement etc. would be admissible to Young Professionals.

5. Leave:

Young Professionals shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Young Professionals shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.

6. Confidentiality:

6.1. The young Professionals may not, except with the previous sanction of Department of Biotechnology in the bonafide discharge of his/her duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, either in his/her own name or anonymously or pseudonymously in the name of any other person, without the prior approval of the DBT.

6.2. During the period of assignment with the Department of Biotechnology, the Young Professionals would be subject to the provisions of the Indian Officials Secrets Act, 1923 and shall not divulge any information gathered by him/her during the period of his/her assignment to anyone who is not authorized to know/have the same. Selected candidate shall provide integrity certificates from 2 references known to them. A self under taking shall be provided by the candidate that he/she has no criminal record or criminal case in any court is pending against them.

7. Termination of Agreement:

The Department may terminate a contract to which these Terms apply if:

- I. The Young Professionals is unable to address the assigned works.
- II. Quality of the assigned works is not to the satisfaction of the Department
- III. The Young Professionals fails in timely achievement of the milestones as finally decided by the user division.
- IV. The Young Professionals is found lacking in honesty or integrity or violates the confidentiality clause.

8. Requirement of prior notice:

The consultancy can be terminated by the Young Professionals by serving a notice period of 30 days or one month salary in lieu thereof.

9. Job Description and Responsibilities:

DBT will be required to provide high quality inputs in disciplines like public outreach & communication, Public Policy, R&D Planning & Development, Research Management, Monitoring and Impact Assessment etc. This would require demonstration of proven academic credentials, professional achievements and leadership qualities on the part of the aspirants.

10. Work Experience:

Minimum of one year of Work Experience relevant to the job description. The broad work experience will be based on the functional areas assigned to DBT. Preference will be given to persons with work experience in the relevant field supported by published work/ policy papers/appraisal/monitoring of projects & schemes etc.

11. Other Attributes:

Candidates should have good working knowledge of technology based skills on the computer and ability to work on ICT applications. They should also possess strong communication and interpersonal skills.

12. Rotation:

Depending on the requirements of DBT and candidate's personal skills, YPs can be rotated to other divisions within DBT.

13. Place of Posting:

The place of posting will be Delhi. However, based on the requirement candidates may be asked to work anywhere in India.

14. Period of Engagement:

Initially for a period of 2 years which can be extended upto 5 years - one year at a time, on the recommendations of Performance Appraisal Board. In case a person leaves before completion of one year, he/she will not get any work certificate.

15. Performance Appraisal Board (PAB):

A Performance Appraisal Board to be chaired by Secretary/Joint Secretary/ Scientist 'G' Level Officer of the Department with one outside expert will appraise the work and performance of the YP after two years before the term is extended to the third year & beyond. The PAB will devise its own procedures based on Annual Performance appraisal of the YPs.

16. Capacity Building:

Young Professionals recruited shall be provided orientation training for 1-2 weeks for acquiring job related skills.

17. Number of Young Professionals:

The total number of Young Professionals under DBT at any point of time shall not exceed 10 in any case.

18. Procedure for Selection:

18.1 Each Division desiring to hire Young Professional shall submit their requirement to

the Establishment Division indicating clear Terms of Reference (Annexure-I) and scope of work for each YP along with number of YPs required along with a certificate that YPs proposed are not required for routine work. In the scope of work/ToR, each Division shall clearly indicate the specific assignment/time bound jobs, terms of reference for the work and outputs in the format prescribed in the Annexure. The details should be within the frame work of provisions contained in GFR-2017, Manual of Policies & Procedure for Employment of Consultants -2006 and Manual for Procurement of consultancy and Other Services -2017.

18.2 Such information will be submitted to Establishment Division by each Division desirous to hire YPs on half yearly basis i.e. in the month of May/June and December of every year.

18.3 The Establishment Division based on the vacancies will invite applications for the available slots and place the same on website of the Department for 30 days. A short advertisement in a leading English and Hindi newspaper will also be issued whereby applicant will be advised to look for the details on Department's website.

18.4 Besides, a copy of the vacancy circular will be sent to reputed institutions dealing with Public administration /public policy/Mass communication and Media/Economics/Financial Institute of learning/Management studies etc.

18.5 Only mode of communication between candidates and Department shall be via e-mail. Application not mentioning e-mail id shall be rejected.

18.6 Consent to offer of engagement shall be given within 15 days of the e-mail.

18.7 A maximum of 30 days shall be given for joining from the date of e-mailing offer of engagement letter. However, in exceptional cases, JS (Admn.) in consultation with concerned Division may allow extension of joining period beyond 30 days.

19. Screening and Selection Committees:

19.1 All the applications received in response to the vacancies advertised will be scrutinized and shortlisted by the Establishment Division in accordance with eligibility and other conditions prescribed by the Department and in the light of Consultancy Guidelines.

19.2 This will be done by a Screening Committee consisting of the following:

- a) Director/Deputy Secretary (Establishment) – **Chairman**
- b) Deputy Secretary (Policy Formulation and Framework) - **Member**
- b) Two Scientists not below the level of Scientist 'E' - **Member**
- c) Under Secretary (Establishment)-**Member Secretary**

19.3 Thereafter, shortlisted candidates will be called for interview by the Selection committee consisting of the following:

- a) Joint Secretary (Admin/Establishment) - **Chairman**
- b) Two Scientist at the level of Scientist 'G' - **Member**
- c) Deputy Secretary (PGRC) - **Member**
- d) Director/ Deputy Secretary (Establishment) - **Member Secretary**

Selection committee may include 1-2 outside experts on case to case.

19.4. Selection Committee would recommend a panel of 3 names per vacancy (1 selected and 2 waitlisted persons). Secretary (DBT) would be the authority competent to take decision on the recommendation of the Selection Committee. The panel approved by the Secretary (DBT) would be valid for three calendar months from the date of approval. For example, the panel approved by Secretary (DBT) on 10th January will be valid upto 09th April. If the selected candidate does not join or joins and leaves during the validity of the panel, the first waitlisted candidate will be given offer of appointment. If the first waitlisted candidate does not join, or joins and leaves during the validity of the panel, then second waitlisted candidate will be given offer of appointment.

19.5 There shall be at least one-woman representative in the Committees.

20. Annual Performance Report:

An annual Performance Appraisal of the Young Professionals would be undertaken through an Annual Performance Report (APR) as per annexure-II. In order to bring objectivity, assessment would be done by the reporting officer of the Division and countersigned by the Head of the Division. The Division shall forward the APR for the preceding assessment year to DBT Establishment within one month prior to completion of term for each year. In case of Young Professionals directly working with group heads the assessment shall be conveyed by them to Establishment Division. Thereafter, the APR will be communicated by Establishment Division to the concerned Young Professionals.

(Chandra Prakash Goyal)
Joint Secretary (Admn.)

Copy to:

1. PPS to SBT/PPS to AS&FA/PPS to JS(A)
2. All Scientific Advisers
3. Notice Board

4.

Annexure-I

Terms of Reference for the work to be done.

i. Precise statement of Objectives

(Disciplines or the domains where engagement of Young Professionals is required should be indicated)

ii. Outline of the tasks to be carried out:

(Details of work required to be carried out specific tasks/activities to be assigned to YP should be indicated)

iii. Schedule for completion of Tasks:

(This should be designed in such a manner that both the time frame for the jobs as well as the deliverable are clearly identified and are amendable to periodic monitoring over the duration of the assignment)

iv. The support or inputs to be provided by DBT to facilitate the Young Professionals:

(Officer who will provide guidance to the Young Professionals and to whom reporting is to be done should be specified here)

v. The final output that will be required of the Young Professional at the end of the period should be specified.

Annexure-II**Annual Performance Report of Young Professionals**

Year of Report:

Period: From to

Part-I; Basic Details

Name	
Date of Birth	
Date of joining	
Designation	
Subject Division	
Reporting Authority (name and Designation of the Officer)	
Period Worked	
Brief Description of Duties:	

Part- II: Performance Appraisal

Brief Description of Task	Deliverables	Actual Achievements

III. Please mention significant contribution, personal achievements, other accomplishments, if any.

IV Remarks.

Name of the Assessing Officer

Designation

Countersigned by Head of the Subject Division

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