

8th Floor, 1st MSO Building,
Nizam Palace, 234/4, AJC Bose Road,
Kolkata – 700020

Dated: 30th November 2024

Subject: Invitation of application from eligible person for appointment as Young Professionals (General) in Staff Selection Commission (Eastern Region) on contract basis

The Staff Selection Commission (Eastern Region) proposes to engage **One(01)** Young Professional (General) on full time basis for working in Staff Selection Commission (Eastern Region) on contract basis.

The following guidelines and procedures are being prescribed for engagement of Young Professionals (General) in Staff Selection Commission (Eastern Region) until such time as these guidelines are amended or new guidelines issued. These guidelines will come into effect from the date of issue.

1. Purpose and Scope of Application

- 1.1 The Staff Selection Commission is committed to cooperative federalism, promotion of citizen engagement, access to opportunity, participatory and adoptive governance and increasing use of technology to provide critical manpower inputs into the development process. It is essential to have the Young Professional (General) who possess the requisite skill set. This Young Professional will be expected to deliver in Administrative works having proficiency in Computer System especially well-versed knowledge in MS-Office and MIS and data related works within the framework of Staff Selection Commission (Eastern Region). They should be high quality professionals, capable of lending their expertise as per the requirements of Staff Selection Commission (Eastern Region).
- 1.2 The General conditions of Contract for the services of the Young Professional (General) will be incorporated into their individual contracts.

2. Contractual terms and conditions:

- 2.1 **Legal Status:** The Young Professional (General) shall have the legal status of an independent Young Professional vis-à-vis Staff Selection Commission (Eastern Region) and shall not be regarded, for any purposes, as being either a “staff member” of Staff Selection Commission (Eastern Region), or an “official” of Staff Selection Commission (Eastern Region). Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee or of principal and agent, between Staff Selection Commission (Eastern Region) and the Young Professional (General).
- 2.2 **Standards of Conduct:**
 - 2.2.1 In general, the individual Young Professional (General) neither seeks nor accepts instructions from any authority external to Staff Selection Commission (Eastern Region) in connection with the performance of its

obligations under the Contract. The Young Professional (General) shall not take any action in respect of its performance of the contract or otherwise related to its obligations under the Contract that may adversely affect the interests of Staff Selection Commission (Eastern Region) and the Young Professional (General) shall perform its obligations under the Contract with the fullest regard to the interests of Staff Selection Commission (Eastern Region). The Young Professional (General) warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of Staff Selection Commission (Eastern Region). The Young Professional (General) shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract. In the performance of the Contract the Young Professional (General) shall comply with the standards of Conduct. Failure to comply with the same is grounds for termination of the Young Professionals (General) for cause.

- 2.2.2 **Prohibition of Sexual Exploitation and Abuse:** In the performance of the Contract, the Young Professional (General) shall comply with the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”. The Young Professional (General) acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of Staff Selection Commission (Eastern Region) to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

2.3 **Title Rights, Copyrights, Patents and Other Proprietary Rights:**

- 2.3.1 Title to any equipment and supplies that may be furnished by Staff Selection Commission (Eastern Region) to the Young Professional (General) for the performance of any obligations under the Contract shall rest with Staff Selection Commission (Eastern Region), and any such equipment shall be returned to Staff Selection Commission (Eastern Region) at the conclusion of the Contract or when no longer needed by the Young Professional(General). Such equipment, when returned to Staff Selection Commission (Eastern Region), shall be in the same condition as when delivered to the Young Professional (General), subject to normal wear and tear, and the Young Professional (General) shall be liable to compensate Staff Selection Commission (Eastern Region) for any damage or degradation of the equipment that is beyond normal wear and tear.
- 2.3.2 Staff Selection Commission (Eastern Region) shall be entitled to all intellectual property and other proprietary rights, which the Young Professional (General) has developed for Staff Selection Commission (Eastern Region) 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, and the Young Professional(General) acknowledges and agrees that such products, documents and other materials constitute works made for hire for Staff Selection Commission (Eastern Region). Subject to the foregoing

provisions, all documents and all other data compiled by or received by the Young Professional (General) under the Contract shall be the property of Staff Selection Commission (Eastern Region), shall be made available for use or inspection by Staff Selection Commission (Eastern Region) at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to Staff Selection Commission (Eastern Region) authorized officials on completion of work under the Contract.

- 2.4 **Confidential Nature of Documents and Information:** The Young Professional (General) would be subject to the provisions of the Indian Official Secrets Act, 1923. The Young Professional (General) shall not, except with the previous sanction of Staff Selection Commission (Eastern Region) or in the bonafide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical either in his/her own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him/her by Staff Selection Commission (Eastern Region).
- 2.5 **Use of Name, Emblem or Official Seal of the Staff Selection Commission:** Young Professional (General) 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 (General), 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.
- 2.6 **Insurance:** The Young Professional (General) shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Contract, as well as for arranging, at the Young Professional (General)'s sole expense, such life, health and other forms of insurance as the Young Professional (General) may considers to be appropriate to cover the period during which the Young Professional (General) provides services under the Contract.
- 2.7 **Travel, Medical Clearance and Service Incurred Death, Injury or Illness:**
- 2.7.1 Staff Selection Commission (Eastern Region) may require the Young Professional (General) to submit a statement of Good Health from a recognized physician prior to commencement of work in any office or premises of Staff Selection Commission (Eastern Region).
- 2.7.2 In the event of the death, injury or illness of the Young Professional(General) which is attributable to the performance of services on behalf of the Staff Selection Commission (Eastern Region) under the terms of the Contract while the Young Professional (General) is travelling at Staff Selection Commission (Eastern Region) expense or is performing any services under the Contract in any offices or premises of Staff Selection Commission (Eastern Region) or Government of India, the Young Professional (General) or the Young Professional (General)'s dependents, as appropriate, shall not be entitled to any compensation.
- 2.8 **Force Majeure and other Conditions:**
- 2.8.1 Force Majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution,

insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Young Professional (General).

- 2.8.2 The Young Professional (General) acknowledges and agrees that, with respect to any obligation under the Contract that the Young Professional(General) must perform in or for any areas in which Staff Selection Commission (Eastern Region) is engaged in, preparing to engage in or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract.
- 2.9 **Termination:** The Staff Selection Commission (Eastern Region) can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course it will provide one month's notice to the Young Professional (General). The Young Professional (General) can also seek for termination of the contract upon giving one month's notice or salary in lieu thereof to the Staff Selection Commission (Eastern Region).
- 2.10 **Audit & Investigations:** Each invoice paid by Staff Selection Commission (Eastern Region) shall be subject to post-payment audit by auditors, whether internal or external, of Staff Selection Commission (Eastern Region) or by other authorized and qualified agents of Staff Selection Commission (Eastern Region) at any time during the term of the Contract and for a period of one (01) year following the expiration or prior termination of the Contract. Staff Selection Commission (Eastern Region) shall be entitled to a refund from the individual Young Professional (General) for any amounts shown by such audits to have been paid by Staff Selection Commission (Eastern Region) other than in accordance with the terms and conditions of the Contract. The Young Professional (General) acknowledges and agrees that, from time to time, Staff Selection Commission (Eastern Region) may conduct investigations relating to any aspect of the Contract or the award thereof, the obligations performed under the Contract, and the operations of the Young Professional (General) generally relating to performance of the Contract. The right of Staff Selection Commission (Eastern Region) to conduct an investigation and the Young Professional (General)'s obligation to comply with such an investigation shall not lapse upon expiration or prior termination of the contract. The Young Professional (General) shall provide its full and timely cooperation with any such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to the Young Professional (General)'s obligation to make available its personnel and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to Staff Selection Commission (Eastern Region) access to the Young Professional (General)'s premises at reasonable times and on reasonable conditions in connection with such access to the Young Professional (General)'s personnel and relevant documentation.
- 2.11 **Settlement of Disputes:** Staff Selection Commission (Eastern Region) and the Young Professional (General) shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof.

- 2.12 **Arbitration:** Any dispute, controversy or claim between the parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be refereed by either of the party to the Chairman, Staff Selection Commission for arbitration. The Chairman, Staff Selection Commission may appoint an arbitrator for the settlement of the controversy.
- 2.13 **Conflict of Interest:** 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) are not found satisfactory or found in conflict with the interests of the Staff Selection Commission (Eastern Region) / Government of India, his/her services will be liable for discontinuation without assigning any reason.
3. **Terms of Reference:**
- 3.1 The detailed Terms of Reference as per Annexure-A of this notice inviting applications are mandatory and shall, along with this document, form part of the Individual Contract. The Terms of Reference shall include the outputs to be deliverable and the functions to be performed. The outputs and functions shall be specific, measurable, attainable, results-based and time bound.
4. **General Terms & Conditions:**
- 4.1 The applicant should be a citizen of India.
- 4.2 **Tenure:** The Young Professional (General) will be engaged for fixed period of one year.
- 4.3 The appointment of Young Professional (General) is of a temporary nature and the Staff Selection Commission (Eastern Region) can cancel the appointment at any time without providing any reason for it.
- 4.4 **Number of Young Professional (General):** The Staff Selection Commission (Eastern Region) is going to engage **One (01)** Young Professional (General) on full time basis.
5. **Educational Qualifications, Age, Experience and Remuneration:**
- Essential –**
- Bachelor's Degree from a recognized University or Institute; and
 - Proficiency in Computer having well versed knowledge in MS-Office (**MS-Excel, MS-Word, MS-Power Point, MS-Access**). Claim should be supported with document of degree/diploma/certificate course (**of minimum six (06) months duration**).
- Desirable –**
- Candidates having experience in the field of data related work would be preferred.

Experience, Age and Remuneration -

Name of the Position	Experience in Years (Essential)	Upper Age (limit)	Remuneration (₹)
Young Professionals (General)	NIL	Not exceeding 35 Years	₹ 40,000/- per month (fixed)

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

6. Selection Process:

- 6.1 The applications received shall be placed before a Screening Committee for shortlisting of candidates.
 - 6.2 The panel of Shortlisted applications shall be placed before a Selection Committee for final selection of candidates.
 - 6.3 The Screening Committee and the Selection Committee will be constituted by the Regional Director.
 - 6.4 The Regional Director may devise its own method for selection of suitable candidates as per the requirement. The Selection Committee may recommend a panel of names for keeping in reserve list with validity. The reserve list will be valid for a period of one year from the date of issue of appointment letter to the Young Professionals.
 - 6.5 **Payment:** The payment will be released by Staff Selection Commission (Eastern Region) after completion of the month based on the attendance registered by the Young Professional (General) or on certification by the concerned officer in case the Young Professional (General) has been deputed to other places or biometric attendance could not be marked for any reason.
- 7. Leave:** The Young Professional (General) 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.
- 8. 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 (Eastern Region) will issue TDS Certificate/s. The Staff Selection Commission (Eastern Region) undertakes no liability for taxes or other contribution payable by the Young Professional (General) on payments made under this contract.
- 9. Police Verification:** Police Verification of the Young Professional (General) shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of Young Professional (General) shall cease to exist with immediate effect without any notice.
- 10. Training:** After joining, a minimum of three days induction training be organized for the Young Professional (General).
- 11. Relaxation:** Where the Regional Director, Staff Selection Commission (Eastern Region) is of the opinion that it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions of these rules.

**Engagement of Young Professionals (General) on contract basis in Staff Selection
Commission (Eastern Region)**

Terms of Reference:

The engaged Young Professional (General) would be required to perform the following functions:

- i. All general Administrative works including Report Writing.
- ii. The Young Professional will be proficient in computer system especially in handling Management Information System (MIS).
- iii. Young Professional should be well versed in MS-Office (**MS-Excel, MS-Word, MS-Power Point, MS-Access**).
- iv. Young Professional (General) is required to handle voluminous data in scientific method so that the same could be accessed on requirement. The following jobs are required to be performed:-
 - (a) Preparing various data sets as and when required by the officers of SSC (ER)
 - (b) Matching between various source data and prepare report thereon
 - (c) Data entry related work
- v. Preparation of Power Point Presentations.
- vi. Any other works as assigned from time to time.

Period of Engagement:

The initial term of engagement of a Young Professional (General) would be for a period of **One (01) Year** subject to performance and presence of the professionals in the office of SSC(ER).

Qualification and Experience:**Educational Qualification:****Essential –**

- Bachelor's Degree from a recognized University or Institute; and
- Proficiency in Computer having well versed knowledge in MS-Office (**MS-Excel, MS-Word, MS-Power Point, MS-Access**). Claim should be supported with document of degree/diploma/certificate course [**of minimum six(06) months duration**].

Desirable –

- Candidates having experience in the field of data related work would be preferred.

Experience, Age and Remuneration -

Name of the Position	Experience in Years (Essential)	Upper Age (limit)	Remuneration (₹)
Young Professionals (General)	NIL	Not exceeding 35 Years	₹ 40,000/- per month (fixed)

General Terms and Conditions:

1. The engagement of Young Professional (General) would be on full time basis and they would not be permitted to take up any other assignment during the period of contract with SSC(ER).
2. The Young Professional (General) on having accepted the offer shall enter into contract with SSC (ER). The norms for secrecy will be as per the Official Secrets Act, 1923. The security of sensitive data would be ensured through signing of non-disclosure agreement.
3. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or no criminal case in any court is pending against him/her.
4. The Young Professional (General) shall not indulge in or disclose to any person, any details of office, operational process, technical know-how, administrative / organizational matters which are of confidential /secret nature.
5. The Young Professional (General) shall not be entitled to any allowance such as conveyance allowance, dearness allowance, residential, telephone, transport facility, foreign travel, residential accommodation, CGHS, medical reimbursement, personal staff etc. other than those specifically mentioned herein.
6. Without prejudice, and in addition to the legal remedies available to the SSC(ER), breach of contract shall be considered a sufficient ground for termination of the contract.
7. The appointment of Young Professional (General) is of a temporary nature and the SSC (ER) can cancel the appointment at any time without providing any reason for it.
8. Staff Selection Commission (Eastern Region) shall be entitled to all intellectual property and other proprietary rights, which the Young Professional (General) has developed for Staff Selection Commission (Eastern Region) 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.
9. The Young Professional (General) shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with Staff Selection Commission (Eastern Region), nor shall the Young Professional (General), in any manner whatsoever, use the name, emblem or official seal of Staff Selection Commission (Eastern Region), or any abbreviation of the name of Staff Selection Commission (Eastern Region), in connection with its business or otherwise without the written permission of Staff Selection Commission (Eastern Region).
10. 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) are not found satisfactory or found in conflict with the interests of the Staff Selection Commission (Eastern Region)/Government of India, his/her services will be liable for discontinuation without assigning any reason.

11. The Young Professional (General) may be called for duty on weekly off /gazetted holidays and also may be asked to be in office beyond the normal office hours as per requirement and for which no additional or extra payment will be made.
12. The Young Professional (General) 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. However, sanction of leave depends upon the decision of SSC(ER).
13. 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 (Eastern Region) will issue TDS Certificate/s.
14. Police verification of the Individual Consultant 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.
15. In case a Young Professional (General) wishes to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof. The Regional Director, Staff Selection Commission (Eastern Region) may waive off the condition for notice period/salary in lieu thereof, in deserving cases.
16. Staff Selection Commission (Eastern Region) shall have the powers to terminate any or all the professionals at any time without assigning any reason.

APPLICATION FORM

Application for: Young Professional (General)

Affix recent
passport size
photograph
(not older than
three months)

Sl. No.	Particulars	Details
1.	Name of Applicant	
2.	Father's Name	
3.	Date of Birth	
4.	Domicile	
5.	Nationality	
6.	AADHAR No.	
7.	Mailing Address (with Tel/Mob No & e-Mail ID)	
8.	Permanent Address (with Tel/Mob No & e-Mail ID)	

Educational Qualifications (Secondary School Examination onwards) (Attach self-attested photocopies of certificates)

Sl. No.	Course	Subjects	Schools / College / University / Institute	Year of Passing	% of marks obtained	Division / Class

Computer Proficiency:

Computer filed	Excellent	Good	Average	Non-conversant
MS Word				
MS Excel				
MS Access				
MS Power Point				
Other expertise				

Experience:--- (Give the details and attach self-attested copies of certificates / supporting documents)

Attach a 250 words write up, duly signed by you, listing area of proficiency, special skills and forte and why you consider yourself suitable for the Young Professional (General) in Staff Selection Commission (Eastern Region).

(Signature)

Date:_____

UNDERTAKING

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

(Signature)

Date:_____