

Government of India
Ministry of Textiles
Textiles Trade Promotion Section

Ministry of Textiles is looking for young, talented and dynamic Young Professionals (YPs) for Textiles Trade Promotion Section in the Ministry. Details are as follows:

1.	Name of position	Young Professional
2.	Number of position	3
3.	Age limit	Candidates should be below 32 years of age as on the date of publishing of the advertisement
4.	Period of contract	Initially for a period of 6 (six) months (extendable upto further 6(six) months)
5.	Remuneration (per month)	Rs 60,000/- inclusive of all taxes
6.	Educational Qualification	Essential and desirable-as per Annexure-I
7.	Experience	As per Annexure-I
8.	Job description	Young Professionals shall be required to provide high quality inputs w.r.t international trade, country-wise textile trade analysis, prepare detailed reports on tariff and non-tariff barriers in international markets w.r.t textile exports, preparation of periodic, segment wise trade reports, suggesting ways to substitute textile imports, conduct online export promotion campaigns for textile, plan and execute textile trade shows in India as well as abroad, plan participation of Indian textile sector in International trade shows/ exhibitions, conduct workshops on international trade for the textile industry, provide handholding to MSME textile / textile goods manufacturers/ FAQ for entrepreneurs who wish to enter export business, integration of data and information available with associate offices of M/o Textiles, coordinating with different divisions of M/o Textiles and various other Ministries/ Departments, supporting M/o Textiles through secondary research work in matters related to FTAs, NTBs, Inter ministerial queries or any other task assigned by TTP Division of Ministry of Textiles.

9. Mode of Recruitment: All the applications received within the stipulated time period shall be scrutinized and shortlisted by a Screening Committee.

The shortlisted applicants would then be interviewed by a Board. Shortlisted candidates are required to carry original documents at the time of interview. If due to the prevailing COVID-19 situation, it is decided by the Competent Authority that interview may be held via Video Conferencing, the joining of the selected candidates shall be subject to satisfactory verification of original documents by M/o Textiles.

10. **Submission of Applications:** Eligible Candidates are required to send scanned copies of completed application form along with self attested documents (as required) at rakesh.singh71@nic.in and teptj2@nic.in. Subject line of the mail should be as follows:

Application for Young Professional (YP) at MoT: [insert your name]

11. **Last Date for Receipt of Applications :** Last date for sending completed application is 29th October, 2020 till 5:30 PM. Any application received after the due date/ time shall be summarily rejected.

12. **Working Hours/ Leave:** Working hours shall normally be from 9.30 AM to 6.30 PM during working days including half an hour lunch break in between 1.00 pm to 1.30 pm. However, in exigencies of work, they may be required to sit late and may be called on Saturdays/ Sundays and other Gazetted holidays also. They will be eligible for 08 days paid leave during the period of one year, subject to the approval of the controlling Officer. However, unavailed leaves cannot be carried forward to the next year.

13. Young Professionals will be governed by the Official Secrets Act. 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may be supplied to them during the period of their stay in the Ministry. All such documents will be property of the Government.

14. This is NOT an offer for employment in M/o Textiles and is solely directed towards providing exposure to young and motivated professionals to gain an understanding of formal work environment, working of government and exposure to the industrial scenario in India. This opportunity DOES NOT confirm any right to the Young Professional to any position or job in M/o Textiles or any other wing of the Government on any preference in employment after end of this programme or anytime in future.

15. M/o Textiles reserves its right NOT TO ENGAGE any candidate in response to the advertisement and this is only an invitation to young persons to apply for the position of Young Professional.

16. **Police Verification:** Police verification of the YPs shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract shall cease to exist with immediate effect without any notice.

17. YPs engaged shall continue to be governed by the terms and conditions of NITI Aayog guideline dated 1.8.2018 till the expiry of the existing contract. Any extension will be subject to the new guidelines, if any.

18. Candidates will be required to make a presentation about how well they

understand the working M/o Textiles and how they can contribute towards the same. They will be assessed on a scale of 0-100 on the basis of their academic performance and their presentation to assess them on quality index.

19. A list of candidates shall be made in descending order with candidates obtaining highest quality index being kept at top and so on. Selection of candidates will be made according to the quality score merit list.
20. In case, candidate(s) selected based on the quality score merit list is unwilling to work or the selected candidate(s) wishes to leave the Ministry after giving one month prior notice, the candidate who is next in the quality score merit list will be given the offer for the remaining period of contract.
21. **TA/DA:** In case of domestic tours undertaken by Young Professional subject to the approval by the Competent Authority, TA/DA shall be allowed as per para 7 of NITI Aayog's guidelines dated 1.8.2018 on engagement of YPs.
22. YPs are required to submit a Statement of Good Health from a recognized physician prior to commencement of work in Ministry of Textiles.

NOTE: The contractual terms and conditions of engagement of the Young Professionals will be according to para 3 of the NITI Aayog's guidelines on engagement of YPs dated 1.8.2018, as revised from time to time. For details of the guidelines please visit NITI Aayog's website: www.niti.gov.in

Annexure-I

No. of YPs to be engaged	3
Minimum qualification	Bachelor's degree in any discipline
Desirable qualifications	<ul style="list-style-type: none">• MBA/ PG diploma in International Trade/ International relations• Bachelor's degree/ diploma in textiles• Data Handling experience preferably in textiles sector• Proficient in computer knowledge (MS word, access, excel, powerpoint etc)
Work Experience	1 year preferably in textiles sector

Format for Application

1. Name in full (in Block letters) : (As in Class 10th / High School Certificate)

2. Father's Name : (As in Class 10th / High School Certificate)

3. Correspondence Address:

4. Candidate Date of Birth : DD/MM/YYYY format only (As in Class 10th/ High School Certificate)

5. Mobile Number :

6. E-mail id :

7. (a) Educational Qualifications in chronological order beginning from SSC(10th Onwards):

Name of Examination Passed	Year of passing	Name of the board/ University	Subject studied	Division /% of marks obtained (If CGPA Score put equivalent percentage as per formula of your institute)

Name of the Year of Name of the Examination Passing Board/University Passed

(b) Professional/Technical Qualifications :

Name of the Examination Passed	Year of Passing	Details of Course	Board /University	Subject Studied	Division /% of marks obtained (If CGPA Score put equivalent percentage as per formula of your institute)

10. Work Experience in chronological order, starting with the first job:-

Name & address of Employer	Period of service		Designation of post	Total length of service	Nature of work & level of responsibilities
	From	To			

11. EPF account number, if any:

12. PAN:

13. Any other relevant information:

Declaration & Certificate

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understand that this position is purely temporary on contract basis, if it is found after my appointment at the M/o Textiles that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Place

Signature of the Candidate

