

ADVERTISEMENT

Invitation of applications for engagement as Young Professionals (Executive Assistants) exclusively for G20 Presidency 2023 in International Economic Relations (IER) Division, Department of Economic Affairs, Ministry of Finance.

The Department of Economic Affairs (DEA) proposes to engage 10 (Ten) Young Professionals (Executive Assistants) for attending to specific and time-bound jobs for G20 Presidency 2023 to be held by India in 2023. Persons with requisite qualification and experience only, as prescribed hereunder, would be hired as Young Professional (Executive Assistants).

The applications must be submitted on the dedicated web portal - <https://mofapp.nic.in/cadre> . Applications not submitted through Web portal will not be considered.

The means of communication between the Department and the candidate shall be through email. The details of the advertisement are as follows:-

1. Qualification and Age Limit:

The Qualification and age limit is given in the table below:-

Category	Qualification	Age
Young Professional (Executive Assistants)	Essential :- Bachelor Degree in Economics / Finance / Management / Commerce. Desirable:- Minimum 1 year experience of secretarial services / practices and other relevant experience.	Not exceeding 35 years

The persons with additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.

2. Description of the duties:

- The detailed description of duties to be attended for G20 Presidency may be seen at **Annexure-I**.

Cont..2/-

Amrinder
21/5/22

3. Tenure of Appointment:

- The maximum tenure of Young Professional (Executive Assistants) for G20 Presidency 2023 shall be till March 2024 or as decided by the competent authority.

4. Remuneration / Increment:

- Remuneration for Young Professional (Executive Assistant) shall be ₹40000/- p.m. (fixed).
- No increments shall be allowed.

5. TA/DA:

- No TA/DA shall be admissible for joining the assignment or on its completion.
- No TA/DA shall be payable for attending the interviews

6. Other Allowances:

- No other facilities such as DA, accommodation, residential phone / conveyance / transport, foreign travel, personal staff, medical reimbursement etc. would be admissible to the Young Professionals (Executive Assistants).

7. Attendance & Working days:

- The working hours of the professionals shall be same as regular Government employees working in DEA. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the JS/Adviser of the Division concerned. The attendance, both i.e. in and out, should be marked in the Biometric system by the Young Professional (Executive Assistants).

8. Leave:

- Young Professional (Executive Assistant) shall be eligible for 8 days leave in a single year of consultancy. The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
- Young Professional (Executive Assistant) shall not draw any remuneration in case of his/her absence beyond 8 days in a year (Calculated on pro-rata basis). Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
- The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 8 leaves.

Cont..3/-

[Handwritten Signature]
21/5/22

9. Service Condition:

- The Young Professional (Executive Assistant) shall not, except with the previous sanction of Department of Economic Affairs, in the *bona fide* discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this assignment.

10. Confidentiality and Secrecy:

- During the period of assignment with Department of Economic Affairs, the Young Professional (Executive Assistant) would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same.

- Selected candidates shall provide integrity certificates from 2 references known to them.

- A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.

11. Period, Termination of Services and requirement of notice:

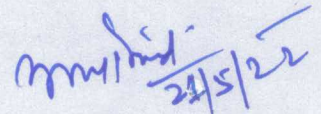
- Period of engagement of Young Professional (Executive Assistant) shall be till March, 2024. In case a professional wishes to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof. Secretary (EA) may waive off the condition for notice period/salary in lieu thereof, in deserving cases.

- DEA shall have powers to terminate any or all the Young Professional (Executive Assistant) at any time without assigning any reason, with the approval of the Secretary (EA).

- Absence from duty for a continuous period of 8 days, without any information or any valid reason, shall lead to automatic termination of contractual engagement.

12. Submission of application:

The application should be submitted only through the Web portal <https://mofapp.nic.in/cadre> on or before 4th June 2022 till 05:00 PM.


24/5/22

(Alok Kumar Tiwari)

Under Secretary to the Government of India

Tel. No. 23095256

Under the supervision and guidance of senior officers of G20 Finance team in IER Division, Department of Economic Affairs, the Young Professional (Executive Assistant) will be required to perform the following duties:-

Office Management:

- i. Provide administrative and secretarial support to G20 Finance team. Review all incoming correspondences and coordinate with responsible officer. Attaching background documents and highlighting areas which require immediate action. Drafting replies to general routine administrative matters.
- ii. Bring important matters to the attention of senior officers as and when needed; monitor issues to ensure deadlines for responses are met; follow up with relevant Ministers/Departments/Stakeholders for responses on G20 related work.
- iii) Maintain the filing system and ensure updated information from relevant divisions/departments/ministries on matters seeking inputs.
- iv) Any other work assigned by senior officers from time to time.

Programme Support:

- i. Serve as liaison for logistical and operational processes and activities between the G20 Finance team and relevant stakeholders.
- ii. Prepare timely correspondence on own initiative or from verbal/written instructions of officers in G20 Finance team.
- iii. Obtain briefing and background documents for meetings and ensure complete documentation is provided to the requisite officers for attending the meeting.
- iv. Schedule unit meetings and prepare minutes.
- v. Perform other related tasks to G20, as and when assigned.

mm/said
24/5/22