

A-41011/1/2019-ESTT.-CPC
Government of India
Ministry of Chemicals & Fertilizers
Department of Chemicals & Petrochemicals

Shastri Bhawan, New Delhi-110001
Dated the 17th October 2025

Vacancy Circular

Subject: Engagement of 01 (one) Young Professionals in the Department of Chemicals & Petrochemicals on contract basis-regarding.

The Department of Chemicals & Petrochemicals invites applications from eligible candidates for engagement of one Young Professional for the Finance Division on a contractual basis.

2. The detailed terms of reference and proforma for submission of application for the above-stated positions are attached herewith (Annexure-I & Annexure-II).
3. The Department of Chemicals and Petrochemicals reserves the right to accept or reject the applications on the subject without assigning any reasons whatsoever.
4. Eligible and interested candidates may submit their applications, along with supporting documents, either by email to shibu.das@gov.in with the subject line "Application for the post of Young Professional (Finance Division)", as applicable, or by Speed Post in the enclosed proforma addressed to **the Under Secretary (Admin), Department of Chemicals & Petrochemicals, Room No. 434, C Wing, Shastri Bhawan, New Delhi-110001**. Interested candidates may send their CV in the prescribed format within 21 days from publication of this vacancy in the Employment News.
5. The Department shall send all communication to the candidates through email only. In case a person does not have a valid personal email ID, he/she should create the same before applying for the advertised post.
6. Any provision not specified in the ToR and guidelines issued by this Department for engagement of consultants/young professionals but required to process the selection process at any stage will be dealt in the light of instructions/ provisions contained in the latest edition of GFR and Manual for Procurement of Consultancy & Other Services issued by the Ministry of Finance.
7. Any modification / subsequent information regarding the advertisement, if any, will be uploaded on the website of this Department, viz. <https://chemicals.gov.in/>, for the information of the users/ candidates.


(Sudhir Kumar Tevatia)

Under Secretary to the Government of India
Tel No 23386013

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Terms of Reference for engagement of Young Professionals (1 posts)

1.	Name of the Post	Young Professional (Finance Division) (01 post)
2.	Period of engagement	Initially for a period of 01 (one) year. The contract could be extended further depending on assessment of performance, mutual willingness and requirement of the Department.
3.	Nature of engagement	The engagement will be purely on contractual basis and the Department reserves the right to terminate the same at any time without prior notice and without assigning any reason with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in normal course it will provide one month's notice to the individual YP and vice versa.
4.	Scope of duties/ nature of work to be performed	a. Preparation of Budget b. Supplementary Demands for Grants c. Re-appropriation matters, UBIS, Surrender of savings d. Laying of Detailed Demands for Grants & Output Outcome Monitoring Framework in Parliament e. Standing Committee related work f. proposal from different Divisions for financial concurrence g. any other work assigned by the higher authority
5.	Job Location	Department of Chemical & Petrochemicals, Shastri Bhawan, New Delhi
6.	Eligibility and Educational Qualifications of candidate	MBA (Finance)/ Charter Accountant/ Company Secretary I ICWA. Should have working knowledge of MS Office
7.	Age Limit	Not more than 35 years (as on 30.09.2025)
8.	Experience	Minimum 2 years' experience
9.	Remuneration & Entitlements	Consolidated monthly remuneration of Rs. 60,000/- per month. The contractual employee will not be entitled to any other allowances
10.	leave	The contractual employees shall be entitled to avail Casual Leave @1.5 days for each completed month. The unavailed leave during the contract of one year will neither be carried forwarded to next year nor can be encashed.

11	Termination of Contract	The Department reserves the right to terminate the contract at any time in the following case: a. The contractual employee is unable to satisfactorily complete the assigned tasks; b. The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; c. The contractual employee is absent from duty without authorization; d. The Department considers not to renew the contract at the end of the initial period of engagement; e. Any other reason whatsoever to protect interest of the Department.
12	Requirement of prior notice for termination of contract	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days' notice to the Department.
13	Confidentiality clause	During the period of engagement with the Department, the contractual employee would be subject to the provisions of the Official Secrets Act, 1923, and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Department to anyone who is not authorized to have the same. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality, and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract. The contractual employee shall in no case work for or represent in court or before any other legal authority, tribunal, etc., or give opinion/ advice to any person other than the Department on any matter during the period of his/her engagement with the Department.
14	Conflict of Interest	The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for its employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning, his/her duties are liable to be terminated/discontinued without assigning any reason thereof.
15	Working hours	The contractual employee requires to observe the normal working hours as prescribed for the Department (i.e 09.00 AM to 05.30 PM from Monday to Friday). However, in view of the exigency, he/she has to stay beyond prescribed office hours or come to office on holidays to complete time bound work as assigned by senior officers. Attendance would be made through Biometric Attendance System.

2. Selection Process

- a. The department will constitute a Selection Committee to evaluate the applications received from the candidates. The decision of the Selection Committee in the evaluation of responses to the notice shall be final.
- b. The shortlisted candidates after initial screening will be invited for interview before the Selection Committee.
- c. Final assessment of the qualified candidates will be prepared on the basis of qualification, past experience, interview, presentation (if any) etc.

Annexure-II

Proforma for engagement of Young Professionals in the Department of Chemicals & Petrochemicals

A. Position Applied for:

(Please mention the name of the position applied for)

B. Personal Information of applicant:

☐	1. Full Name (in Block Letters)	☐
	2. Father's/Husband's Name	
	3. Address for Communication	
	4. Telephone/Mobile No.	
	5. E-mail ID	
	6. Date of Birth of applicant	
	7. Age as on 30.09.2025	
	8. Aadhaar No.	
	9. Educational Qualification from 10 th Standard onwards (Please enclose copies of the relevant Certificate/Mark Sheet as proof)	
	10 Professional Qualification	
	11 Any other relevant document /information	

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C. Experience

Details of previous employment/experience with valid documentary evidence of the applicant (in Chronological Order)

S. No.	Organization details	Period of Employment with date	Nature of Assignment Undertaken	Remuneration received

D. Certified that the information furnished above is true to the best of my knowledge and belief. I understand that in case any of the information furnished above is found to be false, at any stage before or after engagement, my appointment shall be liable to be cancelled without assigning any reasons, and suitable legal action can be taken against me.

Enclosures:

Signature of the applicant

Date: