

F. No. A-12013/02/2015-Adm.-I
Government of India
NITI Aayog

NITI Aayog, Sansad Marg,
New Delhi, 23rd July, 2015

OFFICE MEMORANDUM

Sub: - Procedure and Guidelines for engagement of Young Professionals in the NITI Aayog.

NITI Aayog has replaced Planning Commission with effect from 1st January, 2015. Therefore, the guidelines dated 25.07.2014 for engagement of Young Professionals have been reviewed to align with the mandate of NITI Aayog. Now, therefore, in supersession of the previous guidelines of erstwhile Planning Commission for Young Professionals communicated vide Office Memorandum No. A-12012/23/2009-Adm. I dated 25.07.2014 the following guidelines and procedures are being prescribed for the Young Professionals program w.e.f. July, 2015.

2. The NITI-Young Professionals Programme (NITI-YPP) seeks to provide a unique opportunity for persons below the age of 32 years of exposure to Public Policy, Planning and Development. It seeks to engage persons with a passion for development and the potential to become future leaders in their respective fields. The NITI-YPP seeks to provide an opportunity to gain experience in NITI Aayog of policies and programmes of the Government of India. Under this programme, highly qualified, motivated individuals will work in the NITI Aayog in areas that are relevant to development and will provide high quality professional inputs in Economics, Finance, Education, Public Health, Social Sciences, Engineering, Urban Planning and Infrastructure amongst others. This highly selective 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.

3. **Eligibility:**

3.1 **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 M.Phil or additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.

4. **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 NITI Aayog. 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.

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5. **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.

6. **Age limit:** Candidates should be below 32 years of age as on 1st July of the year of advertisement.

7. **Remuneration:** A consolidated amount of Rs. 40,000 per month, with ceiling of Rs. 70,000 per month, inclusive of Transport Allowance. There shall be an annual increase of Rs. 5000/- subject to satisfactory performance.

8. **Job Description and Responsibilities:** NITI-YPs will be required to provide high quality inputs in disciplines like Economics/Finance/Education/Public Health/Social Sciences/Engineering/Urban Planning/Infrastructure etc. This would require demonstration of proven academic credentials, professional achievements and leadership qualities on the part of the aspirants.

9. **Rotation:** Depending on the requirements of NITI Aayog and candidate's personal skills, can be rotated to other divisions within NITI.

10. **Place of Posting:** The place of posting will be Delhi

11. **Period of Engagement:** Initially for a period of 2 years, (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.

12. **Performance Appraisal Board (PAB):** A Performance Appraisal Board to be chaired by Member NITI Aayog 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. Administrative support to the Board shall be given by Administration Division, NITI Aayog. The PAB will devise its own procedures based on Annual Performance appraisal of the YPs.

13. **Capacity Building:** NITI-Young Professionals shall be provided orientation training for 4-6 weeks for acquiring job related skills.

14. **Leave:** Leave of 8 days shall be allowed in a year on pro-rata basis.

15. **TA/DA:** YPs shall be allowed to undertake domestic tours for which TA will be allowed for travelling by Air in Economy class or by Rail in AC Two Tier. In emergencies they will be allowed to travel by Air subject to approval of CEO, NITI Aayog.

15.1 Reimbursement for Hotel accommodation of up to Rs. 1500 per day; reimbursement of taxi charges of up to Rs. 150 per diem for travel within the city and reimbursement of food bills not exceeding Rs. 200 per day shall be allowed.

16. **Number of Young Professionals:** The total number of Young Professionals under NITI-YPP at any point of time shall not exceed 60. Whenever the total number crosses 60, consultation with IFD would be necessary on a case to case basis.

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17. **Procedure for Selection:** Procedure to be followed for selecting candidates for engagement as Young Professionals shall be as follows:

17.1 Divisions in NITI desirous of utilising the YPs shall prepare Terms of Reference for the work and outputs in the format prescribed at Annexure – I (Format can be expanded by the concerned Division based on their specific requirement) within the framework of provisions contained in GFR 2005 (Rule 163, 165, 166, 170 & 177) (Annexure-II). Chapter VII-selection of Individual Consultants (para 1.2.1, 7.1 & 7.2) of Manual of Policies and Procedure of Employment of Consultants (Annexure-III).

17.2 Based on their requirement, the concerned Division will send a request to Administration division on a half yearly basis i.e. by February and August of every year. The Administration division will invite applications for the available slots and place the same on NITI Aayog website and also in one national newspaper.

18. **Screening Committee:**

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

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

Head of the Administration Division - Chairman

Director/Deputy Secretary level officer of 3 Subject Divisions - Member

18.3 Thereafter, the Administration Division would send the shortlisted applications to the concerned Division and the concerned Division would submit a proposal as prescribed in para 1.6 of Manual of Policies and Procedure of Employment of Consultants, which would recommend a panel of 3 names and may include a waitlist of 2 persons, per vacancy.

18.4 The panel would be valid for a period of one year.

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

18.6 No reference to the IFD shall be required for case to case engagement of YPs unless there is a deviation/relaxation sought in respect of the guidelines.

19. **Existing Young Professionals:** The Young Professionals currently engaged as on date in the NITI Aayog will continue to be governed by the OM dated 25.07.2014 till 30.09.2015. The Term of all the existing Young Professionals engaged under previous guidelines will come to an end on 30th September, 2015 and any of them desirous to being engaged as Young Professionals in NITI Aayog, shall have to apply afresh in response to the advertisement.

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