

Young Professional Scheme ***2021***

Government of India.
Ministry of Labour & Employment
Directorate General of Employment
National Institute for Career Service
A-49, Sector- 62, Noida- 2021309,

1. Introduction

1.1. Background

The Vision Statement of the National Career Service Project reads as follows:

“To provide a national platform for interface between stakeholders for responsive, transparent and efficient employment services in order to meet skill needs of a dynamic economy”.

As envisaged in the National e-Governance Plan, Directorate General of Employment (DGE) is implementing the National Career Service (NCS) project with the aim of providing a variety of employment related services to the general populous of the country. The primary objective of NCS is to facilitate job seekers and employers to bring them onto the same platform for a seamless job matching experience.

The NCS Portal is accessible to all its stakeholders and provides relevant functionalities to these stakeholders, online. The portal is also supported by call centres/helpdesk and through network of Common Service Centres (CSCs) etc.

The main objective of the project is to support stakeholders with quality information, easy availability of services and increased number of placements for job seekers registered with Employment Exchanges. Some the objectives for the project are detailed as below:

- i. Easy accessibility of employment services to all stakeholders (Round the clock through multiple channels including service delivery at doorstep)
- ii. Enhancing employability of the work force by providing them information on training and skilling programmes, connecting them with training institutions and providing them career counselling services.
- iii. Provide employment counselling, assessment of capabilities and vocational guidance services to job seekers in improving their employability
- iv. Provide all information related to jobs, job market, job profiles, career path and employers at a single point
- v. Facilitate the workforce in their career planning by providing self-help assessment tools
- vi. Improve the interface with industry and employers through regular interactions. The intent of the interactions would be to estimate Job demand and feedback regarding emerging work streams

1.2. Young Professional Programme

Under the National Career Service (NCS) project, it was decided that the DGE will be facilitating creation of modernised infrastructure and IT enabled Model Career Centres (MCCs). These would be supported by one Young Professional (YP) each for a total of three years. This young professional allocation aims to utilize the knowledge, energy and fresh way of thinking of these young social leaders to help better transform the emerging landscape of employment services and career counselling in India. These candidates should be highly qualified, should be ready to develop a professional career as motivated and future ready individuals to successfully drive, achieve and sustain the objectives of NCS. Ministry of Labour and Employment did the first round of YP recruitment in early 2015 and till date five round of selection have done.

The Young Professionals' scope of work/roles & responsibilities shall include, but not be limited to:

1. Facilitating smooth and efficient working of Model Career Centres
2. Supporting state governments and/or private institutions partnered with the NCS in replicating this model in other centres
3. Preparing regular reports on success parameters; to be shared with DGE
4. Identifying best practices and pain areas/bottlenecks in implementing DGE schemes

5. Coordinating outreach activities in schools/colleges and conducting job-fairs and skill-gap training including interaction with academia, local industry, manufacturing associations, training providers, counsellors and others.
6. Plan, organize, develop and implement career events and publications to publicize Career Centre services, resources and speaker programs.
7. Maintain lists and bulletins concerning jobs and mapping the required skills with the resource pool; provide information concerning the industry job trends across the country and assistance in the enhancement of the skills in a candidate.
8. Conducting research and market analysis to create intelligence for better performance of Model Career Centres.
9. Regular interaction with DGE for career centre monitoring.
10. Prepare a wide variety of manual and electronic reports and materials (e.g. program mandates, brochures, mailers, etc.) for the purpose of communicating with staff, students and community, and complying with program requirements.
11. Working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within defined budgets. Utilization of external resources and personnel from other work units will be required often in order to perform the job functions. There will also be a continual opportunity to impact the organization's services.
12. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

2. Eligibility Criteria

2.1. Academic

- Minimum Qualification Criteria - The candidate should either have a Bachelor's degree (B.A/B.E/ B.Tech /B.Ed) with at least 4 years of experience and/or a Master's Degree (MBA/ Masters in Economics/ Psychology/ Sociology/ Operations Research/ Statistics/ Social Work/ Management/ Finance/ Commerce/ Computer Applications etc.) with at least 2 years of experience.
- All the above stated degrees need to be UGC/AICTE recognized.
- Candidate must have obtained minimum of 50% marks in 10th, 12th and Graduation.

2.2. General

- Apart from proficiency in English language (mandatory), the candidate should be proficient in at least 1 other languages Hindi/any Regional language (Reading, writing and speaking proficiency).
- The Candidate should be willing to relocate within the country.
- Candidates with experience in the areas of HR, Management, Analytics, and Psychology etc. shall be preferred.
- The candidate should be between the ages of 24 to 40 years as on last date of filling application.
- Candidate should have strong communication, interpersonal and organizational skills (Good knowledge of MS Office).
- Candidate work experience gained on a part time basis or while pursuing a course, as part of curriculum or otherwise shall not be considered as work experience while assessing the eligibility of candidates.
- Only experience gained from a registered establishment shall be considered.

2.3. Preferred skills

- Candidate should have an ability to take initiative to make things happen.
- Should be skilful/tactful to work and navigate their way through a challenging environment of the Government system.
- Passion for helping others would be an advantage.
- Ability to inspire confidence in job seekers.
- Ability to respond effectively to the needs of both, the employers and the job seekers.
- Should be able to Work under limited supervision using standardized practices and/or methods.

2.4. Age Limit

The candidate should be between the ages of 24 to 40 years as on last date of filling application.

2.5. Remuneration

Monthly Remuneration: The consolidated remuneration shall be INR 50,000 per month. Upon completion of 1 year of service and on the basis of their work performance assessed through appraisals, an annual increment of INR 5000 may be awarded.

2.6. Local Conveyance

An additional amount of INR 1500 per month shall be paid as local conveyance to the candidate. The travelling expenses for appearing in the interview shall be borne by the candidate - DGE will not be liable to pay for the same.

2.7. Place of Postings

NICS, DGE will take into account the location preference indicated by the candidate and final score obtained by the candidate and availability of vacancy. However the final decision regarding location allocation will lie with NICS, DGE. Selected candidates may be posted anywhere within the country.

2.8. Period of Engagement

Period of engagement initially for a period of two years (Can be extended up to 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. As per the MCC guidelines; each MCC can have YP deployed for a period of 3 years and in NICS and DGE for 5 Years.

2.9. Performance Appraisal Board

A performance Appraisal Board to be chaired by Directorate General of Employment M/O Labour and Employment with other members including one expert from outside department, appraise the work and performance of the YP after one year before the term is extended to beyond one year. The PAB will devise its own procedures based on Half Yearly Performance Appraisals of the YPs.

2.10. Capacity Building

National Institute for Career Service shall be provided Induction Training for 3 weeks for acquiring job related skills. Refresher training programme for 2-3 days shall be provided to update the Job related skills and knowledge.

2.11. Leave

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

2.12. TA/DA

YPs shall be allowed to undertake domestic tours for which TA shall be allowed for travelling by rail in AC Two Tier. In emergencies they will be allowed to travel by Air subject to approval of Secretary, M/o Labour and Employment.

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

2.13. Number of Young Professionals

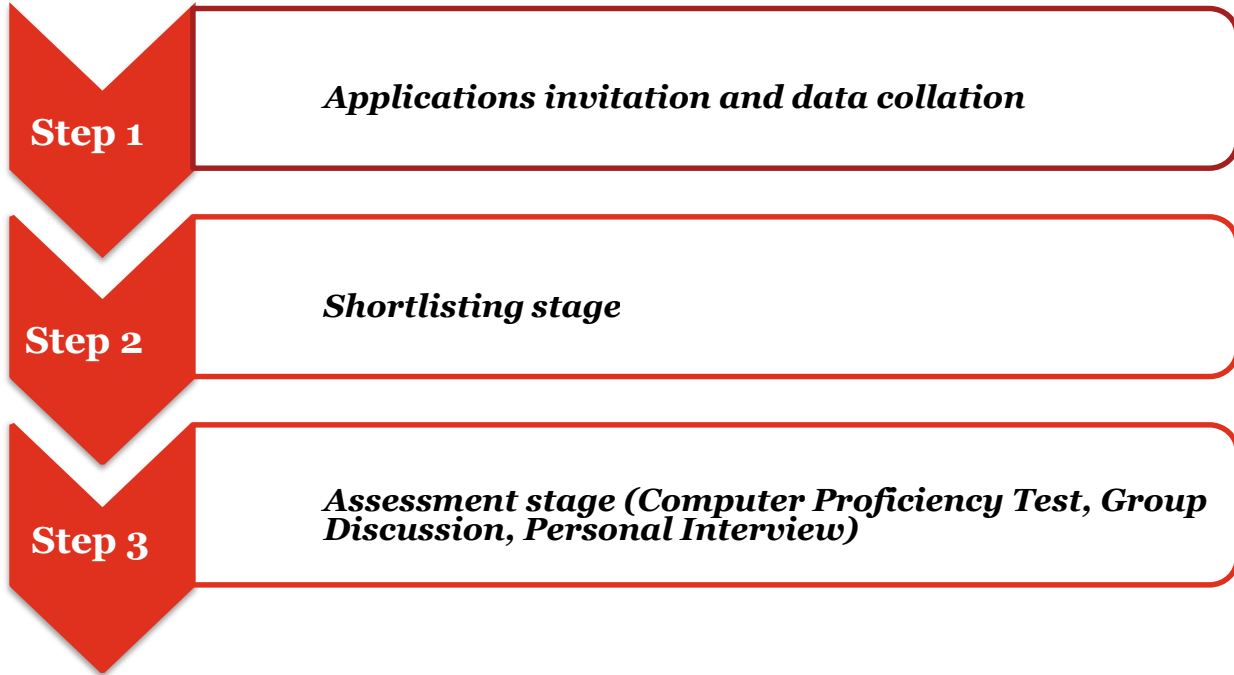
As per guideline each MCC has one post of YP, only for 3 years. The total number of MCCs under NCS project are 207 (including 7 on non-funded basis). And 6 posts of YP has been approved for NICS & 4 posts at DGE. The number may be increased in future as per the decision of Ministry of Labour and Employment.

3. Terms and Conditions for Appointment of YP

1. MoLE (Ministry of Labour and Employment) is making this offer subject to verification and submission of all the required documents, meeting prescribed job specifications and on being found medically fit. Please note that you will not be paid any travelling allowance, conveyance, medical examination charge, for journey to join at the place of training.
2. This is a purely contractual job which will be initially for a period of two years (can be extended up to a maximum of 5 years – one year at a time, on the recommendation of the Performance Appraisal Board) subject to half yearly performance assessment. In case a person leaves before completion of one year, he/she shall not get any work experience certificate. In no way this contract shall be construed as a permanent Government job.
3. The consolidated remuneration will be INR 50,000 per month along with an additional amount of INR 1500 per month for local conveyance.
4. Upon completion of 1 year of service and on the basis of your work performance assessed through appraisals, an annual increment of INR 5000 may be awarded.
5. Young Professionals shall be transferred to any of the Model Career Centre locations based on the requirements of the Ministry/State Government.
6. In case the Young Professional wish to leave the service before the expiry of the stipulated period, he/she shall give one month notice or pay a further sum equivalent to one month salary in lieu of such notice. For considering their request the application for the same shall be routed through the respective State Government.
7. Young Professionals shall be eligible for 8 casual leaves in a year, in addition to the gazetted holidays of the respective Central or State Government.
8. Before the Young Professional is allowed to take up this appointment a certificate from a medical practitioner, stating that you are medically fit, is required to be submitted. If, on your medical examination, it is found that you do not conform to the required physical standards, you will not be permitted to take up this appointment. The decision of the medical practitioner in this regard shall be final.
9. Appointee shall in no way divulge or disclose to any person or persons whatsoever the official know-how or other information coming to his/her knowledge in the course of his/her training and employment either in relation to its business or its operations.
10. If at any stage, it is discovered that Young Professional had furnished wrong, incomplete, or false information or indulged in suppression of facts, his/her service will be summarily terminated without any prejudice to such further action as may be deemed fit and necessary by the organization.
11. The Ministry/State Government reserves the right to terminate the contract by providing one month's notice based on the performance assessment, discipline or any other grounds deemed fit.
12. On the question of interpretation of any of the above terms and conditions, the decision of the Ministry shall be final and binding.

4. Selection Process

4.1 Selection methodology



4.2. Step 1: Applications invitation & data collation:

The Young Professional applications will be receiving through a dedicated portal. The NICS/ DGE will advertise for recruitment of Young Professionals under the National Career Service project in various dailies across India.

4.3. Step 2: Shortlisting stage:

The final selection of candidates will be done through a two-stage process – stage 1 shortlisting and stage 2 assessment. This will be done through a quantifiable point based methodology derived via a component weightage system.

Shortlisting will be based on the information provided in the candidate's application form. The candidates will be gauged on their education history and work experience. Preferred components and other information provided in the candidates' online application form will also be quantified and rated. This rating system will formed the basis of shortlisting the candidates for the next stage.

Component	Evaluation Criteria
Education	Minimum 15 years of formal education Rating flow will be a linear succession with graduation rated 1 point, B.E/B. Tech as 2 points and so on. Minimum Rating awarded was 1 and Maximum 6

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	<p>Minimum requirement for the application process was 50% throughout till graduation. 50% is the minimum criteria to be evaluated for the YP Selection Process. 10th, 12th and graduated earns the candidate 1 point each.</p> <p>Greater than 50% and less than 60% has been rated 2 and so on, except in the case where candidate has achieved 90% or above in which case he/she would get the maximum rating of 10. This was done for all the three stages of the candidate's education i.e. 10th, 12th, Graduation etc.</p> <p>Minimum Rating – 3; Maximum Rating – 30;</p>
Work Experience	<p>Candidates with experience in HR, Management, Analytics, and Psychology will be given preference. Points and weightages will be awarded for type and duration of the experience. The total experience score would be calculated by multiplying the position's 'job experience type' score into score for the 'job experience duration' and subsequently adding scores for all jobs.</p>
Relevant certificate & additional language known (other than English)	<p>Language proficiency - Points will be awarded for all languages known. Understanding of English was the minimum requirement and earned the applicant 4 points. For knowledge of any other language – One point was awarded for knowing to 'Read', one point to 'Speak' and one point to be able to 'Write' for each language.</p> <p>Points for certification - Two points each would be awarded for relevant certifications (Management, IT, HR, Training and Counselling) and one point for any other certification.</p>

Candidate Score Calculation

Assuming, a candidate 'A' scored 82%, 71% and 76% in 10th, 12th and Graduation (B.Sc.) respectively, and had work experience of 2 years in counselling and 5 years in Analytics.

Education/Work Experience	Awarded Score	
Class 10th	6	
Class 12th	4	
Graduation	4	
Work Experience Score	Score For Counselling Experience – 12	Score for Analytics Experience -20
	Duration score for first job – 10	Duration score for second job – 20
Total Score	$6+4+4+(12*10)+(20*20) = 534$	

Academic Score Points

Percentage range	Score assigned
50 and < 51	1
> 51 and < 60	2
> =60 and < 70	3
> =70 and < 80	4
> =80 and < 90	6
> =90 and above	10

Scoring for Work Experience	
HR/Psychology/Counselling	12
Management (Operations, Marketing, Finance)	20
Analytics	20
Any other	10
Number of Years in Each Role	Point Score Awarded for
0 to 3 Years	10
More than 3 and less than equal to 5 Years	20
More than 5 less than equal to 10 Years	30
More than 10 Years	40

4.4. Step 3: Assessment stage:

The shortlisted candidates would be invited to appear in the selection process. The selection process will comprises of 3 components-

- 1. Group Discussion (GD)**
- 2. Personal Interview (PI)**
- 3. Computer Proficiency Test (CPT)**

4.4.1. Group Discussion

Group discussion would be held in groups of 8 - 11 people basis slotting requirements of the day. Each participant will be evaluated based on the marking scheme mentioned below:

Group Discussion marking scheme

S. No.	Parameter	Marks
1.	Content- Subject knowledge/ General awareness	10
2.	Creativity and originality	10
3.	Analytical/Reasoning Ability	20
4.	Communication-Fluency/Voice	20
5.	Leadership skills (Initiative)	20
6.	Group Behaviour/ Team player	20
	Total	100

4.4.2. Interview

Personal interviews would be conducted concurrently during the day by panels. Each panel comprised of 3 panellists and candidate score will be based on following parameters:

Personal Interview marking scheme

S. No.	Parameter	Marks
1.	Self- Awareness	20
2.	Personal Attributes	20
3.	Situation handling abilities	20
4.	Organizational Fit	20
5.	General Awareness/ Specialization/Competencies/Work experience	20
	Total	100

4.4.3. Computer Proficiency Test

Candidates would be evaluated on basic computer and MS office skills. It would be comprised of 3 sections:

CPT Marking Scheme

Component	Maximum Marks
MS Word Test	25
MS Excel Test	25
MS Power point Test	25
Total	*75

* In the Final Marking Scheme, the total CPT score will be scaled up from 75 to 100.

4.4.4. Final Marking Scheme (Adjusted)

The overall marking scheme for all the 3 components of selection process viz. CPT, GD & PI will be as follows:

Final marking scheme for the Selection Process

S. No.	Component	Marks
1.	Computer Proficiency Test	100
2.	Group Discussion	100
3.	Personal Interview	100
	Total	300

Final Selection

The final scores of the candidates would be calculated using the following -

- Short-listing score of the candidate in the 1st round (20% weight-age),
- Combined score of the candidate in CPT, GD and PI (80% weight-age)

The selection criteria for the final scoring would be –

- PI: Minimum cut-off of 60 percent (≥ 60)
- GD: Minimum cut-off of 50 percent (≥ 50)
- CPT: Minimum cut-off of 35 percent (≥ 35)

This would be followed by sending offer letters to the selected candidates followed by training and deployment of the candidates who accepted the offer.
