

(To be published on the website of SSC (NER) www.sscner.org.in)

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Staff Selection Commission
Regional Office (North-Eastern Region)
Housefed Complex, Dispur-06

Guwahati, the 9th August, 2024

CIRCULAR

No. SSCG-A-A-37020/2/2023-Admn. Applications are invited from eligible candidates for engagement of 01 (One) Young Professional (General) purely on short term contract basis in the Staff Selection Commission (North-Eastern Region), Regional Office, Guwahati (Assam). The details of qualification, experience and other terms and conditions of engagement is enclosed in **Annexure 'A'**. Interested candidates may send their application in the format enclosed as **Annexure 'B'** to "**The Regional Director, SSC (NER), West End Block (First Floor), HOUSEFED Complex, Beltola-Basistha Road, Dispur, Guwahati-781006 (Assam)**", so as to reach this office within 14 days from the date of issue of this Circular, i.e., **latest by 23.08.2024.**

2. Applications received after the prescribed time limit shall not be considered.


(SANDEEP DOLEY)
Deputy Director

ANNEXURE-A

Terms and Conditions for engagement of 01 (One) Young Professional (General) on Short Term Contract Basis in the Staff Selection Commission (North-Eastern Region) [SSC (NER)], Regional Office, Guwahati (Assam)

1. **Period of engagement:** The initial term of engagement will be for a period of one year which can be extended at the discretion of SSC, subject to satisfactory performance review of the Young Professional (General) and approval of the Competent Authority.

2. **Qualification, Experience, Age Limit and Remuneration**

(i) Educational Qualification:

Essential	Graduation in any discipline
Desirable	Computer proficiency, especially in Management Information System (MIS)

(ii) **Experience:** Preference will be given to applicants with working experience in MIS/Database Management/Information Technology/Computer Programming/Web Design and /or related fields

(iii) Age Limit and Remuneration

Age Limit	Remuneration
Not exceeding 32 years, as on the last date for receipt of the application	Rs. 40,000/- per month. (fixed)

3. **General Terms and Conditions:**

(i) The engagement of the Young Professional will be on full time basis and he/she will not be permitted to take up any other assignment during the period of contract with SSC (NER).

(ii) The working hours of the Young Professional shall be same as regular Government employees working in SSC (NER). 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 Regional Director, SSC (NER).

(iii) The Young Professional, on having accepted the offer, shall enter into contract with SSC (NER). The norms of secrecy will be as per the Official Secrets Act, 1923. The security of sensitive data will be ensured through signing of non-disclosure agreement.

(iv) The Young Professional shall not indulge in or disclose to any person, any details of the office, operational process, technical know-how, administrative/organizational matters which are of confidential/secret nature.

(v) The Young Professional shall not be entitled to any allowance/facility such as Dearness Allowance, Conveyance Allowance/ Transport Facility, House Rent Allowance/ Residential Accommodation, Telephone Facility, CGHS/ Medical Reimbursement etc, other than those specifically mentioned herein.

(vi) Without prejudice and in addition to the legal remedies available to SSC (NER), any breach of the contract shall be considered as a sufficient ground for termination of the contract.

(vii) The appointment of the Young Professional shall be of temporary nature and SSC (NER) may cancel the appointment at any point of time without providing any reason.

(viii) In case the Young Professional wishes to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof. The Regional Director, SSC (NER) may waive off the condition for notice period/salary in lieu thereof, in deserving cases.

(ix) The annual performance of the Young Professional shall be appraised through an Annual Performance Report (APR).

(x) SSC (NER) shall be entitled to all intellectual property and other proprietary rights which the Young Professional develops for the Commission (SSC) and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the contract.

(xi) The Young Professional shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with SSC (NER); nor shall he/she use the name, emblem or official seal of the Commission, or any abbreviation of the name of the Commission, in connection with its business or otherwise without written permission of SSC (NER).

(xii) The Young Professional shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, sincerity and secrecy of office while discharging his/her duties. In case his/her services are not found satisfactory or found in conflict with the interests of the Commission, his/her services will be liable for discontinuation without assigning any reason.

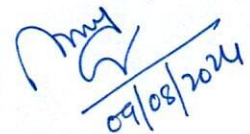
(xiii) The Young Professional may require to undertake domestic tours for which he/she will be allowed TA/DA as decided by the Competent Authority.



(xiv) The Young Professional shall be entitled to leave @ 1.5 days for each completed month on pro-rata basis with no accumulation of leave beyond a calendar year. He/she shall not draw any remuneration in case of his/her absence beyond his/her entitlement (calculated on pro-rata basis). Further, absence from duty for a continuous period of eight days, without any information or any valid reason, shall lead to automatic termination of the contractual engagement of the Young Professional.

(xv) The Income Tax or any other tax liable to be deducted, as per the extant rules, will be deducted at source before effecting the payment for which SSC (NER) will issue TDS Certificate/s.

(xvi) Police Verification of the Young Professional shall be done as per the latest instructions issued by the Ministry of Home Affairs. In case the Police Verification is received as negative, the contract of the Young Professional shall cease to exist with immediate effect without notice. The contract will remain provisional till the Police Verification is received.



(Sandeep Doley)
Deputy Director

Annexure 'B'**Application Format**

Application for: Young Professional (General) in Staff Selection Commission (North Eastern Region) [SSC (NER)], Guwahati (Assam).

Affix recent passport size photograph (not older than three-months).

Sl. No.	Particulars	Details
1.	Name of the Applicant	
2.	Father's Name	
3.	Date of Birth	
4.	Domicile (State)	
5.	Nationality	
6.	Aadhaar No.	
7.	Contact No.	
8.	Email ID	
9.	Present Address	
10.	Permanent Address	

Educational Qualifications: (Secondary School Examination Onwards) (Please attach self attested photocopies of the certificates)

Sl. No.	Course	Subjects	School/ College/ University/ Institute	Year of Passing	Percentage (%) of Marks Obtained	Division/ Class

Note: In case of grading system, equivalent percentage along with the conversion formula duly certified by the concerned institution should be enclosed.

Computer Proficiency: (Please attach self attested photocopies of the certificates)

[Please tick (√) the relevant column]

Computer Field	Excellent	Good	Average	Non Conversant
MS Word				
MS Excel				
MS Access				
MS PowerPoint				
Others (Please Specify)				

Experience: Details of experience along with self attested photocopies of certificates/ supporting documents may be furnished.

Write up: Please attach a write up of around 250 words **duly signed by you**; listing areas of proficiency, special skills/forte and why you consider yourself suitable for engagement as Young Professional (General) in SSC (NER), Guwahati.

Place:

(Signature)

Date:

UNDERTAKING

The information given above is true to the best of my knowledge and belief.

Place:

(Signature)

Date: