

**Office of the Comptroller and Auditor General of India
9, Deen Dayal Upadhyaya Marg New Delhi
Training & Research Division**

**No. 54/Trg.Div/F.319-2018
Dated 13/02/2019**

YOUNG PROFESSIONAL PROGRAMME

Sub: Guidelines/Instructions for engagement of Young Professionals in Office of the Comptroller & Auditor General of India,

Ref: this office notification no.273/Trg.Div./F-319-2018, dated 20/11/2018 uploaded on CAG's website www.cag.gov.in

1. General:

- i) The number of Young Professionals to be engaged by the CAG of India shall depend on the actual requirement from time to time.
- ii) The duration of engagement of Young Professionals under the Young Professional Program (YPP) will be of 2 years. Initially for a period of one year extendable up to maximum of two years.
- iii) Graduates/ Post Graduates/ Research Scholars from any discipline, with exceptional analytical and leadership abilities and stellar academic record from recognised and reputed institutions are eligible to apply.
- iv) Preferred additional attributes include skills in Information Technology (IT) & Information and Communication Technology (ICT) with good communication and interpersonal skills. Not more than 30 years of age preferably with some professional experience.
- v) Since YPs will be driving high-priority initiatives in challenging environment, they should show high-level leadership potential through extra-curricular activities.

2. Selection Process:

The selection procedure shall be three-stage: Application Screening, Telephone Interview and Selection Interview.

3. Terms of reference:

- i) Heads of Functional Wings at CAG office / Head of the Field office will provide the Terms of Reference, describing the work to be performed by the YPs.
- ii) The terms of reference shall include the functions to be performed and outputs to be delivered. The functions and outputs shall be specific, measurable, attainable, results-based and time-bound.

4. Other Terms and Conditions

- i) The Young Professional (YP) shall be subject to the Laws of Secrecy of the country and will sign a Declaration of Secrecy and Non-Disclosure Agreement before reporting.
- ii) The engagement will not constitute a regular job or appointment of any nature in the office of CAG of India or the Indian Audit & Accounts Department. Nor is it in the nature of a relationship of employer and employee between the CAG of India and the YP.
- iii) The YP shall neither seek nor accept instructions from any authority outside Office of the CAG of India in connection with the performance of his/her obligations under the engagement. The YP shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his/her obligations under the engagement. During the term of engagement the YP shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the YP without notice.

5. Travel, Service Incurred Death, Injury or Illness, Allowances:

- i) No TA/DA will be paid to the YP for attending the interview.
- ii) No other facilities such as DA, accommodation, residential phone/conveyance/transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible,
- iii) In the event of death, injury or illness of the YP during the term of his/her engagement the YP or the YP's dependents, legal heirs, claimant etc., shall not be entitled to any compensation.

6. Attendance & Working days:

The working hours of the professionals shall be same as regular timing of this office. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/Sundays/Gazetted Holidays.

7. Leave:

The YPs shall be eligible for 8 days leave in a calendar year. The leave shall accrue on completed month basis calculated from date of joining on pro-rata basis. The YP will not be eligible for remuneration for any absence beyond 8 days in a year. The un-availed leave in a calendar year shall not be carried forward to next calendar year. The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 8 days leave.

8. Remuneration:

A monthly Remuneration of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience, shall be payable to a YP.

9. Payment:

The payment will be released by the CAG of India within one week after completion of the month based on the attendance and due certification by the mentor.

10. Tax Deduction at Source:

The Income Tax or any other tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment, for which the CAG of India will issue TDS certificate/s. The CAG of India shall not undertake any liability for taxes or other contribution payable by the YP on payments made under this contract.

11. Termination:

- i) Unauthorized absence from the project/work for a continuous period of 8 days or without any information or valid reason shall lead to automatic termination of the engagement.
- ii) The CAG of India can terminate the contract at any time without prior notice and without providing any reason for it. However, in the normal course, the YP will be given one month's notice. The YP can also seek for termination of the contract by giving one month's notice.

12. The provisions of **Sexual Harassment of Women at Workplace** (Prevention, Prohibition and Redressal) Act, 2013, shall apply.

13. Training / On boarding:- The YPs shall be imparted such Orientation / Training as may be considered necessary

14. Return of Materials:

At the time of completion of engagement period, YP has to return to CAG of India all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes, CD's, DVD's. Tapes, and any other material on any media containing or disclosing any confidential or proprietary technical or business

information. On completion of the engagement the YP will also return any keys, pass cards, ID cards or other property belonging to CAG of India.

15. References:

- i) The YPs shall provide integrity certificates from two (02) references known to them preferably from the present Institute or the Institute last attended.
- ii) A self-undertaking shall be provided by the YP to the effect that he/she has no criminal record or criminal case in any court pending against them.

16. Mentorship:

Each YP will be attached to a Mentor, who will be the Head of the functional wing at CAG office/Head of field office.

17. Appraisal:

- i) Head of the Functional Wings at CAG office/Head of the Field office will adopt a task force approach and continuously monitor the performance of the YP so that the output is in line with the objectives.
- ii) Annual Performance Assessment of the YPs will be undertaken through an Annual Performance Report by the Head of the Functional Wing/Head of Field Office

18. Feedback:

YPs are mandated to give their feedback to the Head of the Functional Wing in CAG office/Head of Field Office on their experience of the Program.

19. Outplacement:

At the end of engagement, an Experience Certificate/ Recommendatory Letter shall be given.

20. Place of Posting:

The place of posting will be the CAG's office, New Delhi or any CAG's field office across India.

21. Program Review / Relaxation:

Where the CAG of India is of the opinion that it is necessary or expedient to do so, it may by order and for reasons to be recorded in writing, relax any of the provisions of these guideline/Instruction. The CAG of India also reserves the right to review the program at any time. The program so reviewed will be placed on the website of the CAG of India.

22. Resolution of Disputes:

Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, shall be referred

to the CAG of India for arbitration. The CAG of India may at his discretion, appoint an arbitrator for the resolution of the dispute. The Award of the Arbitrator shall be final and binding.

23. Submission of Application:

Young Professional fulfilling the eligibility conditions and after going through the details of scope of work and terms and conditions and other details may apply in the prescribed format, which is uploaded on the CAG website www.cag.gov.in and forward it to trgwing@cag.gov.in by email to reach this office on or before **15th March 2019**. Candidates should NOT send any application by POST/COURIER/Any other physical mode.

24. Advertisement:

Advertisement inviting application for engagement of Young Professionals with Job Description – **Refer Annexure I**

25. Application:

Application Form for engagement of Young Professionals – **Refer Annexure II**

26. Secrecy/ Non-disclosure agreement:

Secrecy/ Non-disclosure agreement format – **Refer Annexure III**

Senior Administrative Officer
Training
+91-11-23509230

Advertisement inviting application for engagement of Young Professionals with Job Description

Project 1:

1	Project ID	Project 1 SMU
1.1	Wing	Strategic Management Unit (SMU)
1.2	Name of the Post	Young Professional
1.3	Number of Posts	1 (one)
1.4	Age limit	Not more than 30 years of age as on 1.1.2019
1.5	Educational Qualifications	
	(a) Essential	Bachelor's/ Master's degree in Computer Science/ Information Technology/ Data Analytics
	(b) Preferred	Master's degree in Business Administration with Bachelor's/ Master's degree in Computer Science/ Information Technology
1.6	Outline of the tasks to be carried out	<ul style="list-style-type: none"> a) Collecting and compiling data/information on outcome indicators in different sectors of Government of India, for the purpose of outcome audit, b) Creation of database of domain experts in different sectors, for expert advice/ consultation by IA&AD and organizing workshops on specific topics, c) Creation of database of Performance Audit themes and analysis of Audit Objectives
1.7	Period of Engagement	One year
1.8	Deliverables	<p>At the end of the project,</p> <ul style="list-style-type: none"> a) there shall be a sectoral database on topics covered in audit in the last five years b) the database shall contain reliable data such as name of the topic, sector (s) covered, Ministries/ Departments/ States/ SAI involved, audit offices (s) involved, audit report in which included, audit objectives, scope of audit, recommendations, web-link etc.
1.9	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
1.10	Place of work	The place of work will be the CAG's office, New Delhi

Project – 2

2	Project ID	Project 2 PPG
2.1	Wing	Professional Practices Group (PPG)
2.2	Name of the Post	Young Professional
2.3	Number of Posts	1 (one)
2.4	Age Limit	Not more than 30 years of age as on 1.1.2019
2.5	Educational Qualifications	
	(a) Essential	Master's degree in Humanities, Finance
	(b) Preferred	MBA with IT skills
2.6	Outline of the tasks to be carried out	a) Study of organization of important Supreme audit Institutions (SAIs) across the globe, in the context of restructuring in IAAD b) Comparative study of practices and methodologies followed in outcome audits in other SAIs c) Comparative study of certification of Government accounts in various SAIs d) Comparative study of audit practices and audit planning being followed by different SAIs.
2.7	Period of Engagement	One year extendable by one year
2.8	Deliverables	At the end of the project, there shall be: <ul style="list-style-type: none">• A sectoral database of possible outcome indicators for use in outcome audits; and• A report including database of practices and procedures followed in selected Supreme Audit Institutions on specific subjects identified by Professional Practices Group of CAG
2.9	Remuneration	A monthly stipend of Rs.40,000 to Rs.50,000 (all inclusive) based on qualification and experience.
2.10	Place of work	The place of work will be the CAG's office, New Delhi.

APPLICATION FORM FOR YOUNG PROFESSIONAL

Engagement Applied for.....

Affix Recent self-attested
Passport size
photo

1. Name :
2. Father's / Mother's Name :
3. Date of Birth :
4. Gender :
5. Nationality :
6. Present Address (for communication) :
7. Email address :
8. Contact No. :
Landline:
Mobile Number:

9. Academic qualification (in reverse order, starting from the latest)
(Add more rows if necessary)

Sl.No	Degree	Year	Subjects	University/ Institute	Class/ Division	Distinction (if any)

10. Professional qualification (in reverse order, starting from the latest)
(Add more rows if necessary)

Sl.No	Degree	Year	Subjects	University/ Institute	Class/ Division	Distinction (if any)

11. List of relevant technical and academic publications (Add more sheets if necessary)

12. Relevant experience (Add more sheets if necessary)

- a. No. of total years of experience and name of organizations
- b. Year-wise tasks of similar nature carried out during last three years
- c. Relevant experience of working for national bodies
- d. Relevant experience of working for international bodies
- e. Works of similar nature in hand and the expected date of completion

13. A brief note (750 words) of your suitability for the Engagement
(Add more sheets if necessary)

Declaration

I declare that the above information is true and correct to the best of my knowledge and belief.

I am aware that in case of misrepresentation or a materially false declaration, it shall render me liable to action according to applicable law. I also understand that the application is liable to be rejected and / or engagement cancelled in case a discrepancy is detected at any stage before completion of the engagement. The completion certificate may also be recalled should such a contingency arise after the engagement the same has been awarded to me.

Signature:

Name of Applicant:

Date:

Place:

Secrecy / Non-Disclosure Agreement

1. General

- a) As a Young Professional of the CAG of India/India Audit and Accounts Department and in consideration of the remuneration now and hereafter paid to me, I shall devote all my efforts to furthering the best interest of the CAG of India. During the subsistence of my tenure in the O/o the CAG, I will not engage in any activity that:

“Conflicts with the CAG of India’ interest as a Legal Entity, including without limitation, any business activity not contemplated by this agreement”.

2. Non-Disclosure Clause:-

- a) That I do hereby recognize and understand that all confidential and / or proprietary information, in any media like print, electronic, etc., belonging to and /or in possession of CAG of India, which is received, accessed, and /or used by me during the course of my engagement with CAG of India, shall not be shared with or given access to any entity be me, including the media.
- b) All obligations regarding prevention of disclosure of confidential information and obligations to provide notice under this Agreement shall be effective for the currency of the main Agreement and also for an indefinite period from the date of its expiration or termination, as the case may be.

3. Absolute ownership:

- a) That I do hereby recognize and understand that the Comptroller and Auditor General of India is the absolute, unrestricted and exclusive owner of the confidential or proprietary technical, financial, marketing, business information of Indian Audit & Accounts Department, including without limitation, concepts, techniques, processes, methods, clients, cost data, development or experimental work, work in progress, customers and suppliers internet websites or e-commerce solutions, books etc., used by me in the course or my engagement in office of Comptroller & Auditor General of India.
- b) I agree that I shall not in any manner whatsoever, represent and/or claim that I have any interest by way of ownership, assignment or otherwise in the same.

c) The CAG of India shall be sole owner of any Intellectual Property rights developed during the subsistence of this Agreement. I hereby waive and relinquish all claims of any nature whatsoever that I now or hereafter may have for infringement of any Trade Mark, Copy right and Patent resulting from the subsisting activities for any inventions so assigned to CAG of India.

4. Breach of Contract:

I acknowledge that any violation by me under this declaration / agreement, and / or any obligation of like nature, will cause irreparable damage to CAG of India, and CAG of India shall be entitled to extraordinary relief in any court of India, including, my expulsion from Office of CAG of India with no leaving /character certificate, blacklisting from participating in any CAG of India or related activities, withholding of any pending remuneration, appropriate legal action, temporary restraining orders, preliminary injunctions, and permanent injunctions, without the necessity of submitting bond of security.

HAVING READ AND FULLY UNDERSTOOD THIS AGREEMENT, I have signed my name on this _____ day of _____ 2019.

Name of Young Professional:

Signature.