

**F. No. J-17011/418/2022-Admn**  
**Government of India**  
**Ministry of Youth Affairs and Sports**  
**Department of Youth Affairs**  
**(Administration Division)**

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GPOA 3, Netaji Nagar, New Delhi  
Dated the 17<sup>th</sup> April, 2026

**ADVERTISEMENT NOTICE**

**Subject: Engagement of 8 Young Professionals in the Department of Youth Affairs (DoYA), Ministry of Youth Affairs & Sports – reg.**

Department of Youth Affairs, Ministry of Youth Affairs & Sports invites applications for engagement of 8 Young Professionals in the Department of Youth Affairs on contractual basis. Interested Candidates are invited for a walk-in Interview for engagement as Young Professionals. Applications may be submitted in the prescribed Proforma (Annexure II) for engagement as Young Professionals in the DoYA. The details of the engagement are as follows-

1.	Name of Post	Young Professionals
2.	Requirement	08 Young professionals ; [05 YPs + 02 YPs (for BRICS related activities) + 01 YP(Budget)]
3.	Method of engagement/ recruitment	Contract based through open market / Walk-in Interview
4.	Initial period of engagement	The engagement shall initially be for a fixed period of two years, extendable by one year at a time subject to performance and requirements
5.	Eligibility criterion	<b>Educational Qualification:</b>  <b><u>For 05 YPs:</u></b>  <b>Essential:</b> Master's Degree in relevant subject or BE / B.Tech or 2 Years PG Diploma in Management or MBBS or LLB or possessing any Professional Degree earned after a study of 4 years or more, acquired after 10+2.  <b>Desirable:</b> M.Phil., M.Tech. M.S., LLM, Ph.D. additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred.  <b><u>For 02 YPs (BRICS Related Work):</u></b>

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		<p><b>Essential:</b></p> <p>i. Experience in the planning, coordination, and execution of international-level events.</p> <p>ii. Strong capabilities in drafting, documentation, and preparation of reports, briefs, and other event-related materials conforming to international standards.</p> <p><b>Desirable:</b></p> <p>i. Prior involvement in organizing high-profile multilateral engagements such as G20, BRICS, SCO, Commonwealth, or similar global forums.</p> <p>ii. Expertise in managing complex event processes, stakeholder coordination, and delivery of international events of comparable scale.</p> <p><b>For 01 YP (Budget):</b></p> <p><b>Essential:</b> Master's Degree in relevant subject.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Postgraduate in finance / Commerce / Statistics or equivalent.</li> <li>• Prior experience in government budgeting, public financial management, etc.</li> <li>• Working knowledge of GFR 2017, DFPRs, Demand for Grants, and Government accounting structure.</li> <li>• Proficiency in MS Excel and data analysis.</li> </ul>
6.	Upper Age Limit as on date of Advertisement	32 years
7.	Scope of Work	<p><b>For 05 YPs:</b></p> <p>1. Administrative &amp; Establishment Work:</p> <p>Assist in day-to-day administrative &amp; Establishment functioning, Handle file movement, noting and drafting in accordance with Government procedures, Coordinate with various divisions, Ministries, and external stakeholders for smooth workflow and compliance with government norms.</p> <p>2. Knowledge Management &amp; General Office Support:</p> <p>Develop, organize, and maintain databases, digital records, and documentation systems. Compile and curate reports, and best practices for reference. Ensure proper filing, indexing, and retrieval of official documents. Provide operational support for</p>

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		<p>meetings, workshops, and official events.</p> <p>3. Programme Planning, Implementation &amp; Monitoring: Assist in the design and planning of schemes, projects, and initiatives of the Department and their implementation by coordinating with States/UTs and partner organizations. Track progress of ongoing schemes through data collection and field inputs. Conduct preliminary analysis of programme performance and identify gaps or areas of improvement.</p> <p>4. Preparation of Dashboards, Presentations &amp; Reports: Develop dashboards using relevant tools for real-time monitoring of schemes and activities. Prepare presentations (PPTs), briefing notes, and background papers. Compile periodic reports (monthly, quarterly, annual) highlighting progress and achievements. Analyze data and present insights in a clear, concise, and visually effective manner.</p> <p>5. Any Other Work Assigned by Seniors</p> <p><b>For 02 YPs (BRICS related work):</b> To maintain records, databases, and communication related to BRICS engagements and other international collaborations handled by the Department.</p> <p><b>For 01 YP (Budget) :</b> Scope of work is placed at Annexure I.</p>
8.	Allowances	Young Professionals shall not be entitled to any kind of allowance or accommodation facility, e.g., Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement, etc. However, the Young Professionals may require to undertake domestic official tours with due approval and they will be allowed reimbursement of or grant of advance for official expenditure as allowed for permanent Govt. officers of Level 7.
9.	Remuneration	Rs. 70,000/- Per Month (fixed). Enhancement in the remuneration will be considered after one year as per the policy guidelines in this regard.
10.	Leave	Paid leave of absence will be allowed at the rate of 1.5 days for each completed month of service. No remuneration for period of absence in excess of the admissible leave will be paid.
11.	Working Hours	The Young Professionals shall have to work as per the working hours of the Ministry of Youth Affairs and Sports. However, depending on the exigencies of work, one may be required to come early or sit late to complete the time bound work or attend office on holidays. No extra remuneration or fee would be payable if work requires early coming/late sitting or coming on

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		holidays.
12.	Tax deduction at source	Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment of remunerations mentioned at S.No. 9.
13.	Confidentiality of data and documents	Young Professionals shall not utilize or publish or disclose or part with, to a third party, any data or statistics or proceedings or information gathered during the course of the assignment for the office, without the express written consent of the Ministry of Youth Affairs & Sports. Young Professionals shall be bound to hand over the entire set of records of assignments to the office. The Young Professionals shall sign an agreement of confidentiality with the Government of India to this effect which shall contain a clause on Ethics and Integrity.
14.	Conflict of interest	Young Professionals shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of Government. No Young Professional would be permitted to take up any other assignment during the period of their engagement in the Ministry of Youth Affairs & Sports.
15.	Termination of engagement	<p>(a) Ministry of Youth Affairs and Sports may terminate the services of the Young Professionals, if</p> <p>(i) The Young Professional is unable to accomplish the assigned work</p> <p>(ii) Quality of the accomplished work is not to the satisfaction of MYAS</p> <p>(iii) The Young Professional fails in timely achievement of the milestones as decided by MYAS</p> <p>(iv) The Young Professional is found lacking in honesty and integrity</p> <p>(v) The requirement of Young Professional for the work assigned ceases to exist</p> <p>(vi) The undertaking given by the candidate is found false</p> <p>(vii) If the competent authority in the MYAS for any reason does not find the Young Professional suitable for the job.</p> <p>(viii) Contract may be terminated by MYAS without prior notice in the event of unsatisfactory performance.</p> <p>(b) The decision of the competent authority shall be final and binding on the Young Professionals.</p> <p>(c) If any Young Professional want to resign from the post, (s)he shall have to give one month's notice in writing.</p>
16.	Medical Fitness and Police Verification:	Police verification will be conducted after the engagement of the Young Professionals and before joining in the Ministry, the Young Professionals will also submit, a medical fitness certificate from an authorized/registered Government Medical Practitioner, at the

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		time of joining.
17.	How to apply	<p>The candidates will appear in Walk-in interview scheduled at GPOA 3, Netaji Nagar, New Delhi -110023 from 05<sup>th</sup>-07<sup>th</sup> May, 2026 along with duly filled prescribed proforma and the following documents in original and one photocopy set (self attested):</p> <ul style="list-style-type: none"> <li>• Educational Qualification certificate(s)</li> <li>• Experience certificate(s)</li> <li>• Identity Proof</li> <li>• Address Proof</li> </ul> <p>Candidates are requested to report for the walk-in-interview at between 9:30 - 11.30 am on any one of the dates from 05<sup>th</sup> – 07<sup>th</sup> May, 2026.</p> <p><b>A brief practical skill assessment (Excel-based test / budget data handling test) will be conducted for the post of YP (Budget)</b></p> <p>The final selection will be done by the Evaluation and Selection Committee constituted for this purpose. The decision of the Evaluation and Selection Committee shall be final.</p>

2. The above engagement is purely on temporary and contractual basis. The place of duty shall be NEW DELHI. The selected candidate will not have any right to seek regularization in any post in the Government of India.

Encl:As Above.

(S. Ravi Kumar)

Under Secretary to the Government of India

Email: ravik.srinivasan@gov.in

1. All Ministries/Departments of Government of India.
2. NIC Cell, Ministry of Youth Affairs & Sports, with a request to upload this notice on the website of this Ministry.
3. Guard File.

## **Annexure-I**

The Budget Young Professional (YP) shall perform functions broadly aligned with the existing operational responsibilities handled in the Budget & Accounts Section, including but not limited to the following:

### **A. Budget Cycle Management**

- i. Assist in scrutiny of Budget Proposals received from Programme Divisions and in finalization of Budget Estimates (BE) and Revised Estimates (RE) in consultation with the Ministry of Finance.
- ii. Assist in the complete budget cycle of MoYAS, including preparation and consolidation of Demand for Grants (DDG), Revised Estimates (RE), Budget Estimates (BE), Supplementary Demands for Grants, re-appropriation and surrender of savings.
- iii. Scrutiny of proposals for inclusion in the Supplementary Demand for Grants and followup action thereon.
- iv. Compile, verify and upload RE/BE/DDG and Supplementary data on the Union Budget Information System (UBIS) for both Departments i.e. Department of Youth Affairs and Department of Sports.

### **B. Outcome Budgeting & Financial Monitoring**

Maintain head-wise and scheme-wise expenditure records and assist in preparation of expenditure statements and analytical notes.

### **C. Re-appropriation & Fund Management**

- i. Assist in scrutiny and processing of re-appropriation proposals within the delegated powers of the Ministry and those requiring approval of the Ministry of Finance.
- ii. Assist in preparation and issue of re-appropriation orders, including inter-scheme and functional head adjustments, in coordination with Programme Divisions, IFD and PAO.
- iii. Assist in submission of Surrender of Savings proposals to the Ministry of Finance

### **D. Financial Reporting & Statements**

- i. Assist in preparation and printing of Detailed Demands for Grants (DDG) / Outcomeoriented Monitoring Framework (OOMF) and related budget documents.
- ii. Prepare Explanatory Notes on Savings / Excess over Rs. 100 crore in respect of Grants, for submission to the Ministry of Finance / Parliament.
- iii. Prepare periodic financial statements and reports (e.g. head-wise BE/RE/Actuals, expenditure statements, NER-related statements, DAPSC/ST statements, scheme-wise summaries, etc.).

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iv. Assist in preparation of presentations, financial tables and MIS reports for senior officers.

#### **E. Portal Management & Digital Support & Statements**

i. Prepare periodic financial statements and reports (e.g. head-wise BE/RE/Actuals, expenditure statements, NER-related statements, scheme-wise summaries, etc.).

ii. Assist in preparation of presentations, financial tables and MIS reports for senior officers.

iii. Manage and support data entry and reporting on various portals including:

a. UBIS - uploading data related to RE meetings, DDG, Supplementary Budget and re-appropriation orders.

b. GeM Portal - uploading monthly GeM procurement reports of both Departments.

c. RTI Portal - assisting in uploading budget-related RTI replies.

d. Audit / APMS Portal - submission of audit-related information, as required.

e. Reporting Monthly DO

#### **F. Coordination & Liaison**

i. Liaise with Programme Divisions, IFD, PAO and other Sections regarding budgetary requirements, expenditure status and data reconciliation.

ii. Assist in providing timely inputs for Parliamentary matters, audit references and MoF communications.

#### **G. Technical & Analytical Support**

i. Develop and maintain advanced Excel-based analytical sheets, including pivot tables and trend analysis for grant distribution and expenditure monitoring.

ii. Support documentation of budget files, notes and statements with accurate data alignment.

iii. Any other budget, accounts or financial management work assigned by the competent authority.

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**PROFORMA****Application for hiring of Young Professionals on contract basis in DoYA, Ministry of Youth Affairs & Sports**

1.	Post Applied For	
2.	Name in full (Block Letters)	
	Father's name	
	Date of Birth	
3.	Educational Qualification (copies to be submitted at the interview venue and originals to be shown for reference).	
4.	Complete Residential Address	
5.	Telephone/MobileNo.	
6.	Email ID	
7.	Details of Past Experience (copies of experience certificates to be submitted)	

2. Additional relevant information, if any, in support of your suitability for the engagement. Attach a separate sheet, if necessary.

Place:

Date:

**Name and Signature of the applicant**

Enclosure: Documents as sought in the notice for the engagement.

*J. Anurag Kumar*