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Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Staff Selection Commission
Regional Office (Western Region)
Pratishtha Bhawan, Old C.G.O. Building,
101, Maharishi Karve Road, Mumbai-400020

Dated 08, August, 2025

CIRCULAR

F.No. A-12/4/2025/- ADMIN. Applications are invited from eligible candidates possessing Degree in BE(CSE/IT)/ B.Tech (CSE/IT)/ B.Sc (CS)/BCA for the engagement of **02 (Two) Young Professionals (Information Technology)** purely on a short-term contract basis in the Staff Selection Commission (Western Region), Regional Office, Mumbai. The details of qualifications, experience, and other terms and conditions of engagement are enclosed in Annexure 'I'. Interested candidates may send their applications in the format enclosed at Annexure 'B' by e-mail to **admsscwr@gmail.com** so as to reach this office within 20 days from the date of issue of this Circular, i.e., latest by **28.08.2025.**

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

Regional Director (WR)

Annexure-I

Terms of Reference for Young Professional (Information Technology) as Consultant

No. A-12024/4/2023-Estt. (Comp. No.7454)

The Terms and Conditions as mentioned in this Reference are mandatory and integral part of the Contract. Upon entering into the Contract, it is obligatory for every Young Professional (Information Technology)/Consultant sincerely following the Terms and Conditions mentioned as under:

1. Duties and Responsibilities: The engaged Young Professional (Information Technology) would be required to perform the following functions:

i) Handling of official communication preferably in English/Hindi,
ii) Data entry and verification, data validation, reconciliation of validation errors,
iii) Professional competency in MS-Office,
iv) Preparation of documents, letters and tables, PowerPoint presentations, document conversion and computer file handling, Cataloguing, filling, maintenance of files,
v) Taking regular backup of data/files on computer,
vi) Any other work assigned to them by officers from time to time.

2. Period of Engagement: The initial term of engagement of Young Professional (Information Technology) will be for a period of one year on case to case basis.

3. Educational Qualifications, Experience, Age and Remuneration:

3.1 Educational Qualification: Degree in BE (CSE/IT)B.Tech (CSE)/IT)/B. Sc (CS)/BCA from any recognized College/University of the Country (either State or Central Government of India).

Experience (**Essential)** – 01 (one) year Experience i.e. Knowledge regarding programming/networking/IT/Computer (Hardware & Software) related matters from any Firm/Organisation/Institution recognised by the Govt. or from any Government body.

3.2 Age limit at the time of initial engagement: 21 – 35 years.

3.3 Remuneration: Initial remuneration Rs.40,000/- per month. In case, the contract is extended by another year based on a satisfactory performance review, the remuneration may be increased upto 5% on each occasion subject to maximum ceiling of 1.25 times of the initial remuneration.

4. Hiring criteria may be further defined for specific positions depending on the specific requirements and circumstances.

5. The engagement of Young Professionals (Information Technology) shall be on full time basis and they would not be permitted to take up any other assignment during the period of contract with SSC.

6. The Young Professionals (Information Technology) on having accepted the offer shall enter into the Contract with SSC. The norms for secrecy and the security of sensitive data will be as per the Indian Official Secrets Act, 1923. They shall not indulge in any

malpractices or disclose any details of the office, operational process, technical know-how, administrative/organizational matters, which are of confidential/secret nature, to any person at any cost.

7. Staff Selection Commission shall be entitled to all intellectual property and other proprietary rights, which the Young Professional/Individual Consultant has developed for Staff Selection Commission under the Contract 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.

8. The Individual Consultant shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with Staff Selection Commission, nor shall the Young Professional/Individual Consultant, in any manner whatsoever, use the name, emblem or official seal of Staff Selection Commission, or any abbreviation of the name of Staff Selection Commission, in connection with its business or otherwise without the written permission of Staff Selection Commission.

9. The Young Professional (Information Technology) 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, secrecy of office and sincerity while discharging his/her duties. In case, the services of the Young Professional (Information Technology)/Individual Consultant are not found satisfactory or found in conflict with the interests of the Staff Selection Commission/Government of India, his/her services will be liable for discontinuation without assigning any reason.

10. Without prejudice, and in addition to the legal remedies available to the SSC, breach of Contract shall be considered a sufficient ground for termination of the contract.

11. The appointment of Young Professionals (Information Technology) shall be of a temporary nature and the SSC can cancel the appointment at any time without providing any reason for it.

12. The Annual Performance Report of the Young Professionals (Information Technology) would be undertaken through an Annual Performance Report (APR).

13. Allowance: The Young Professionals (Information Technology) shall not be entitled any allowance such as conveyance allowance, dearness allowance, residential, telephone, transport facility, residential accommodation, CGHS, medical reimbursement, etc. and other than those specifically mentioned herein.

14. TA/DA: The Individual Consultant may require to undertake domestic tours subject to approval of the competent authority and they will be allowed following TA/DA:

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professional (Information Technology)	Rail in AC Three Tier	Hotel accommodation; taxi charges for travel within the city and food bills shall be allowed as per existing rules.

15. Leave: The Young Professional (Information Technology)/Individual Consultant shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Further, the absence up to one month may be considered without remuneration. However, in exceptional

cases for professional development, training etc. this condition may be relaxed by Chairman, Staff Selection Commission. Apart from this, the women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by the Ministry of Labour and Employment vide No.S-36012/03/2015-SS-I dated 12th April, 2017.

16. 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 Staff Selection Commission will issue TDS Certificate(s).

17. Police Verification: Police verification of the Individual Consultants shall be done as per the latest instructions issued by MHA. In case, the police verification is received as negative, the contract of individual consultant shall cease to exist with immediate effect without any notice. The Contract will remain provisional till police verification is received.

Annexure 'B'

Application Format

Application for engagement of Young Professional (Information Technology) in Staff Selection Commission

Affix recent passport size photograph

1. Name:
2. Father's Name:
3. Date of Birth:
4. Nationality:
5. Aadhaar No.:
6. Present Address:
7. Permanent Address:
8. Mobile No.:
9. E-mail ID:
10. Educational Qualifications (Secondary School Examination onwards)

(Attach self-attested photocopies of Certificates/Diploma/Degree):

Sl. No.	Course	Subjects	School/College/University/ Institute	Year of Passing	% of marks obtained	Division/ Class

(In case of grading system, equivalent percentage along with the conversion formula duly certified by the concerned Institution should be enclosed.)

11. Experience (Yes/No): Attach self-attested copies of certified/supporting documents, if available.

DECLARATION

I hereby declare that all the statements/information made by me in this application is true and complete as on the date of submission of this application. I have carefully read the relevant 'Terms of Reference' and ready to accept all the terms and conditions as mentioned in it. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Staff Selection Commission.

Place:

Date:

Signature of the applicant