

MINISTRY OF CORPORATE AFFAIRS
O/o Regional Director (NWR) Ahmedabad

Terms of Reference for engagement of Young Professionals

I) **Precise statement of Objectives for appointment of Young Professionals:-**

The Young Professional are required to dispose of the pending works in the following fields for proper implementation of The Companies Act, 2013:

- 1) Inspection
- 2) Investigation
- 3) Inquiries

II) **Outline of the tasks to be carried out:-**

The Young Professionals are required to do the following jobs:

1. Processing and disposal of various inspection work
2. Processing and disposal of various pending investigation work
3. Processing and disposal of various pending inquiry
4. Implementation of important drives that may be notified for time to time for proper implementation of the Companies Act,2013

III) **Performance monitoring mechanism**

- i) The Initial period of engagement would be for three (3) months only and after completion of the tenure further extension up to maximum of one year at a time would be given on satisfactory performance.
- ii) Selected candidates shall not practice as a Chartered Accountants/ Cost Accountants/ Company Secretaries during the period of their engagement as Young Professionals.
- iii) All selected candidates will have to provide declaration of fidelity and secrecy certified as prescribed by the Ministry.
- iv) The service of the Young Professionals may be terminated by the Regional Director giving 15 days' notice in the case of following eventualities:-
 - a. If the Young Professional is unable to address the assigned works
 - b. If quality of work is not to satisfaction of the Regional Director/Ministry
 - c. If the Young Professional is unable to achieve the goal in time.
 - d. If the Young Professional is found lacking in honesty and integrity
 - e. In case of absence by more than 15 days the service will be terminated.

IV) **The Young Professionals are expected to complete all pending works in the respective fields where they have been engaged within due course of time.**

V) **Young Professional can also seek for termination of this engagement upon given 15 days' notice**