

(FORMAT OF PAPER PUBLICATION)



Government of India  
Ministry of Corporate Affairs  
Office of the Regional Director, Northwestern Region, Ahmedabad  
Invitation of Applications for Appointment as Young Professional

In pursuant to the directions issued by the Ministry of Corporate Affairs, the undersigned is under the process of hiring Young Professionals for the O/o Regional Director (NWR) and field offices i.e. ROC-Ahmedabad, Gwalior, Bilaspur, Jaipur within the region. The interested individual may apply physically or by e-mail by attaching the duly signed application in prescribed format. Please follow the link "\*\*\*\*\*" to see the number of Vacancy, Job location, Selection Process, Qualifications and other Eligibility Criteria and Terms & Tenure of Appointment etc.

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(G. C. YADAV)  
REGIONAL DIRECTOR(NWR)  
AHMEDABAD

**Guidelines for engagement of Young Professionals and other important events: -**

The engagement of Young Professionals in the Ministry of Corporate Affairs for technical and secretariat work shall henceforth be regulated as per the following guidelines: -

**Rule position for appointment of Young Professionals**

The guidelines for engagement of Young Professionals in the Ministry of Corporate Affairs will be in compliance with the provisions of General Financial Rules, Manual for Procurement of Consultancy and Other Services, 2017 issued by Ministry of Finance and relevant instructions of DOPT and Ministry of Finance issued from time to time.

In brief the provisions for the engagement of Young Professionals laid down in the General Financial Rules, 2017, are:

- The Ministry may hire external professional, consultancy firms or Young Professionals for a specific job which is well defined in terms of content and time frame for its completion.

- Engagement of Young Professional may be resorted to in situations requiring high quality services for which the concerned Ministry/Department does not have requisite expertise.
- The Ministry should prepare in simple and concise language the requirements, objectives and the scope of the assignment.
- The eligibility and pre-qualification criteria to be met by the Young Professionals should be clearly identified.
- The estimated reasonable expenditure for engaging the required number of Young Professionals by ascertaining the prevalent market conditions and consulting other Ministries/Departments/organizations engaged in similar activities should be worked out.

## **1. OBJECTIVE**

1.1 The purpose of these guidelines is to **define the broad policies and procedures for selection, contracting and monitoring of Young Professionals** financed from the resources of Ministry of Corporate Affairs.

1.2 Since 2010 ICLS officer are being selected through UPSC Civil Services Exam at the Junior Time Scale level. It may be noted that MCA is a highly technical ministry and requires technical expertise. The direct requirement from Staff Selection Commission at the level of Junior Technical Assistant prescribes qualification as B. Com, C.A., C.S. etc. Hence there is an acute need of young professionals who were professionally qualified to provide technical support to the Ministry.

1.3 These Young Professionals will be expected to deliver in such areas where in-house expertise needs augmentation within the framework of the Ministry.

## **2. REQUIREMENT**

2.1 In the liberalized economic policy regime, the Corporate Sector has been assigned a major role as the driver of growth and development process of the Indian economy. This has resulted in a number of institutional changes especially in the regulatory framework applicable to the sector. With the enactment of the Companies Act, 2013 and allocation of Insolvency and Bankruptcy Code to the Ministry of Corporate Affairs by the Government, new bodies like National Company Law Tribunal, National Company Law Appellate Tribunal, Insolvency and Bankruptcy Board of India, Investors Education and Protection Fund Authority etc. have been set up. With this, the roles and responsibilities of the Ministry have increased manifold particularly in respect of inspection, investigation and inquiries significant other assisted secretarial & technical work.



In addition, technical and logistic support is also needed to effectively carry out time bound drives.

2.2 With the growth in economy, there has been a steep increase in the quantum of work on account of an exponential rise in the number of companies, from eight (08) lacs companies in India 15 years ago to more than 24 lacs Companies as on 31.08.2022, which is about 3 times more. Similarly, the number of LLPs has grown from 559 in 2008 to 2.83 lacs by August 2022, which is almost 500 times increase in LLPs over the past 15 years. With this, the number of documents being filed have increased exponentially to 86 lacs per year. A large quantum of consequent compliance related work related to the above duties pertains to field formations who require supporting professional offices expertise.

2.3 To meet the emerging requirements and challenges to facilitate effectively and efficiently discharge of the mandate assigned to the Ministry, the Ministry is presently not having adequate number of officers. Being so, it is essential to have the Young Professionals in place who possess the requisite skill set and varied working experience in the Central Government Ministries/Departments. The Ministry of Corporate Affairs is highly technical Ministry in which expertise/experience of Chartered Accountants, Company Secretaries and Cost Accountants as YPs can add value.

### 3. SCOPE

3.1. The Young Professionals would be appointed to undertake the specific work as allotted to them in the office where they are to be deployed. Their assigned work shall cover the highly technical and legal aspects related to:

- Company Law
- Corporate Social Responsibilities
- Competition Law
- Insolvency and Bankruptcy Code
- National Financial Reporting Authority
- Corporate Data Management
- National Company Law Tribunal/National Company Law Appellate Tribunal
- Examination of inspection/investigation reports as per Companies Act, 2013 and related instructions issued by the Ministry from time to time.
- Corporate Governance
- Personnel/establishment experience in functioning of the Ministries/Departments
- Any other emerging activity/assignment/work of time bound importance



#### 4. SELECTION PROCESS

4.1 Engagement shall be done through Advertisement process. Advertisement will be issued by O/o DGCOA (on behalf of Ministry, RD (NR) and DGCOA) and by RD offices of WR, NWR, NER, SR, ER & NER separately for deployment of CA, CS and CMA/Legal Professional /Master of commerce. Advertisement to be issued twice a year in the month of November and May in leading English and Hindi newspapers and also should be placed in website of MCA.

4.2 A copy of the vacancy circular will be sent to Professional Institutes (ICAI, ICWAI and ICSI).

4.3. Scrutiny of candidates to be done by O/o DGCOA (on behalf of Ministry, RD (NR) and DGCOA) and by RD offices of WR, NWR, NER, SR, ER & NER as per the eligibility criteria provided in the guidelines. After scrutiny, at least 3 eligible candidate per vacancy should be put up before Consultancy Evaluation Committee (CEC).

4.4 Consultancy Evaluation Committee (CEC) will be formed by Ministry for O/o DGCOA and O/o RD offices. The composition of CEC will be as follows:

#### **Composition of CEC for O/o DGCOA, RD (NR) & Ministry**

Joint Secretary, MCA	Chairman
Director (inspection and investigation) (DII), DGCOA	Member
Joint Director, NR	Member
One ROC nominated by RD(NR)	Member
One member (professionally qualified) from the Professional Institute (to be nominated by ICAI/ICSI/ICWAI)	Member

#### **O/o RD offices (WR, NWR, NER, SR, ER & NER)**

RD	Chairman
One ROC nominated by RD	Member
Director /Deputy Secretary of Ministry	Member
One member (professionally qualified) from the Professional Institute	Member



4.5 CEC will conduct interview by Physical/virtual mode twice a year as mentioned above.

4.6 CEC will recommend a panel of names for approval of Secretary, CA.

4.7 Work of each YP shall be defined by respective offices/Section of Ministry HQ on the basis of Comprehensive Job Chart (Annexure I) , so that each YPs work profile is well defined in term of content and time frame. Office/Section of HQ shall issue work allocation order to YPs immediately of joining under intimation to Ministry.

## **5. PERIOD OF ENGAGEMENT**

5.1 The maximum tenure of engagement of YPs shall be 04 years.

5.2 The initial engagement for a person as Young Professional would be for a period of 02 years.

5.3 Subject to performance appraisal, further one time extension of 2 years may be granted with the approval of Secretary, CA.

5.4 The appointment of Young Professionals would be on full-time basis and they would not be permitted to take up any other assignment during the period of appointment as Young Professionals in the Ministry of Corporate Affairs.

5.5 The appointment of Young Professionals is of a temporary nature against the specific jobs/assignments. The appointment can be cancelled at any time by the Ministry without assigning any reasons.

## **6. PERFORMANCE APPRAISAL**

6.1 Performance Appraisal Committee (PAC) would be constituted with the following composition for appraisal to consider annual increment and appraisal every year . The composition will be as follows:

### **For O/o DGCOA, RD (NR) & Ministry**

Joint Secretary, MCA	Chairman
Director (inspection and investigation) (DII), DGCOA	Member
Joint Director, NR	Member
One ROC nominated by RD(NR)	Member

### **O/o RD offices (WR, NWR, NER, SR, ER & NER)**

RD	Chairman
One ROC nominated by RD	Member
Director /Deputy Secretary of Ministry	Member

6.2 The performance appraisal shall periodically appraise the performance of the young professionals as per **Annexure II** attach to this O.M. The annexure should be duly certified by the Divisional Head. Further the feedback of the senior officers of the Divisions where the Young Professionals are engaged would also be taken into consideration.

6.3 Based on the performance appraisal, annual increment will be decided.

## 7. QUALIFICATION OF YOUNG PROFESSIONALS:

7.1 The eligible applicant for the post of Young Professionals (as per numbers allotted in each category) should have the following qualifications:

- i. Chartered Accountant
- ii. Company Secretary
- iii. Cost Accountants
- iv. Law Graduate from National Law School
- v. M. Com from recognised university

7.2 The Young professionals should have excellent communication, interpersonal analytical skill.

7.3 Young Professionals must have good working knowledge of technology-based skills by on the computer and ability to work on ICT applications. They should also possess strong communication and interpersonal skills.

7.4 Young Professionals should have ability to work in/with teams.

7.5 Young professionals should be proficient in Hindi and English.

7.6 A combination of the following attributes will be desirable for Young Professionals during the selection:-

- ✓ She/He should have ability to work in/with teams
- ✓ She/He should have a good academic career
- ✓ She/He should be proficient in Hindi and English

## 8. EXPERIENCE: -

Minimum 1 year of experience post-passing final examination is required. (refer para 10 below).

## 9. AGE-LIMIT: -



Young Professional should not be more than 35 years of age and must have good health. However, they will be recruited afresh for such subsequent engagements in the Ministry and will not be treated in continuity with engagement under this guidelines.

#### **10. ENTITLEMENTS & INCREMENT: -**

The Young Professionals will be deployed on contractual basis. The monthly consolidated remuneration shall be paid as follows:

<b>Year</b>	<b>Entitlement (Rs.) Per Month</b>
1 <sup>st</sup> year	50,000/-
2 <sup>nd</sup> year	55,000/-
3 <sup>rd</sup> year	60,000/-
4 <sup>th</sup> year	65,000/-

#### **11. ALLOWANCES: -**

Young Professionals shall not be entitled to any allowance/benefits such as Dearness Allowance, Accommodation, Personal Staff, CGHS and Medical Reimbursement etc., Transport Facility, etc.

#### **12. LEAVE: -**

Young Professionals shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Young Professional shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis). Also, un-availed leave in a calendar year cannot be carried forward to next calendar year. The Ministry would be free to terminate the services in case of absence of a Young Professionals by more than 15 days beyond the entitled leave in a calendar year.

#### **13. TA/DA: -**

Young Professionals shall not be entitled to TA/DA for joining the assignment or on its completion. However, Young Professionals shall be allowed TA/DA for their travel inside the country in connection with the official work after approval of competent authority.

#### **14. WORKING HOURS: -**

Young Professionals shall follow the normal working hours as prescribed (i.e. 9:00 AM to 5:30 PM). However, as per the exigency Young Professionals will have to sit and attend office on Holidays to complete the time bound work.

## 15. CONFLICT OF INTEREST: -

- (i) The Young Professionals shall be expected to follow the extant rules/regulations and instructions of the Government of India as issued from time to time. He/ She will be expected to display utmost honest and sincerity while discharging his/her duties. In case the services of the Young Professionals are not found satisfactory or found in conflict with the interests of the Government, his/her services will be liable for discontinuation without assigning any reason.
- (ii) The Young professional would be subject to the provisions of the **Indian Official Secrets Act, 1923** and will not divulge any information gathered by him either during the period of his engagement or at any point of time thereafter, to anyone who is not authorized to know the same. The Young Professional shall be subject to the Laws of Secrecy of the country and will sign a **Declaration of Secrecy and Non-Disclosure Agreement** in a format (**Annexure III**) provided by Ministry before reporting.
- (iii) The provisions of **Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013** shall apply.
- (iv) In case of YPs who have been hired for a specific period and have handled cases of certain companies, such YPs should not be allowed to work on the same case for **a period of two years** after leaving the organisation, either independently or when employed with a Law/Audit firm or a company or any other agency/organisation, to avoid conflict of interest.
- (v) A monthly log shall be maintained by the supervising officer indicating the name of Companies being handled by the said YP during their engagement with MCA.

## 16. CAPACITY BUILDING: -

Young Professionals shall be provided orientation training by the officer where they be appointed. Training guidelines /module shall be prepared by ICLS Academy for 1-2 weeks for acquiring Job related skills.

## 17. 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 Department will issue TDS Certificate.



## **18. REVIEW OF GUIDELINES: -**

- (i) These guidelines may be reviewed as and when required by MCA. In case of any deviation in terms of entitlements & increments and sanctioned strength, IFD will be consulted.
- (ii) Every 3 years MCA will undertake review of the requirement of YPs.

## **19. RIGHTS OF THE DEPARTMENT: -**

The Ministry has the right to cancel engagement process and not to proceed in the matter for engagement of Young Professionals and to accept or reject any or all applications at any stage, without giving any explanations.

## **20. TERMINATION OF ENGAGEMENT: -**

The Ministry may, by giving 30 days' notice terminate the engagement of Young Professional to which guidelines apply if:

- Young Professional is unable to address the assigned works.
- Quality of the assigned works is not to satisfaction of the Ministry.
- The Young Professionals fails in timely achievements of the milestones as finally decided by the Ministry.
- The Young Professionals is found lacking in honesty and integrity.
- Conflict of Interest.

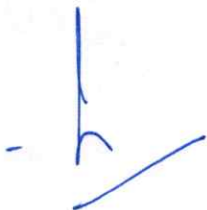
Young Professionals can also seek for termination of the engagement upon giving 30 days' notice to the Ministry.

## **21. RELAXATION: -**

Under exceptional circumstances and in the case of meritorious applicants for the Young Professional the above guidelines may be relaxed with the approval of Secretary (CA) and in consultation with IFD.

## **22 TRANSITION PROVISION**

The YPs already deployed under the old guidelines will be considered under the terms & conditions of New guidelines. The Consultancy Evaluation Committee will be competent authority to decide the cases on case-to-case basis.



## Comprehensive Job Chart

S.No.	Region/MCA Hqrs	Description
1.	RD	<p>(i) Assist work related to preparation of Investigation report order by Ministry under section 216 of the Companies Act, 2013.</p> <p>(ii) Assist work related to preparation of inspection report order by Ministry under section 206(5) of the Companies Act, 2013.</p> <p>(iii) Work related to analysing the inquiry report/scrutiny report under section 206(4) of the Companies Act, 2013 submitted by the ROC and issue instruction to ROC for action come under the allocated power of RD. Further, assist in submitting the proposal to Ministry along with Comments on inquiry report submitted by ROC for Ministry's approval.</p> <p>(iv) Assist work related to preparation of Action taken report of Inquiry /Inspection /Investigations.</p> <p>(v) To assist in all delegated functions of O/o RDs i.e. analyzing of applications filed u/s 233, 14, 13, 16 and 140.</p> <p>(vi) To assist analyse the reports of complaints submitted by the ROCs and to examine the complaints received directly in the O/o RDs</p> <p>(vii) To assist the appeals filed u/s 454 of the act against the impugned orders of ROCs</p> <p>(viii) To examine the petitions filed u/s 230-232 of the Act</p> <p>(viii) Any work assign time to time.</p>
2.	ROC	<p>(i) Assist work related to preparation of inquiry report/ scrutiny report order by Ministry under section 206(4) of the Companies Act, 2013, wherein analysis of Financial statements, Profit and Loss Accounts and others records filed by the company.</p> <p>(ii) Assist work related to analysing the complaint filed by the stakeholder.</p> <p>(iii) Assist work related to preparation of complaint filed before Court, as per approval/instruction of Ministry and RD.</p> <p>(iv) Assist work related to preparation of Action taken report of Inquiry /Inspection /Investigations.</p> <p>(v) Assistance required for analyzing the application, drafting of SCN, analyzing reply, conduct of hearing and minutes, drafting of order of adjudication, furnishings of reply wherever appeal is preferred, tabulation of data relating to penalty amount realised. Further in case requisite penalty amount is not deposited, filing of prosecution.</p> <p>(vi) Assistance required for Compounding report, shifting of registered office, report for 131 matters, change of name etc.</p> <p>(vii) Assistance required for sending report to RD and NCLT for merger/amalgamation in time bound manner. Report for fast-track merger.</p> <p>(viii) Assistance required for Preparation of reply and report for various matter before NCLT and NCLAT concerning Companies Act ( 252 revival matter, 271-272 winding up matter, 241 matter, matter concerning ordering of investigation u/s 213, section 66 matter concerning reduction of share capital, section 55 concerning resumption of preference shares, section 441 concerning compounding, contempt matter before the Tribunal and other matter of</p>



Companies Act 2013 where Hon'ble Tribunals desires report from ROC. Report in IBC matter concerning Section 7 and 59 and in other matters where Hon'ble Tribunals desires the report.

(ix) Assistance required for filing of reply, affidavit, counter affidavit concerning various writ petition, contempt petition and other applications filed before Hon'ble Court.

(x) Assistance required for filing of prosecution cases, reply, affidavit, counter affidavit, record keeping.

(xi) Assistance required for Preparation of data for Monthly DO, RD/ROC review meeting.

(xii) Assistance required for Initiation of call for information action and inquiry under 206(1) based on reference received from PMO/VIP/ Inter-ministerial/ SLCC/ REIC and other such organization.

(xiii) Any work assign time to time.

**Format for Application for the Post of Young Professional**

Individuals who fulfil the eligibility conditions after going through the details of scope of work and terms and conditions and other details may apply in the prescribed format as given below:

1. Post for which applying:

2. Name of the office for which you are interested: - Tick mark in appropriate box (✓)

A. Office of Regional Director Northwestern region-Ahmedabad /  
O/o ROC- Ahmedabad.

B. Office of ROC-cum-OL, Jaipur (RJ)

C. Office of ROC Gwalior (MP).

D. Office of ROC-cum-OL, Bilaspur.

3. Name:

4. Date of Birth:

5. Address for correspondence:

6. Contact No.:

a. Landline:

b. Mobile:

c. Email ID:

7. Academic Qualification (In reverse order, starting from the latest):

S. No.	Degree	Year of Passing	Subjects	University /Institute	Class/Division/ Marks Obtained	Distinction (if any)



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\*Attach Separate copy if required.

8.Details of Experience after Professional qualification:

S. No.	Name of Employer	Designation	Responsibilities Assigned	From (date)	To (date)	Total No. of work experience Year & Months

\*Attach Separate copy if required.

9. Relevant experience:

- a. Total years of experience and name of organizations
- b. Year-wise tasks of similar nature carried out during the last three years
- c. Relevant experience of working under Companies Act, 2013.

\*Attach Separate copy if required.

Signature

**Date :-**  
**Place :-**

**Name of Applicant**

**DECLARATION OF FIDELITY AND SECRECY**

I, .....(Name).....(Young Professional), do hereby declare that I am duly authorized to make this declaration, and further declare that.....(Young Professional), will truly, faithfully and to the best of skill and ability execute and perform the duties with due diligence required/desired in connection with regular case/preliminary enquiry (RE/PE) .....

2. I, .....(Name).....(Young Professional) further declare that I will follow all the rules and regulations of the Central Government, which are in force during the period of his assignment. I will discharge the duties with utmost honesty and sincerity and in case I may be found to be performing duties not satisfactorily or found working in conflict with the interest of Ministry of Corporate Affairs or any its field office therefore, my services shall be discontinued by terminating the contract without assigning reason.

3. I, .....(Name).....( Young Professional), further declare that during the period of assignment with Ministry of Corporate Affairs or any its field office. It is, likely that I may come across certain information of important or secret nature. I shall, therefore, be subjected to the provisions of the Indian Officials Secrets Act, 1923, not only during the period of assignment but also thereafter. More particularly, I will not divulge any information gathered by it during the period of his assignment to anyone who is not authorized specifically by Head of Office (HOD) of concern office to know/have the same. Further, I shall not, except with the previous sanction of the Head of Office (HOD) of concern office of Ministry of Corporate Affairs or in the bonafide of his duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymously in the name of any of the person, in such book, article, broadcast or letter.

Place:  
Date:

Young Professional







**Government of India**

**Ministry of Corporate Affairs**

**Office of the Regional Director, Northwestern Region, Ahmedabad**  
**Invitation of Applications for Appointment as Young Professional**  
**e-mail id:rd.northwest@mca.gov.in**

In pursuant to the directions issued by the Ministry of Corporate Affairs, the undersigned is under the process of hiring Young Professionals for the O/o Regional Director (NWR) and field offices i.e. ROC-Ahmedabad, Gwalior, Bilaspur, Jaipur within the region. The interested individual may apply physically or by e-mail by attaching the duly signed application in prescribed format. Please follow the link "<https://www.mca.gov.in/bin/dms/getdocument?mids=wjLIUyC215lc00zAQOAvVw%253D%253D&type=open>" to see the number of Vacancy, Job location, Selection Process, Qualifications and other Eligibility Criteria and Terms & Tenure of Appointment and format of application etc. The duly filled up application should reach the Office of the undersigned on or before 31<sup>st</sup> July 2024 by e-mail or physically at "ROC Bhavan, Opp:Rupal Park, Ankur Cross Road, Naranpura, Ahmedabad-380013. The application received after the scheduled date shall not be entertained.

**Sd/-**

**(G. C. YADAV)**

**REGIONAL DIRECTOR(NWR)**

**AHMEDABAD**

**Dated:- 12-07-2024**