

No. A-50011/1/2017-Estt

भारत सरकार/Government of India

उपभोक्ता मामले खाद्य और सार्वजनिक वितरण मंत्रालय/Ministry of Consumer Affairs Food &  
Public Distribution

उपभोक्ता मामले विभाग /Department of Consumer Affairs

कृषि भवन नई दिल्ली

दिनांक: 07.08.2025

**ADVERTISEMENT****Subject: Engagement of Senior Young Professionals on contract basis in Department of Consumer Affairs.**

Department of Consumer Affairs seeks to engage **Senior Young Professionals (YPs)** on contractual basis for physically being present and working on full time basis in the office and providing technical, research and analytical inputs in the field of Publicity and various aspects associated with this subject and other work areas as assigned from time to time related to Department of Consumer Affairs.

**2. The details are as under:**

Name of Position	No. of Vacancies	Essential qualification, Experience and Skill	Desirable Qualification	Job Description
Senior Young Professional (Publicity Division)	01	Postgraduate Degree in Journalism / Mass Communication with <b>minimum 2 years' experience</b> in content creation, media production, or public communication.	<ul style="list-style-type: none"> <li>• Experience in AV coordination, script writing, and anchoring/podcast</li> <li>• Proficiency in Hindi &amp; English writing</li> <li>• Exposure to government campaign work</li> </ul>	Scriptwriting for videos, speeches, jingles, and reels <ul style="list-style-type: none"> <li>• Anchoring, voice-overs, and media representation</li> <li>• Coordination with AV and production vendors</li> <li>• Proofreading and language quality checks</li> <li>• Content adaptation across languages and formats</li> <li>• Management of short-form video strategy</li> </ul>

				(Reels, Shorts, etc.) • Ensuring adherence to communication guidelines and tone
	01	Postgraduate Degree with Diploma/Certificate in Graphic Designing and minimum 2 years' experience in design and social media content development	<ul style="list-style-type: none"> <li>• Proficiency in Digital tools like Adobe, Canva etc.</li> <li>• Experience in content planning, post design, caption writing, and analytics</li> </ul>	<ul style="list-style-type: none"> <li>• Designing creatives for digital/print campaigns</li> <li>• Managing daily social media content pipeline</li> <li>• Comment monitoring and public feedback analysis</li> <li>• Planning and scheduling posts with performance insights</li> <li>• Caption writing and trend-based post ideation</li> <li>• Branding and visual identity standardization</li> <li>• Coordination with design agencies and printers</li> <li>• Periodic social media analytics and reporting</li> </ul>

### **3. General Conditions for all the posts:**

<b>Period of contract</b>	Initially for a period of 1 year, can be extended in accordance with DoCA guidelines dated 3 <sup>rd</sup> February, 2022.
<b>Method of recruitment</b>	Contract based, through open market.
<b>Age limit</b>	Not exceeding 35 years of age on the last date of submission of applications.

Remuneration per month	An initial consolidated amount Rs 70,000/- per month.
Place of posting	New Delhi

**4. Other terms and conditions are as under:**

- a. **Period of engagement:** The engagement in Department of Consumer Affairs will be initially for a period of 1 year. The engagement can be extended up to 3 years - one year at a time, subject to factors mentioned in DoCA guidelines 3<sup>rd</sup> February, 2022.
- b. **Leave:** Leave of 8 days shall be allowed in a year on pro-rata basis.
- c. **Tax Deduction at Source:** TDS as applicable under the rules shall be deducted from the monthly remuneration. A TDS certificate shall be issued by the concerned DDO on demand.
- d. **Allowances:** No TA / DA shall be admissible for joining the assignment or on its completion. No other facilities such as DA, accommodation, reimbursement for phone / conveyance / transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the YPs. Individual Sr. YP/YP may be required to undertake domestic tours for official purposes subject to approval of the competent authority. They will be allowed to avail journey by air in Economy class or by rail in AC Two Tier. Hotel accommodation of upto Rs 2250/- per day, taxi charges of upto Rs 338/- per day for travel within the city and food bills not exceeding Rs 900/- per day shall also be allowed. The matters related to tours and reimbursements related to tours shall be processed by concerned reporting officer.
- e. **Shifting and transfer:** As these positions are temporary in nature and purely contractual, in no case any request of a candidate from YP Category-I to Sr. YP shall be entertained. YP already engaged in DoCA and YP Category-I may apply for Sr. YP and if found suitable can be selected as Sr. YP. Transfer of YP from the Division / Section for which he/she was selected to other Division / Section is also not permissible. However, in exceptional case, if approved by Secretary (CA), Division/Section can be changed.
- f. **Enhancement in remuneration:** In case the engagement of Sr.YP/YP is extended, the remuneration shall be enhanced by Rs 5000/- annually. The enhancement in remuneration will be based on YP's performance during the year after recommendation of concerned Division which shall be subject to concurrence of IFD and approval of Secretary (CA).
- g. **Termination of engagement:** The assignment is purely contractual and the engagement of Sr. YPs/YPs can be terminated by DoCA after giving one month's notice. However, DoCA reserves the right to terminate the engagement of any YP at any time without prior notice and without providing any reason for it. Further, DoCA may terminate the engagement of any YP without prior notice in the case of breach of provisions of contract / terms of engagement. The engagement of a YP will be terminated at the end of tenure, if not extended. In cases where DoCA terminates the engagement of YP without giving prior notice, the YP shall be paid proportionate remuneration in lieu of the notice.

**5. How to Apply:** Interested candidates (**Indian citizen only**) may apply online only at [URL: <https://jagagrahakijago.gov.in/vacancy>]. Application received other than online platform will not be considered. The candidate may apply latest by **06.09.2025 (by 5.30 PM)**. Applications without complete information will be rejected and will not be considered further.

6. All the terms and conditions for engagement of Sr YP/YP will be governed under the Guidelines for engagement of Young Professionals (YPs) in the Department of Consumer Affairs (DoCA) dated 03.02.2022. DoCA reserves the right to increase/decrease the vacancy as per the requirement without any notice.

Digitally signed by

Bal Krishna Thakur

Date: 07-08-2025

10:16:25

(Bal Krishna Thakur)

**Under Secretary to the Govt. of India**

To:

1. All the Ministries and Departments of the Govt. of India with the request to give wide publicity to the circular among the concerned.
2. NIC Cell, DoCA with the request to upload the Advertisement on the website of this Department.
3. All the Sections in Department of Consumer Affairs.