

**Government of India**  
**Ministry of Social Justice and Empowerment**  
**Department of Social Justice & Empowerment**  
**(Advertisement)**

**Programme Monitoring Unit (PMU) for Ministry of Social Justice and Empowerment, Government of India.**

**Background**

The Ministry of Social Justice and Empowerment (MSJ&E) is the nodal Department of Government of India for the overall policy, planning and coordination of programs/ schemes for the development and welfare of marginalized and vulnerable groups. Under MSJ&E there are many schemes designed and implemented through various Central/ State Govt. Departments/ other implementing agencies which need to be monitored and evaluated time to time.

2. The Department through its programmes and schemes strives to build an inclusive society wherein members of the target groups are provided adequate support for their growth and development. The mandate of the Department of Social Justice & Empowerment (SJ&E) is empowerment of the socially, educationally and economically marginalized sections of the society including (i) Scheduled Castes, (ii) Other Backward Classes, (iii) Senior Citizens, (iv) Victims of Alcoholism and Substance Abuse, (v) Transgender Persons (Protection of Rights) Act, 2019 (vi) Persons engaged in the act of beggary (vii) De-notified and Nomadic Tribes (DNTs), (viii) Economically Backward Classes (EBCs) and (ix) Economically Weaker Section (EWS). Department of Social Justice & Empowerment engages in the development/ updation of legislation, policies and guidelines at the national level for effective implementation of the Department's objectives and also oversees the implementation of the various existing laws.

**Responsibilities:**

- Supervise implementation of the project/projects in the designated Department/ State/ Region under DoSJ&E, Government of India. Ensure that the assigned activities are fully accomplished, meet expected technical and management quality standards, and are delivered on schedule.
- Ensure that the project/projects are implemented in accordance with partnership agreement and in line with Standard Operating Protocol of the DoSJ&E, Government of India.
- Ensure that information, records and documentation necessary to monitor the project are maintained and are available at all times for inspection.
- Conduct visits/travels to States/districts for organizing and evaluating the programmes for about 20 days each month.
- Ensure that relevant data and records are maintained with full confidentiality as per the provisions contained in **THE OFFICIAL SECRETS ACT, 1923**.
- Foster and maintain effective and professional relationships with and between all project staff, partners and stakeholders.
- Organize and facilitate meetings between key stakeholders and regular

coordination meetings in accordance with the governance structure of the project.

- Perform any additional work as assigned by the management from time to time.
- Maintain high standard of Integrity during the disposal of work. A private contract employee who is remunerated by the government for performing a "public duty" can also fall under **the Prevention of Corruption (Amendment) Act, 2018.**

#### **Eligibility criteria:**

Young professionals under the age of 28 years (on the last date of submission of application) (**relevant age relaxation of 5 years for SC/ST candidates and 3 years for OBC candidate is applicable**) graduated with the **Sixty Percent marks** in any discipline from institutes ranked by M/o Education under NIRF ranking - top 100 Overall Institutes, 100 top Colleges, 100 top Universities and 50 top Research Institutes of the Country can apply for the post of PMU for non-renewable tenure of two years on contractual basis.

#### **Timeline of submission of online applications:**

The registration and submission of application is open from 04<sup>th</sup> November 2025 to 04<sup>th</sup> December 2025.

#### **Job Description:**

The mandate of the PMU State Coordinators is to go to the field and give the Ministry a feedback on the ways schemes are being implemented for ensuring efficient and effective implementation.

**Number of Positions:** 49 positions.

The category-wise positions for the above engagement are as follows:

| Sr. No. | No. Of Vacancies | UR | SC (15%) | ST (7.5%) | OBC (27%) |
|---------|------------------|----|----------|-----------|-----------|
| 1.      | 49               | 26 | 07       | 03        | 13        |

**Job Location:** New Delhi

PMU will be stationed at New Delhi and are expected to widely travel for about 20 days each month to the States/UTs.

#### **Qualifications:**

Should be a graduate with **Sixty percent marks** in any discipline from institutes ranked by Ministry of Education under NIRF ranking - 100 overall top Institutes, 100 top Colleges, 100 top Universities and 50 top Research Institutes of country.

#### **Age limit As on Closing Date:**

He or she should not be more than 28 years of age (Cut-off date of age shall be the last date of online submission of application).

b. Upper age limit is relaxable for persons belonging to reserved categories i.e. SC/ST/OBC

| Sr. No | Category | Age Relaxation permissible beyond the upper age limit |
|--------|----------|-------------------------------------------------------|
| 1.     | SC/ST    | 5 years                                               |
| 2.     | OBC      | 3 years                                               |

### **Eligibility For Availing Reservation:**

a. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidate belongs is included in the list of reserved communities issued by the State/ Central Government.

b. Candidates seeking reservation benefits available for SC/ST/OBC must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice and as per the instructions issued by Govt. of India. They should also be in possession relevant certificates in the prescribed format of Govt. of India in support of their claim. Candidates claiming reservation/ age relaxation under OBC Category should possess the OBC Certificate as given at Annexure -"A" prescribed vide Govt. of India, Department of Personal and Training OM No. 36012/22/93-Estt. (SCT) dated 15.11.93 along with Self Declaration to be given at later stage as given at Annexure- "B" failing which the benefit of reservation or age relaxation will not be given.

### **Change Of Category:**

Candidates are advised to fill up the application form carefully. Once the form is submitted, no request for change in category will be entertained.

**Salary:** Consolidated remuneration of up to Rs.75,000/- per month.

### **Syllabus for online examination:**

In online examination, 2 essays on Social issues, Social sector schemes run by Government of India or Issues of National importance are to be written by candidates in one (01) hour (each essay of 50 marks and total marks of 100). Essay should be not more than 500 words.

### **Examination Centre:**

The **list of examination cities** where the **examination** will be held may be seen at Appendix.

Department of Social Justice and Empowerment reserves the right to allot any city across India to any candidate, irrespective of the choice of city made in the application, and no correspondence will be entertained in this regard.

For applying online, please visit:

<https://cdn.digialm.com/EForms/configuredHtml/1258/96176/Index.html>

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**Appendix**  
**List of Cities**

| <b>Sr. No.</b> | <b>State</b>   | <b>City</b>      |
|----------------|----------------|------------------|
| 1.             | Delhi          | New Delhi/ Delhi |
| 2.             | Uttar Pradesh  | Lucknow          |
| 3.             | Rajasthan      | Jaipur           |
| 4.             | West Bengal    | Kolkata          |
| 5.             | Assam          | Guwahati         |
| 6.             | Orissa         | Bhubaneswar      |
| 7.             | Maharashtra    | Mumbai           |
| 8.             | Gujarat        | Ahmedabad        |
| 9.             | Madhya Pradesh | Bhopal           |
| 10.            | Tamil Nadu     | Chennai          |
| 11.            | Karnataka      | Bengaluru        |
| 12.            | Telangana      | Hyderabad        |

**ANNEXURE 'A'****(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of \_\_\_\_\_ village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in the \_\_\_\_\_ State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*.

Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT,) dated 08.09.1993\*\*. OM No. 36033/3/2004Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013\*\*.

Date \_\_\_\_\_  
\_\_\_\_\_

District Magistrate/ Deputy Commissioner etc.

Seal of Office

**\*- The Authority issuing the Certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.**

**\*\*-** As amended from time to time.

**Note:** The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Caste/Tribe Certificate Certificates:**

- |      |                                                                                                                                                                                                                                                                                         |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i.   | District Magistrate / Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commission/ Dy. Collector / 1 <sup>st</sup> Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Assistant Commissioner/ Taluka Magistrate / Executive Magistrate. |
| ii.  | Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.                                                                                                                                                                                           |
| iii. | Revenue Officers not below the rank of Tehsildar.                                                                                                                                                                                                                                       |
| iv.  | Sub-Divisional Officers of the area where the applicant and or his family normally resides.                                                                                                                                                                                             |

- Note-I**
- a. The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
  - b. The authorities competent to issue Caste Certificate are indicated below:-
    - i. District Magistrate / Additional Magistrate / Collector / Dy. Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner  
(not below the rank of 1st Class Stipendiary Magistrate).
    - ii. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
    - iii. Revenue Officer not below the rank of Tehsildar
    - iv. Sub-Divisional Officer of the area where the candidate and/or his family resides.

**Note-II** The crucial/ cut-off date as stipulated in this advertisement will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer.

**Note-III** The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per **Annexure 'A'** above issued by the competent authority on or before the Closing Date as stipulated in this advertisement.

**ANNEXURE 'B'**

**Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)**

I ..... Son/daughter of Shri.....resident of village/town/city.....  
district..... state.....hereby declare that I belong to the ..... community  
which is recognized as a backward class by the Government of India for the purpose of  
reservation in services as per orders contained in Department of Personnel and Training Office  
Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not  
belong to persons/ sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to  
the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.)  
dated 9th March, 200, O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 and OM  
No. 36033/1/2013-Estt. (Res.), dated: 27<sup>th</sup> May, 2013.

Signature:.....

Full Name:.....

Address