



ICAR-Directorate of Knowledge Management in Agriculture
Indian Council of Agricultural Research
Krishi Anusandhan Bhawan-I
Pusa, New Delhi – 110012

HIRING OF YOUNG PROFESSIONALS (YP-II)
Terms of Reference (ToR)

S. No.	Unit	Qualifications	Number of YP-II required
1.	English Editorial Unit	<p>YP-II (Editorial Work)</p> <p>Essential Qualifications:</p> <p>A. Master's Degree in Agricultural Science / Animal Science or allied sciences with PG Diploma in English Mass Communication or Journalism.</p> <p style="text-align: center;">or</p> <p>B. MA (English) / Master's degree in Mass Communication / English Journalism/ Media Studies/ Strategic Communications.</p> <p style="text-align: center;">or</p> <p>C. Bachelor's Degree in Agricultural / Animal Science or allied sciences; Journalism/ Mass Communication/ Media Studies/ Strategic Communications (English) with minimum one year experience in editorial capacity in reputed national-level journal / publisher</p> <p>Desirable Qualifications:</p> <ul style="list-style-type: none">• Post qualification experience in scientific editing and proof reading especially for research journals, magazines and books.• Working knowledge of Microsoft Office applications (Word, Excel, PowerPoint) and use of AI in communications.• Excellent English language skills in editing and writing.• Excellent interpersonal skills with ability to work with others and provide sound recommendations.• Experience of working with reputed publishers in the domain of editing, copy-editing, proof-reading etc. is highly desirable.	01
2.	Production Unit	<p>YP-II (Publication Production)</p> <p>Essential Qualifications:</p> <p>A. Graduates with at least 60% marks in Computer Application/ Information Technology/Computer Science/ Artificial Intelligence/ Operating System/ Software Engineering/ Computer Graphics with at least one-year experience in the relevant field.</p> <p style="text-align: center;">or</p> <p>B. Degree/Diploma in Printing/Publishing Technology with at least 60% marks with at least 1 year experience in Graphics Designing with specialization in Publishing Software, InDesign, Corel Draw, Photoshop etc.</p>	01

	<p>Desirable Qualifications:</p> <ul style="list-style-type: none"> • Working knowledge of Page Maker/InDesign /Photoshop/Corel Draw etc. and good knowledge of typography. • Working knowledge of Microsoft Office applications (Word, Excel, Power Point) and use of AI in communications. • Knowledge of pre-press work related to layout and designing of publications/magazines. • Good English and/ or Hindi language skills. • Experience of working with the book publishers in the domain of copy-editing and print-production etc. is highly desirable. 	
Total		02

Selection procedure as defined in the ICAR's guidelines vide OM No. Agril. Edn. 1-06/2020-A&P dated 04.12.2020:

- For each position of YP, applicants shall be shortlisted based on their qualifying academic performance as per an assessment criteria. These shortlisted candidates will undergo a panel interview. If necessary, written tests and assignments may also be conducted before the panel interview. In case of tie at any stage all the candidates who have same marks will be considered to have qualified for further rounds.
- Candidates having more than one eligible qualification shall have to choose only one for selection process.

Selection Criteria: The selection will be based on the basis of weightage of marks in Qualification, Experience in the relevant field performance in the Interview and Skill test. Criteria for awarding marks is as follows:

Score card Table:

S. No.	Parameters	Max. Marks assigned
1	Education qualification	20
	Master's degree in relevant field (% marks × 10/100)	
	Graduate or Diploma (Production)(% marks × 8/100)	
	Intermediate (% marks × 6/100)	
	Additional qualification in relevant field (Certificate/ Diploma etc)	
2	*Experience in relevant field from reputed national and international organization (2.5 marks for each year of additional service over and above the essential qualification Maximum up to 10 marks)	20
3	Skill test	20
4	Interview	40
Total		100

- **Maximum duration of engagement of the YPs**
Initial engagement of YP will be for one year which is extendable for two more years (01 year at a time) subject to requirement of the services of the YP in the organization and satisfactory performance of the candidate after evaluation by an officer of the level of ADG/Director. Thus maximum duration of engagement of YP in the ICAR is three years (1+1+1).

- **Age** **Limit**
The minimum age under Young Professional category will be 21 years and maximum 45 years with relaxation as per rules.
- **Consolidated emoluments of the YPs**
Revised consolidated emoluments of Young Professional-II (YP-II) will be Rs. 42,000/- per month. No House Rent Allowance (HRA) will be paid to the YPs.
- **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 payment of monthly salary.
- **TA/DA for the YPs**
TA/DA will be admissible to YPs for undertaking domestic tour for official work as under:
YP-II: To and fro journey by train in AC-2 /AC Chair Car and DA at fixed rate of Rs. 1500/- per day for other tour related expenses on Guest House/Hotel Accommodation, food and local conveyance etc.
- **Attendance and working hours/days:**
The working hours for the YPs will be same as regular employees of ICAR. No extra benefit will be allowed for working beyond office hours. Unauthorized absence from the project/work for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.
- **Leave entitlement for the YPs**
The YPs in ICAR are eligible for 08 days leave in a calendar year on pro-rata basis and 02 restricted holidays as per the rules of Govt. of India/ICAR. Intervening weekly holidays or gazetted holidays during a spell of leaves should not be counted against the admissible leaves. The un-availed leaves will not be carried forward to next calendar year. In addition to this, YPs may also be allowed compensatory leave in lieu of the duty assigned on holidays but not more than 02 leaves can accrue in a month. The Compensatory leaves can be accumulated only up to 05 days at a time and YPs may be allowed to avail the same within 03 months.

Female YPs will be entitled to maternity leaves as per provision in the Maternity Benefit (Amendment) Act 2017. However, there will be no paternity leave for male YPs.

- **Intellectual Property Rights**
Intellectual Property created due to the work of Young Professional during his/her valid tenure in ICAR-DKMA, ICAR Hqrs/institutions will be governed by the IPR guidelines of the ICAR.
- **Prohibition of Sexual Exploitation and Abuse**
The Young Professionals shall have to comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- **Other terms and conditions**
 - i. The Young Professional (YP) shall be subject to the laws of secrecy of the country and will sign a declaration of secrecy and Non-Disclosure Agreement before reporting (as per Annexure-I of guidelines issued by Council vide Office Memorandum No. Agril. Edn. 1-062020-A&P dated 04.12.2020).
 - ii. The YPs so engaged will not claim or eligible for any type of absorption, a regular job or appointment of any nature in the ICAR.
 - iii. During the term of engagement the YP shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the YP without notice.
- **How to apply:**
 1. Interested and eligible candidates may apply (**separately for each position**) through duly filled applications as per attached proforma Annexure-I. The application should also be accompanied with one set of self-attested relevant copies of testimonials, certificates and age proof and mark-sheets as required in the advisement.

2. **The duly filled in applications along with self-attested copies of certificates must be sent to Section Officer, General Administration Section, Room No. 612, 6th Floor, DKMA, Krishi Anusandhan Bhawan-I, Pusa, New Delhi-110012 through speed post or by email (dkma612@gmail.com) within 15 days from the date of publishing of advertisement in newspapers. The application(s) received after due date will not be considered in any case.**
3. Candidates will be shortlisted for Interview on the basis of their academic qualification, experience, publication, achievements/awards etc. submitted by the candidates with the duly filled in application form and considering relevant criteria as per job requirement of the position. The list of shortlisted candidates to be called for Walk-in-Interview and invitation of interview will be sent to the shortlisted candidates on the e-mail address given in his/her application form. The candidates are advised to regularly visit website <https://www.icar.org.in> & www.dkma.icar.org.in and check their email for any updates.
4. The date and time of Interview shall be informed through e-mail only on their email address given in their application form.
5. The selected candidates at their expenses will be medically examined for fitness before engagement.
6. No TA/DA will be paid for appearing in Interview.
7. Candidate fulfilling the essential Qualifications and eligibilities criteria only need to apply. The self-attested document furnished by the selected candidates (s) with his/her application form shall be verified from original documents later on for which the candidate will have to visit ICAR-DKMA, KAB-I, Pusa, New Delhi-110012 at his his/her own expenses.
8. No option of Online Interview is available for candidates.
9. The selected candidates shall not claim any regular appointment as the YP-II positions are purely temporary/contractual in nature.
10. Concealing of facts or canvassing in any form shall lead to disqualification of the candidature and/ or termination of engagement even after appointment.
11. The Project Director, ICAR-DKMA reserves the right to cancel/withdraw all/any position of Consultant out of the above. The decision of Project Director, ICAR-DKMA shall be final and binding on all aspects.
12. Candidates who are already employed in any organization should produce “No Objection Certificate” from the present employer.
13. All legal dispute shall be settled at New Delhi jurisdiction.