

**GOVERNMENT OF ODISHA  
GENERAL ADMINISTRATION DEPARTMENT**

Bhubaneswar, Dated. 02.05.2013

OFFICE MEMORANDUM

Sub: Programme for Young Professionals (YPs)

Effective governance is the cornerstone of social and economic dynamism and essential for transparent public service delivery and satisfaction of citizens. As public expenditure is growing to meet the aspirations of the people, measures to increase productivity of such expenditure have assumed paramount significance. Quality of human resources in government is the key to government performance. Professionalization by induction of young and energetic experts in government for fixed tenures will enhance productivity in government. Such experts may serve in diverse fields encompassing ICT, Law, public administration, environment protection, livelihoods, social security, revenue mobilization, delivery of public services, investment promotion, urban expansion, rural development, natural resources management, science and technology, health, education and training, internal security, disaster management, welfare of weaker sections, infrastructure development and other similar areas.

**2. Objectives:** The chief object of the Young Professionals Programme is to ensure timely availability of skilled manpower of a fixed tenure to government offices in order to assist the offices in planning, organizing, budgeting, implementing, monitoring, auditing, evaluating and adapting of their programmes, schemes, activities and functions so that they are able to discharge their roles and responsibilities more effectively. The programme will aim at bringing technological advances in government institutions by induction of young experts in various fields. Improvement in management methods by application of innovations and best practices will be an important endeavour under the programme. All these will ultimately aim to improve governance, public service delivery and satisfaction of citizens.

**3. Terms of Engagement:** The Young Professionals may be engaged by Administrative Departments or they may authorize their subordinate offices for engagement. The terms and conditions of engagement will include the following:-

**3.1 Scope of Work:** The Office engaging the YPs will delineate the roles and responsibilities of the YPs. The deliverables, activities and tasks along with time frame for completion and the authority-information relationship of the YP vis-a-vis other persons should also be specified.

**3.2 Tenure :** The office will indicate the period of tenure of engagement which may be up to a maximum of five years. Normally, the YPs may be engaged for one year and may be reengaged in the subsequent year basing on performance assessment of the previous year. Beyond five years no further reengagement may be undertaken.

**3.3 Educational Qualification:** The minimum educational qualification for Professionals will be graduate degree in relevant subject or technical qualifications like B.Tech, C.A., LLB, MBBS, MBA or equivalent in relevant field/ subject, preferably from institutions of national repute. Persons with M.Phil or additional qualifications, research experience published papers and work experience in the relevant field would be preferred.

**3.4 Age Limit :** The maximum age limit for appointment of Young Professionals shall be 40 years.

**3.5 Compensation :** The compensation of the YP will be between ₹.25,000 to ₹35,000 per month. He will be entitled for T.A/D.A as per the eligibility of Group-B employees. An annual performance incentive upto Rs.10,000 may be paid at the end of every year to reward outstanding performance basing on annual assessment.

**Evaluation:** The performance of the YPs may be evaluated every year in the prescribed format. On the basis of evaluation, performance bonus may be released to the YPs proportionately and engagement may be renewed or terminated.

**3.7 Leave:** The Young Professionals shall be eligible for 8 days leave in a calendar year on pro-rata basis. A YP shall not draw any remuneration in case of his/her absence beyond 8 days per year (calculated on pro-rata basis). Unavailed leave in a calendar year can not be carried forward to next calendar year. The office engaging the YP will be free to terminate

the services of the YP in case of absence of YP by more than 15 days beyond the entitled leave in a calendar year.

**3.8 Termination:** In case the performance is found to be unsatisfactory on the ground of incapacity or misconduct the engagement may be terminated after giving the YP one month notice. YP may resign voluntarily after submission of one month notice to the authority engaging him.

## **Process of Engagement**

**4.1 Determination of Eligibility:** The Office engaging YPs will specify the eligibility conditions of the candidates including their educational qualifications, age limit, and work experience, if any.

**4.2 Advertisement :** Applications will be invited by issuing advertisement in national dailies in English and Odia daily in Odia requesting submission of applications within not less than fifteen days of issue of the advertisement

**4.3 Shortlisting:** General Administration Department will shortlist eligible applications which shall not be less than three.

**4.4 Examination / Interview:** Candidates shortlisted may be subject to written examination (aptitude test) or interview or both as decided by the General Administration Department.

**4.5 Screening Committee:** The General Administration Department may constitute a Screening Committee to conduct the interview and prepare a panel of suitable candidates on the basis of merit. The Screening Committee may consist of Senior Officers in the Department designated by the Administrative Department and nominees of other relevant Departments like Law, IT, Finance and G.A. Department. Outside experts may be invited wherever appropriate.

**4.6 Invitation to Join :** The successful candidates may be invited to join the office within one month of the receipt of the call letter. In case of failure to join the office within the stipulated period candidates next below him will be invited in a similar manner.

**4.7 Execution of Agreement :** On joining, the YPs will execute an agreement with the officer authorized by the Department which will contain the names of parties to the agreement, purpose of engagement, the deliverables, tasks, activities, roles and responsibilities, authority-information relationships, compensation, evaluation and termination of the engagement.

4.8. **Training:** After joining, the YPs will undergo training for a period of one week in the Xavier Institute of Management, Bhubaneswar (XIMB).

**5. Expected Outcome & Review :** With the induction of professionals it is expected that effectiveness of governance as reflected through better utilization of public funds and reduction in delays in decision making and execution will be achieved. The Young Professionals will also be benefited by acquiring valuable work experience in Government. The programme will be reviewed by the Government from time to time to enable continuous improvement in the programme.

( Niten Chandra )  
Special Secretary to Government

To

Secretaries of all Departments/All Heads of Departments/ All RDCs/  
All Collectors.

Copies to:

1. Principal Secretary to Governor / Principal Secretary to Chief Minister/  
Private Secretary to Chief Secretary / Private Secretary to D.C-cum-ACS /  
Private Secretary to Chief Administrator, KBK.

2. All Sections of General Administration Department / Library / Guard  
File.

3. Officer-in-Charge, Secretariat I.T Centre to upload the Office  
Memorandum in the website of General Administration Department.

# Programme for Young Professionals

## Service Evaluation Form for Young Professionals

### PART I. BASIC INFORMATION

Name:	_____	Department.:	_____
Project Title/No.: (if appropriate)	_____		
Duty station:	_____	Office:	_____
Reporting period:	from: _____ to _____		

### PART II. PLAN OF WORK (To be completed jointly with Young Professionals at the beginning of the contract):

*Within the framework of the terms of reference, indicate the key deliverables, including measurable outputs; performance indicators and skills and competencies expected of the individual during the review period for final evaluation of results. It is imperative for supervisors and Young Professionals to ensure that 'SMART' key results are established to facilitate the end of year review.*

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# Programme for Young Professionals

**PART III. Self-assessment** (to be completed by the *Young Professionals* two months prior to contract expiration):

(Provide a brief narrative including special accomplishments)

**PART IV. Rate the *Young Professionals* following attributes** (to be completed by the supervisor two months prior to contract expiration):

	Excellent	Very Good	Satisfactory	Requires Improvement	Unsatisfactory
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relations with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of required procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Partnering and Networking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PART V. Supervisor’s overall assessment**

(Provide a brief narrative and indicate Service Evaluation discussions held with a *Young Professionals*. Explain clearly with appropriate factual information on the supervisee’s overall performance throughout the year and critical achievements, if any for performance bonus)

# Programme for Young Professionals

	Excellent	Very Good	Satisfactory	Requires Improvement	Unsatisfactory
Overall performance rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PART VI. *Young Professionals* final comments (optional)**

**PART VII.**

*Young Professional* signature \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**PART VII.**

**Recommendation for**

<input type="checkbox"/>	Contract extension	Period:
<input type="checkbox"/>	Performance bonus	Amount (%):
<input type="checkbox"/>	Separation	Effective:
<input type="checkbox"/>	Other recommendation related to assignment:	

**Justification for request (to be completed by requesting section/unit):**

# Programme for Young Professionals

Supervisor's signature \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Reviewer's signature \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_