

**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 qualifications for Professionals will be postgraduate 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 Rs.25,000 to Rs.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 up to Rs 10,000 may be paid at the end of every year to reward outstanding performance basing on annual assessment.
- 3.6. **Evaluation:** The performance of the YPs may be evaluated every year in

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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 cannot 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.

4. 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 two national dailies in English and one Odia daily in Odia requesting submission of applications within not less than fifteen days of issue of the advertisement
- 4.3. **Shortlisting:** Administrative 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 Administrative Department.
- 4.5. **Screening Committee:** The Administrative 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.

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.

6. Forms

Prescribed forms for Application (3 pages) and Service Evaluation (4 pages) are enclosed.

N. Chandra
(Niten Chandra)
Special Secretary to Government

To

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

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1. Principal Secretary to Governor/Principal Secretary to Chief Minister/Private Secretary to Chief Secretary/Private Secretary to DC-cum-ACS/Private Secretary to Chief Administrator, KBK
2. All Sections of General Administration Department/Library/Guard File
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