

ASSOCIATION OF INDIAN UNIVERSITIES NEW DELHI

Subject:- Guidelines and Procedure for engagement of Young Professionals in AIU

The scheme of engagement of Young Professionals shall henceforth be regulated as per the following guidelines:-

1. PURPOSE-

1.1 The purpose of these guidelines is to define the broad policies and procedures for selection, contracting and monitoring of Young Professionals appointed by AIU.

1.2 For the purpose of these Guidelines, the term Young Professionals means applicants having considerable experience and expertise in the requisite field.

The experience and expertise should be related with formulation and implementation of policies, plans, acts, regulations and professional expertise etc. It also includes implementation and monitoring of the work of AIU and schemes and programmes of the MoE/MoYA & Sports.

1.3 The specific purpose, rules and procedure will be followed for employing Young Professionals depending on circumstances of the particular case. However, following main consideration would guide the need and selection process: -

- a. The need for economy and efficiency, or
- b. The need to have highly qualified professionals having analytical, problem solving skills and
- c. Expertise in requisite field.

2. RULE POSITION FOR APPOINTMENT OF YOUNG PROFESSIONALS

2.1 The Association may hire Young Professionals for a specific job which is well defined in terms of content and time frame.

2.2 The Association shall prepare in simple and concise language the requirements, objectives and the scope of the assignment.

2.3 The eligibility and pre-qualification criteria to be met by the Young Professional should be clearly identified

2.4 Young Professionals shall normally assist the Divisional Head(s) for specific assignments.

3. PERIOD OF ENGAGEMENT

- 3.1 The initial term of engagement of a person as Young Professional will be for a period of 1 year. Thereafter, the engagement may be extended based on the requirement of AIU and performance of the Young Professional concerned, with the approval of the Competent Authority, for a maximum period of one year at a time upto a maximum tenure of 3 years.
- 3.2 The appointment of Young Professionals would be on full-time basis and they would not be permitted to take up any other assignment during this period.
- 3.4 The appointment of Young Professional is of a temporary (non-official) nature against the specific jobs. The appointment can be cancelled at any time as per AIU Bye Laws 9.1 & 9.2 without assigning any reasons.
4. Persons with requisite qualifications and experience as prescribed below may be considered as Young Professionals in AIU for a specified category.

Category	Educational Qualifications	Experience	Upper Age Limit	Consolidated Remuneration
Young Professionals	<p>Essential: Master's degree in relevant subject or possessing any Professional Degree with at least 55% marks or an equivalent grade in a point scale from a recognised university with consistently good academic record after a study of 5 years or more acquired after 10+2 or BE/B.Tech or 2 years PG Diploma in Management or CA or ICWA.</p> <p>Desirable: Persons with additional qualifications, research experience, published papers and post qualification experience in the relevant field will be preferred. The YPs should have excellent communication and interpersonal skills with a strong flair for in depth handling of requisite work.</p>	-	30 years	Rs. 50000/- followed by 15% increase based on outstanding performance on completion of one year

JOB RESPONSIBILITIES				
Research	<p>To undertake research projects, in various aspects of higher education based on the emerging trends, consultative meets, organize conferences, symposia etc.</p> <p>To monitor the implementation of the Schemes in context of SDGs etc.,</p>			
Evaluation	<p>To simplify the process of Equivalence Certificate. Knowledge of Indian and International University System, School Boards.</p>			
Sports & YA	<p>Implementation of policies and decisions taken in consultation with National Sports Federations for conduct of events. Planning, implementation and evaluation of Sports and Youth Affairs Policies and Programs.</p>			
Administration	<p>Matters related to tendering process, placement of orders, condemnation process, establishment, meetings, events, booking of tickets, settlement of advances.</p>			
Finance	<p>Matters related Budgeting and Forecasting, Grant-in-Aid compliances and PFMS. Statutory compliances GST, GST TDS, Contractor Tax, Professional Tax etc.</p>			
Production	<p>Collection, Editing and processing of data for bringing out various publications. Looking after production and quality control of publications. Liaison with Printing Presses.</p>			

5 PROCEDURES: Following procedure is to be followed for engaging Young Professional:-

- a. The AIU will issue Vacancy Notification in a National Daily, University News Journal and on its Website/AIU Notice Board.
- b. For selection of Young Professionals, a Committee consisting of Secretary General, Joint Secretary and the Divisional Head of the Division for which YP is required may be constituted for the purpose and the appointment should be done on the recommendation of the Committee and with the approval of Hon'ble President, AIU.

6. ALLOWANCES:

The Young Professionals shall not be entitled to any allowance/benefits such as Transport Facility, HRA, Personal, Staff, CGHS, and Medical Reimbursement.

7. WORKING FACILITIES TO BE PROVIDED

No facility for using internet/telephone at residence to YPs will be provided by the Association.

8. LEAVE

Young Professionals shall be eligible for 8 days' leave in a calendar year on pro-rata basis. Therefore, a Young Professional shall not draw any remuneration in case of his/her absence beyond 8 days in a Year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The Association would be free to terminate the services in case of absence of a Young Professional by more than 15 days beyond the entitled leave in a calendar year.

9. TA/DA

Young Professional shall be allowed TA/DA for their travel inside the country in connection with the official work for Pay Level 10 after the approval of the competent authority.

10. WORKING HOURS

Young Professionals may follow the normal working hours as prescribed (i.e. from 9.00 AM to 5.30 PM). However, as per the exigency one has to sit late to complete the time bound work.

11. 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 the payment, for which the AIU will issue TDS Certificate/s as applicable as per rules.

12. REVIEW OF GUIDELINES

These Guidelines may be reviewed after a reasonable period of time.

13. RIGHTS

The AIU has the right to cancel advertisement, and not to proceed in the matter for engagement of Young Professionals, at any stage, accept or reject any or all applications, without giving any explanation, whatsoever.

14. TERMINATION OF AGREEMENT:

The AIU may terminate a contract to which these terms apply if:

- 14.1 The Young Professional is unable to address the assigned Work.
- 14.2 Quality of the assigned work is not to the satisfaction of the higher authorities.
- 14.3 The Young Professional fails in timely achievement of the milestones as finally decided by the AIU.
- 14.4 The Young Professional is found lacking in honesty and integrity.

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NEW DELHI**

Application format for appointment as Young Professional

1. Name of applicant :
2. Father's Name
3. Mother's Name :
3. Date of Birth :
4. Nationality :
5. Mailing address (with Telephone/
Mobile No. and e-mail address) :
6. Permanent Address :
7. Educational Qualification :
8. Professional Qualifications :
9. Professional/Previous Experience :
10. List of Publications, if any :
11. Last pay drawn/emoluments :
12. Two references :
13. Any Other Information :

Signature