

A.40011/05/2023-Ad.IIA
Government of India
Ministry of Finance
Department of Economic Affairs

15051, A-wing, 5th Floor,
Kartavya Bhawan-I, New Delhi
Dated the 1st December, 2025

Vacancy Circular

Subject: Engagement of Young Professionals (YPs) and Consultants in the Department of Economic Affairs on Contract Basis – reg.

The Department of Economic Affairs (DEA), Ministry of Finance, Government of India, invites applications from eligible and interested candidates for engagement as **Young Professionals (YPs)** and **Consultants** on contract basis in various Divisions of the Department.

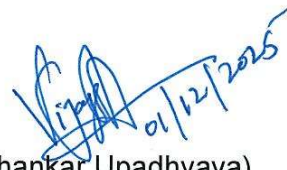
2. The eligibility criteria, required qualifications, job responsibilities, remuneration details, and terms & conditions for each position are available on the Department's website. Candidates may refer to the detailed Guidelines and Terms of Reference at: <https://dea.gov.in/offerings-vacancies>

3. Eligible candidates may apply online using the application link: <https://www.mofapp.nic.in/cadre>. Instructions for applying online shall be provided on the said link. Applicants are required to follow the same while submitting their applications.

4. All **concerned offices and institutions receiving this circular** are requested to **give it wide publicity** through their respective networks, website, and any other appropriate channels, so that potential and eligible candidates are informed and encouraged to apply.

5. The link to apply the application will get active on **06.12.2025**. Applications must be submitted online **on or before 27.12.2025, 5:00PM**.

6. Applicants are informed that the engagement will be purely on a contractual basis and will not confer any right for regular appointment in the Department. The Department of Economic Affairs reserves the right to modify, cancel, or withdraw the selection process at any stage without assigning any reason. Candidates must ensure that they meet the prescribed eligibility criteria before applying, as incomplete applications or those not fulfilling the requirements will not be considered.



(Vijay Shankar Upadhyaya)
Under Secretary to the Government of India
Tel: 011 2401 2871

Copy to:

1. Shri Parveen Jargar, Deputy Secretary, 31007, Kartavya Bhavan-03, New Delhi. [parveen.jargar@nic.in] *With the request to put this vacancy circular on DoP&T's website for wider publicity.*
2. Delhi School of Economics, University of Delhi, Delhi 110007, India [e-mail: director@econdse.org , dept@econdse.org]
3. The Administrative Officer, Faculty of Management Studies, University of Delhi [adminoffice@fms.edu]
4. National Law University Delhi, Sector 14, Dwarka, New Delhi – 110078 [info@nludelhi.ac.in]
5. NALSAR University of Law, Post Box No.1, Justice City, Shameerpet, Medchal District, Hyderabad - 500101, Telangana. [admissions@nalsar.ac.in , vc@nalsar.ac.in]
6. Shri Ram College of Commerce, University of Delhi, Maurice Nagar, Delhi-110007 [principaloffice@srcc.du.ac.in]

No.40011/05/2023-Ad.VII
[300585058]
Government of India
Ministry of Finance
Department of Economic Affairs
(Administration Division)

263C, North Block, New Delhi
Dated the 3rd August, 2023

OFFICE MEMORANDUM

Subject: Revised procedure and guidelines for engagement of YPs and Consultants in Department of Economic Affairs – reg.

The undersigned is directed to refer to this Department's OM No. A-40011/27/2020-Ad.IIA dated the 20th May, 2021 & 20th January, 2022 wherein the guidelines for engaging Young Professionals (YPs) and Consultants in DEA had been prescribed and to state that the Guidelines for said engagement has now been revised.

2. The engagement of YPs and Consultants in the Department shall henceforth be regulated in accordance with the revised Guidelines (enclosed herewith at Annexure I).

3. This issues with the approval of Competent Authority.

Encl: As above ✓



(Sunil Kumar Gupta)
Under Secretary to the Govt. of India
Tele: 2309 5256

To
All Divisions of DEA (through KMS Portal)

Copy to:

1. Office of Secretary (EA), North Block, New Delhi
2. Office of AS & FA (Finance), North Block, New Delhi.
3. Adviser (Admin), DEA, North Block, New Delhi

Annexure I

(F. No.40011/05/2023-Ad.VII)

Guidelines for engagement of YP & Consultants in DEA.**1. General Condition for Engaging Consultants:**

- a. Professionals would be engaged for a fixed period for providing high quality services or for attending to specific and time- bound jobs of user Divisions. Professionals would not be engaged for routine day to day work.
- b. The engagement of Professionals shall be on full-time basis and they shall not be permitted to take up any other assignment during the period of consultancy with the DEA. The engagement of a Professional is of temporary (non-official) nature and it can be cancelled at any time without assigning any reason.

2. Qualifications and remuneration:

- a. The Professionals are classified into Four (4) Categories. The Qualification, age limit, experience required and remuneration for each of the category is given in the table below:-

| S No | Category | Experience in years | Upper entry age | Essential qualification | Remuneration (in Rs) |
|------|--------------------------------|---------------------|-----------------|--|----------------------|
| 1 | Young Professional | 1+ | 30 Years | Master's degree in Economics/Finance/IT/Computer Science) or MBA(Finance) or LLM | 70,000 /- |
| 2 | Consultants | 3 to 5 | 35 Years | | 1,00,000 /- |
| 3 | Senior Consultant | 5 to 9 | 40 Years | | 1,20,000 /- |
| 4 | Special Assignment Consultants | 9 + | 45 Years | For specific work for a specific period, with relevant qualification with the approval of Secretary (EA) | 1,50,000 /- |

* Income tax shall be deducted at source along with any other relevant taxes or cess etc., as applicable, at the time of payment of salary.

- b. Persons with additional qualifications research experience published papers and post qualification experience in the relevant field would be preferred
- c. For the post of Consultant, research experience while doing PhD will also be counted as post qualification experience.

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3. **Procedure:**

- a. Each Division desiring to hire YP/Consultant shall submit their requirement to the Administration Division indicating clear Terms of Reference and scope of work for each Consultant/YP along with number of YPs and Consultants required along with a certificate that in-house expertise for the job is not available with the Division and the Consultants/YPs proposed are not required for routine work. In the scope of work/ToR, each Division shall clearly indicate the specific assignment/time bound jobs, terms of reference for the work and outputs in the format prescribed in the Annexure-I. The details should be within the frame work of provisions contained in GFR 2017, Manual of Policies & Procedure for Employment of Consultants 2006 and Manual for Procurement of Consultancy and Other Services 2017.
- b. Such information will be submitted to Administration Division by each Division desirous to hire Consultants/YPs on half yearly basis i.e. in the month of May/June and December of every year.
- c. The Administration Division based on the vacancies will invite applications twice a year in the months of June and January, for the available slots (including those likely to be available in next six months) and place the same on website of the Department maximum upto 30 days. A short advertisement in a leading English and Hindi newspaper will also be issued whereby applicants will be advised to look for the details on Department's website.
- d. A copy of the vacancy circular shall also be sent to reputed Economics/Financial Institutes of learning such as Delhi School of Economics, FMS, IIMs, NLU, NALSAR, other leading Universities, etc.
- e. Email shall be the sole mode of communication between candidates and Department. Applications not mentioning e-mail id shall be rejected.
- f. Consent to offer of engagement shall be given within 10 days of the e-mail.
- g. A maximum of 30 days shall be given for joining from the date of e-mailing offer of engagement letter. However, in exceptional cases, Divisional Head of Admin Division, in consultation with concerned Division, may allow extension of joining period beyond 30 days.
- h. Selection of consultants on nomination basis will be considered only in cases of exceptional/emergent situations as per the Provisions of Rule 194 of GFR 2017 and relevant provisions of manuals indicated above.

4. **Selection Committee:**

- a. Scrutiny of applications w.r.t eligibility criteria mentioned in para(s) above will be done by the User Division as per their requirement.

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- b. A Screening Committee headed by the Divisional Head of the concerned User Division will list out all eligible candidates for the Division as per suitability of a candidate. The Screening Committee will shortlist upto 6 times the number of vacancies for each position.
 - c. The list of shortlisted candidates shall be communicated to Admin division which will issue letters to the shortlisted candidates for personal interaction/interview.
 - d. Besides the Divisional Head of Admin Division. The Selection Committee shall consist of the following:
 - i. Additional Secretary or Divisional Head of User Division (Chair)
 - ii. Expert(s) for each type of expertise/work nominated by the User Division.
 - iii. Director / Deputy Secretary (Admin.VII) (Member Secretary)
 - e. The Selection Committee will devise its own mechanism for selection and give marks/score to each candidate interviewed. While submitting its report, the Committee will clearly bring out the procedure/mechanism adopted and marks/score given.
 - f. The selection would be done on the basis of the marks given in by the Selection Committee. The Committee should also indicate the reserve panel (of minimum 2 candidates for each post) in each interview. Administration will draw the merit list on the basis of marks given by the Selection Committee.
 - g. The approval of competent authority will be taken on the final merit list and accordingly offers will be made. Administration may also form panel from reserve candidates of all the Divisions for future slots. Such panel shall be valid for a year.
 - h. Competent Authority shall have right to reject/select any candidate for the reasons to be recorded in writing.
 - i. Minimum time of 07 days shall be given to candidates to appear for interviews / personal interaction.
5. **Tenure of Appointment & Promotion:**
- a. The Maximum continuous tenure of a Young Professional / Consultant would be 3 years (1+1+1) (subject to performance and presence of the professional in the Division concerned being highly useful). However, a Young Professional, if selected as Consultant, can work for further 3 years.

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- b. The maximum period of engagement of an YP/Consultant will not exceed 5 years (aggregating all engagements in DEA).
- c. As the posts are temporary in nature and purely contractual, in no case any request for promotion of a candidate from YP to Consultant (or for other categories) shall be entertained. YPs/ Consultant already working may apply afresh in response of advertisement for higher grade (if otherwise qualified) and if found suitable can be selected as Consultants as per prescribed procedures.
- d. Contract for hiring of Consultant/YP will be only for one year. Fresh contract will have to be signed for further continuation/ extension. While considering continuation / extension, performance appraisal shall be invariably taken into consideration and fresh assessment of requirement beyond one year on the basis of scope of work and ToR will be carried out in consultation with the Division concerned.

6. **Maximum number of positions:**

- a. Maximum number of Consultants and Young Professionals for the Department shall be as follows:

| SNo | Type | Revised strength | Remuneration (in Rs) |
|-------|--------------------------------|------------------|----------------------|
| 1 | Young Professional | 30 | 70,000 /- |
| 2 | Consultants | 26 | 1,00,000 /- |
| 3 | Senior Consultant | 1 | 1,20,000 /- |
| 4 | Special Assignment Consultants | 0 | 1,50,000 /- |
| Total | | 57 | |

- b. The inter se strength of YPs/Consultants will be varied based on need from time to time with approval of Secretary (EA) subject to total of YPs and Consultants not exceeding the approved total limits.
- c. Requirement of each position has to be justified for specific scope of work. It would not be necessary to fill the maximum slots if the competent authority concludes that less numbers of Consultants/YPs are required based on the projections/objective assessment of requirement of respective Divisions. Division may prefer to seek YPs in place of Consultants in order to ensure economy in hiring while vice-versa will not be allowed.

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7. **Fixed Remuneration:**

- a. Any appointment of Consultants/ Young Professionals would be on fixed remuneration for specified time period. The existing Consultants/ Young Professionals will also not be granted any increase in remuneration while considering their extension.
- b. Extension of contract shall be subject to performance appraisal by a Committee headed by Divisional Head of Admin Division and with the approval of Secretary (EA).
- c. Contract shall be valid for 1 year and fresh contract shall be signed for continuation/extension every year.

8. **TA/DA:**

- a. No TA/DA shall be admissible for joining the assignment or on its completion.
- b. No TA/DA shall be payable for attending the interviews / personal interaction.
- c. TA/DA will be admissible for official domestic tours, made with prior approval of Secretary (Economic Affairs), user division to do the facilitation. **The TA/DA may be payable to YP/Consultants at par with the entitlement of the officers of level 9 to 11 of pay matrix as per D/o Expenditure OM No. 19030/1/2017-E.IV dated 13.07.2017 and subsequent orders.** (Lines written in bold are subject to concurrence of IFD)


9. **Other Allowances:**

No other facilities/allowance such as Dearness Allowance, accommodation, residential phone/ conveyance/ transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Young Professionals and Consultants.

10. **Attendance & Working days:**

- a. The working hours of the professionals shall be same as regular Government employees working in DEA.
- b. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the Divisional Head of the concerned division.
- c. The attendance shall be marked in the Aadhar based Biometric system by the YPs and Consultants.

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11. **Leave:**

- a. Young Professionals / Consultants shall be eligible for 8 days leave in a single year of contract.
- b. The leaves shall accrue to them on completed month basis calculated from their date of joining on pro-rata basis.
- c. An YP/Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (Calculated on pro-rata basis).
- d. Un-availed leave in tenure of single year cannot be carried forward to next tenure of 1 year.
- e. The intervening Saturdays, Sundays or Gazetted holidays during a spell of leave shall not be counted against the 8 leaves.
- f. Benefits of leave are allowed to a woman professional as per instructions of Govt. of India from time to time.


12. **Service Condition:**

- a. The Consultant/YP shall not, except with the previous sanction of Department of Economic Affairs, in the *bona fide* discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this Consultancy/YP assignment.
- b. Specific terms of reference with expected outputs/deliverables shall be provided to the Consultant/YP by the Divisional head and a weekly summary report of work will be sent by each Consultant/YP to the Divisional head / reporting officer concerned.
- c. Official (government) e-mail id and access to intranet system can be provided to YPs and Consultants with the approval of the JS of the Division concerned. This will be done in consultation with NIC. The sensitivity and confidentiality of the documents being handled by the Division and the nature of job of the YPs and Consultants will also be kept in view.

13. **Confidentiality and Secrecy:**

- a. During the period of assignment with Department of Economic Affairs, the Young Professionals / Consultant would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge

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any information gathered by them during the period of their assignment to anyone who is not authorized to know the same.

- b. Selected candidates shall provide integrity certificates from 2 references known to them.
- c. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.
- d. Provide particulars in Special Security Questioner (SSQ) form to enable the Department to conduct IB verification.

14. Termination of Services and requirement of notice:

- a. In case a professional wish to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof. Secretary (EA) may waive off the condition for notice period/salary in lieu thereof, in deserving cases.
- b. The Admin Division shall get a written statement from the professionals to ensure shut down of NIC email addresses, passwords granted to other databases etc. within DEA on the date of relieve. Also the Professionals are to submit their official ID card to Administration on last working day.
- c. DEA shall have powers to terminate any number or all the professionals at any time without assigning any reason, with the approval of the Secretary (EA).
- d. Absence from duty for a continuous period of 8 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

15. Existing Young Professional / Consultants:

YPs/ Consultant already working may apply afresh in response of advertisement for higher grade (if otherwise qualified) and if found suitable can be selected as Consultants as per prescribed procedures. Otherwise they will also be governed by the revised guidelines from the date of annual renewal of their agreements.

16. Performance Appraisal:

- a. Performance Report: Performance Appraisal of the Young Professionals/Consultant would be undertaken through Performance Report (PR) in the formal prescribed at Annexure-II. In order to bring objectivity, assessment would be done by the reporting officer of the Division and countersigned by the Head of the Division. The Division shall forward the PR to the Administration Division two month prior to

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completion of term for each year. Thereafter, the PR will be communicated by Administration Division to the concerned Committee for appraisal and recommendations as per (b) below


- b. Performance Appraisal Committee: A Performance Appraisal Committee to be chaired by Divisional Head of Administration with one member at level of DS/Director from the Division other than where the Consultant/YP is posted and Director / DS(Admn) will appraise the work and performance of the Consultant/YP every year and will make recommendation for further continuation/extension or otherwise.
- c. The committee may devise its own procedures based on Performance appraisal of the YPs/Consultants.

17. Approving and Amending Authority:

Any relaxation in the above guidelines would require approval of Secretary (Economic Affairs) and concurrence of Financial Adviser in case where financial angle is involved.

18. The Guidelines are issued with the concurrence of IFD vide Note.85 dated 28.04.2023 and approval of Secretary (EA) vide Note.95 dated 13.05.2023 on eFile#300535859.

These Guidelines shall come into force with immediate effect.


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INDEX - Terms of References and Vacancy Position

| S. No. | Division | Page No. | YPs | Consultants |
|--------|--|--------------|-----|-------------|
| 1 | Infrastructure Policy & Planning (IPP) | 1 | 1 | - |
| 2 | Infrastructure Support & Development (ISD) | 2-3 | 1 | 1 |
| 3 | Bilateral Cooperation (Japan Sub-division) | 4-6 | 2 | - |
| 4 | Financial Markets (FM) | 7-15 | 4 | 2 |
| 5 | Quality Control Orders (QCO) Cell | 16-17 | - | 3 |
| 6 | Investment | 18-19 | 1 | - |
| 7 | Energy Unit (ISD) | 20-21 | - | 2 |
| 8 | Economic Division | 22-23 | 4 | 3 |
| 9 | Budget | 24-26 | 2 | 1 |
| | | Total | 15 | 11 |

Terms of Reference – For the work to be done
(To be provided for each position of YP/Consultant)

i. Precise statement of Objectives:

Promote inclusive, sustainable, and cost-effective infrastructure development by designing resilient project appraisal frameworks and conducting rigorous financial-economic analysis that integrate climate, social, and resilience factors; to enhance transparency, governance, and accountability and to support informed policymaking and international cooperation by preparing high-impact materials such as Cabinet notes, G20 briefs, and stakeholder reports.

ii. Outline of the tasks to be carried out:

- Assist in policy formulation related to infrastructure financing and project appraisal.
- Conduct financial and economic analysis of infrastructure projects and investment frameworks.
- Support preparation of reports, Cabinet notes, G20 briefs, and international engagement materials.
- Engage with stakeholders including MDBs, DFIs, and other government agencies.

iii. Schedule for completion of Tasks:

Not Applicable

iv. The support or inputs to be provided by DEA to facilitate the Young Professionals/consultants:

Director/Deputy Secretary (IPP)

v. The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.

Well-researched policy inputs, analytical reports on infrastructure financing, project appraisals, finalized Cabinet notes, G20 briefs, and stakeholder consultation documents aligned with departmental priorities.

Annexure

**Department of Economic Affairs
ISD Division
(NIP Facilitation Unit)**

Terms of Reference (ToR) for Engagement of Young Professional in NIPF Unit

(i) Precise statement of Objectives:

The YP will be engaged to assist in the work related to National Monetization Pipeline (NMP), Budget Announcement, and matters related to West Asian countries viz. Iran, Israel, Syria, Cyprus, Jordan, Lebanon and Yemen.

(ii) Outline of the tasks to be carried out:

(a) To assist in the work related to implementation of the recommendations of CGAM and, FM's review meeting on NMP; monitoring performance of ministries related to NMP; coordination with NITI Aayog relating to NMP work ;

(b) To assist in the work related to and matters received from the 7 West Asian countries

(c) To assist in the matters related to monitoring/implementation of Budget Announcements.

(iii) Schedule for completion of Tasks:

The tasks are of an ongoing nature. The YP shall be engaged accordingly and expected to assist in timely processing of such tasks.

(iv) The support or inputs to be provided by DEA to facilitate the Young Professional:

The YP will work under the supervision of Deputy Secretary/ Under Secretary of NIPF Unit, who will provide necessary guidance from time to time.

(v) The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.

To provide satisfactory assistance in completion of the work in the prescribed timeline.

Annexure-I

Terms of Reference for Engagement of Consultant in PIU, DEA**i. Precise statement of Objectives:**

To provide support to the Private Investment Unit (PIU), Department of Economic Affairs, particularly in appraising proposals/projects received from various Project Sponsoring Authorities (PSAs).

ii. Outline of the tasks to be carried out:

- Providing research-based inputs on matters under the purview of PIU;
- Appraisal of PPP projects proposed for consideration by the SFC and PPPAC
- Appraisal of VGF proposals.
- Reviewing Project Documents -including legal documents, bidding documents and analysis of financial models.
- Assisting in conduct of Training Programmes, Seminars and Conferences pertaining to PPPs;
- Managing and updating PPP-related portals and platforms;
- Assisting in preparation of knowledge documents like Model Concession Agreements, RFPs etc.

iii. Schedule for completion of Tasks:

The tasks are of an ongoing nature, as proposals from PSAs are received on a continuous basis. The Consultant shall be engaged accordingly and expected to assist in timely processing of such proposals.

iv. The support or inputs to be provided by DEA to facilitate the Young Professional/Consultant:

The Consultant will work under the supervision of Director/Joint Director, PIU, DEA, who will provide necessary guidance from time to time.

v. The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified:

The Consultant will be required to provide satisfactory assistance in carrying out the tasks as outlined above and ensure timely and accurate deliverables in support of PIU's mandate.

Engagement of Young Professional/Consultant for J&AP subdivision, BC Division, DEA

(i) Objectives:

- To support the Ministry of Finance in managing and facilitating Japan's Official Development Assistance (ODA) programs, including grant aid, technical cooperation, and loan-assisted projects.
- The engagement will focus on coordinating with the Japan International Cooperation Agency (JICA) and relevant government ministries to ensure the successful implementation of development projects.
- The role will involve managing projects funded by the Government of Japan, monitoring disbursements, overseeing the allocation and extension of funds, and supporting high-level meetings related to ongoing projects.

(ii) Outline of Tasks to be Carried Out:

1. **Coordination and Facilitation of JICA Programs:**
 - Support the implementation and monitoring of JICA's technical cooperation programs, development studies, and grant aid projects.
 - Assist in the facilitation of missions/visits from JICA for ongoing projects and technical cooperation efforts.
 - Handle government-to-government proposals under Japan's ODA and liaise with JICA for project-specific needs.
2. **Management of JICA-assisted Projects:**
 - Monitor the disbursement of funds for ongoing JICA loan-assisted projects.
 - Prepare and update the BE-RE (Budgetary Estimates and Revised Estimates) for all ongoing JICA-assisted projects.
3. **High-Level Coordination:**
 - Organize and contribute to high-level review meetings with ministries, state governments, project implementers, and JICA officials to assess ongoing projects and ensure alignment with strategic objectives.
4. **Reporting and Documentation:**
 - Contribute to the preparation of materials for the Annual Report, the External Assistance Brochure, and updates for the website.
5. **Jammu & Kashmir State Coordination:**
 - Ensure that all JICA project-related activities and proposals involving Jammu & Kashmir (J&K) state are handled in line with the required processes and frameworks.
6. **India-Japan Finance Dialogue:**
 - The Finance Dialogue between India and Japan is held at the level of Secretary / Vice Minister to have discussions on
 - (i) macroeconomic and policy initiatives,
 - (ii) international cooperation in third countries,

- (iii) bilateral co-operation,
- (iv) cooperation at international fora,
- (v) financial sector issues and
- (vi) financial regulations.

7. Signing of Loans and Exchange of Notes with the Govt of Japan:

- o India is the largest borrowing country of JICA constituting around 25% of JICA's total loan portfolio in recent years. DEA on behalf of Govt of India signs loan agreement with JICA and signs the Exchange of Notes with the Embassy of Japan to get the ODA facility for projects belonging to various sectors like health, finance, tourism, infrastructure, roads and bridges, education etc..

India-Japan Annual Summit:

Japan Section provides inputs to MEA for the India-Japan Annual Summit. The inputs are collected from various divisions of DEA, DFS and RBI.

(iii) Schedule for Completion of Tasks:

- **Initial 1 Month:** Familiarization with ongoing JICA projects, grants, and technical cooperation agreements.
- **By End of 3rd Month:** Submission of initial progress reports for ongoing projects and the preparation of BE-RE for at least two JICA-assisted projects.
- **Quarterly:** Preparation of status reports on the financial disbursement of funds and any significant project changes.
- **Ongoing:** Continuous monitoring of project proposals, disbursements, and grant/loan agreements. Regular high-level review meetings as needed.

(iv) Support or Inputs to be Provided by DEA:

- The Young Professional will report to the Deputy Secretary/Director responsible for JICA and External Assistance in the Ministry of Finance.
- The Ministry will provide access to relevant data, project information, coordination mechanisms, and guidance from senior officials.
- DEA will ensure collaboration with other ministries, state governments, and JICA for timely and efficient project implementation.

(v) Final Outputs Required:

- **Comprehensive Project Dossier:** A compilation of reports, proposals, BE-RE documents, and meeting minutes for ongoing JICA-assisted projects.

- **Training and Cooperation Reports:** Summaries and evaluations of overseas training programs, JOCV initiatives, and Grassroots Funding programs facilitated by JICA.
- **Annual Report Contributions:** Input for the Ministry's Annual Report, including material on ongoing JICA projects, technical cooperation, and grant aid.
- **High-Level Coordination Outcomes:** Contribution to the successful coordination of at least one high-level review meeting, ensuring project milestones and goals are met.

Annexure-I

Requirement of YP/ Consultants in FM division

| S.No | Section,YP/Consultant | Precise statuemnt of Objectives | Outline of the task to be carried out | Schedule for completion of tasks | Support or inputs to be provided by DEA to facilitate the YP/Consultants | The Final output that will be required of the YP/Consultant at the end of the period should be specified. |
|------|-------------------------|--|--|--|---|---|
| 1 | CD Section Consultant-1 | A Young Professional (YP)/Consultant possessing a degree in Law and preferably having experience related to financial and capital market law/arbitration especially related to SEBI Act, SCRA, Companies Act etc is required for drafting and assessing of legal language. Further, this section being the nodal for D/o Financial Services (DFS) requires inter-divisional coordination and | The (YP)/Consultant will be required to examine stock and securities markets laws which fundamentally governs the functioning of the stock exchanges, clearing corporations and other intermediaries in India. These Act empowers the Central Government to regulate the stock market, framing of their byelaws, listing | As per requirement of the deadline and Parliamentary Procedures. | CD Section of Financial Markets Division in DEA will be providing necessary guidance to the YP/Consultant selected for aforementioned legal work. The YP/Consultant will be reporting to Director (CD)/ Deputy Director (CD). | Legal Assessment, drafting , navigation of complex legal issues, clarification of ambiguity, policy implementation, interpretation and safeguarding the government from potential liabilities |

| | | | | | | |
|---|---|---|--|---|--|--|
| | | furnish inputs on several important cabinet notes, bills, SFC and EFC notes which are forwarded by DFS. There is an ongoing finalization of Securities Markets Code, hence a Competent Person with a background as aforementioned shall be suitable | requirements, trading practices, buying and selling contracts, etc. The strict confidentiality of the entire process and documents shared therein will be very essential, as some of the matters are ongoing and shall be placed in the Parliament. | | | |
| 2 | SM section- Young Professional-1 | The SM Section handles policy issues pertaining to the securities markets, which are inherently complex and dynamic. These issues demand focused attention and analytical capability, particularly from individuals with a background in Economics or Finance. The engagement of a Young Professional (YP) with such qualifications is expected to enhance the Section's capacity to deliver timely and informed policy inputs, and to support the overall functioning of the SM Section. | The Young Professional will be required to undertake the following tasks: <ul style="list-style-type: none"> Analyze SEBI Board agendas and consultation papers issued by SEBI, and prepare concise and well-structured briefs. Prepare the daily securities market report, capturing market movements, key data indicators, and underlying factors post | Due to the ongoing and evolving nature of the work in the SM Section, particularly with regard to SEBI Board agendas, consultation papers, and regulatory updates, a fixed schedule cannot be prescribed. Tasks shall be completed as and when required, under the supervision of the | <ul style="list-style-type: none"> Access to SEBI board agendas, consultation papers, and relevant regulatory documents; Base notes and background material on recurring issues; Access to data sources such as NSE/BSE daily | <ul style="list-style-type: none"> Timely and high-quality briefs on SEBI Board agendas and consultation papers; Daily securities market reports with insightful analysis; Urgent reports on market behaviour, as needed; |

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| | | | <p>market closure. This report is shared with all Secretaries in the Ministry of Finance and senior officials in various Ministries.</p> <ul style="list-style-type: none"> • Prepare urgent market behaviour reports during periods of high volatility or unusual developments. • Assist in addressing ongoing and emerging issues related to the securities markets, including matters requiring prompt and prioritized attention. • Examine legal and regulatory matters as they arise, and provide well-researched inputs | concerned officers. | <p>summaries and the Cogencis terminal;</p> <ul style="list-style-type: none"> • Guidance and supervision from senior officials in the SM Section; • Coordination support and inter-departmental inputs, wherever necessary. | <ul style="list-style-type: none"> • Drafts of DEA's comments on policy, legal, or regulatory matters related to securities markets; • Any additional analytical inputs or documentation as assigned by the SM Section. |
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| | | | and recommendations. | | | |
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| 3 | IC section Young Professional-1 | A Young Professional(YP)/Consultant possessing a degree in Law and preferably having experience related to international law/arbitration/ Broad principles of GATS of WTO is required for drafting and assessing of legal language in ongoing Free Trade Agreement Negotiations especially concerning Financial Services Trade. | The (YP)/Consultant will be required to examine FTAs already signed by India and other countries and study jurisprudence, case laws of WTO judgements/ international disputes and arbitrations, in respect of financial sector services and service providers. The strict confidentiality of the entire process and documents shared therein will be very essential, as the matter relates to engagement of India as a sovereign with other Countries and on-going negotiations. | Various Free Trade Agreements are parallely being negotiated by Government of India, and therefore, the YP/Consultant will be required to contribute to legal assessments of Financial Services Track related texts and market offers during and after such meetings, as per requirement. | IC Section of Financial Markets Division in DEA will be providing necessary guidance to the YP/Consultant selected for aforementioned legal work related to FTA negotiations. The YP/Consultant will be reporting to Director (IC)/ Deputy Director (IC). | As mentioned above, various Free Trade Agreements are parallely being negotiated, and therefore, the YP/Consultant will be required to contribute to legal assessments during and after such discussions as per requirement. The YP/Consultant should be able to legally assess and help draft language concerning chapters on Trade in Services including Trade in Financial Services and sub-sector wise national Treatment and Market access commitments. |
| 4. | IFSCA Young Professional-1 | <ul style="list-style-type: none"> To support the IFSCA Section in DEA in policy | <ul style="list-style-type: none"> Assist in drafting notes, background | <ul style="list-style-type: none"> Initial 1 month: | <ul style="list-style-type: none"> The Young Professional will | <ul style="list-style-type: none"> A comprehensive |

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| | | <p>formulation, inter-ministerial coordination, stakeholder consultation, and international regulatory cooperation concerning financial sector development in GIFT-IFSC.</p> <ul style="list-style-type: none"> • The engagement will require domain knowledge in financial sector policy, capital markets, fintech, international finance, and economic regulation. | <p>material, and policy briefs relating to IFSCA proposals.</p> <ul style="list-style-type: none"> • Conduct comparative research and prepare inputs on international best practices in IFSCs. • Support coordination with IFSCA, Ministry of Finance departments, regulators (RBI, SEBI, IRDAI, PFRDA), and international stakeholders. • Track regulatory developments in GIFT IFSC and prepare impact analyses. • Prepare talking points, reports, and minutes for meetings chaired by senior officials. | <p>Orientation and familiarization with IFSCA framework, ongoing proposals, and inter-departmental processes.</p> <ul style="list-style-type: none"> • By end of 3rd month: Submission of at least two policy briefs/notes • Quarterly: Preparation of status reports on key regulatory proposals and international engagement outcomes. • Monthly: Submission of deliverables | <p>report to Deputy Secretary/Direct or (IFSCA), FM Division, DEA.</p> <ul style="list-style-type: none"> • Guidance and oversight will be provided by the Joint Secretary (FM). • Access will be given to relevant files, databases, stakeholder inputs, and internal coordination mechanisms to support deliverables. | <p>dossier of policy notes, meeting inputs, stakeholder communication drafts, and background materials prepared during the assignment.</p> <ul style="list-style-type: none"> • At least four policy analyses or comparative research documents relating to international financial centres, capital markets, or fintech. • Summary report on Budget implementation status and legislative proposals |
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| | | | <ul style="list-style-type: none"> • Assist in monitoring implementation of Budget announcements and legislative amendments related to IFSCA. • Maintain documentation and databases for regulatory proposals and clearances. | <p>assigned including inputs for meetings, policy summaries, and comparative analysis.</p> <ul style="list-style-type: none"> • Continuous tasks will be reviewed on a monthly basis to monitor progress and quality of outputs. | | <p>handled by the IFSCA section during the tenure.</p> <ul style="list-style-type: none"> • Contribution to successful coordination of at least one high-level meeting or inter-governmental engagement relating to IFSCA. |
| 5 | PM Young Professional-1 | The PM Section handles policy issues pertaining to the Primary equity market & related intermediaries, Mutual funds, Alternative Investment Funds, REITs/InvITs, Corporate Bonds, Municipal Bonds, Collective Investment | <p>The Young Professional will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> • Analyse SEBI Board agendas and consultation papers issued by SEBI, and prepare | Due to the ongoing and evolving nature of the work in the PM Section, particularly with regard to SEBI Board agendas, consultation | <ul style="list-style-type: none"> • Access to SEBI board agendas, consultation papers, and relevant regulatory documents; | <ul style="list-style-type: none"> • Timely and high-quality briefs on SEBI Board agendas and consultation papers; • Brief notes/report |

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| | | <p>Schemes, Credit Rating Agencies, Credit Default Swaps and Backstop Facility, which are inherently complex and dynamic. These issues demand focused attention and analytical capability, particularly from individuals with a background in Economics or Finance. The engagement of a Young Professional (YP) with such qualifications is expected to enhance the Section's capacity to deliver timely and informed policy inputs, and to support the overall functioning of the PM Section.</p> | <p>concise and well-structured briefs after incorporating suggestions of various stakeholders.</p> <ul style="list-style-type: none"> Analyse policy matters related to Equity Markets, Corporate Bonds, Mutual Funds, AIFs, Credit Rating Agencies, REITs & InvITs. Examine reports submitted by financial institutions as part of the research programme with DEA. Examine Draft Cabinet Notes/proposals pertaining to Budget Announcements. Coordinate with SEBI and other regulators on the policy matters. | <p>papers, and regulatory updates, a fixed schedule cannot be prescribed. Tasks shall be completed as and when required, under the supervision of the concerned officers.</p> | <ul style="list-style-type: none"> Base notes and background material on recurring issues; Guidance and supervision from senior officials in the PM Section; Coordination support and inter-departmental inputs, wherever necessary. | <p>s on the various issues related to Equity Markets, Corporate Bonds, Mutual Funds, AIFs, Credit Rating Agencies, REITs & InvITs;</p> <ul style="list-style-type: none"> Drafts of DEA's comments on policy, legal, or regulatory matters related to primary market Any additional analytical inputs or documentation as assigned by |
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| | | | <ul style="list-style-type: none"> Examine legal and regulatory matters as they arise, and provide well-researched inputs and recommendations. | | | the PM Section. |
| 6. | EM section Legal Consultant-1 | <p>The EM Section handles policy issues pertaining to the Foreign Exchange Management Act (FEMA), 1999 and related regulations. These issues demand focused attention and analytical capability, particularly from individuals with a background in Economics or Finance. The consultant will assist the in legal drafting, policy analysis, ensuring legal consistency, regulatory clarity, and alignment with the evolving legal and economic landscape.</p> | <p>The Legal consultant will be required to undertake the following tasks:</p> <ul style="list-style-type: none"> Examine existing FEMA rules, regulations, and notifications for legal consistency and clarity. Provide legal inputs on proposed amendments or new policy initiatives under FEMA. Drafting of notifications, circulars, and policy documents issued under FEMA. Assist in interpreting | <p>The Legal Consultant will work on a full-time basis for an initial contractual period of 12 months, extendable based on performance and requirement. This schedule is flexible and will be adapted based on the volume, complexity, and urgency of assignments in the EM Section.</p> | <ul style="list-style-type: none"> Access to Relevant Documents and Records Access to past and ongoing case files or policy matters, as required for reference and drafting. Access to a computer system, internet, and databases for research and documentation. Official email ID and stationary support for | <ul style="list-style-type: none"> A detailed report summarizing all key tasks undertaken during the engagement period. Highlights of legal opinions rendered, policy notes prepared, and inputs provided on draft regulations, circulars, or notifications. Consolidated and |

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| | | | <p>complex provisions of FEMA and related subordinate legislation.</p> <ul style="list-style-type: none"> • Provide legal opinions and clarifications on policy queries raised by stakeholders. • Analyze regulatory developments, and trends impacting FEMA policies. • Prepare briefing notes, legal summaries, and background papers on FEMA policy issues. | | <p>correspondence related to assigned tasks.</p> <ul style="list-style-type: none"> • Regular briefings and guidance from designated officers in the EM Section on task priorities and policy considerations. | <p>organized set of legal research notes, case law summaries, and references relevant to FEMA policy, developed during the period.</p> <ul style="list-style-type: none"> • Any model templates or legal reference materials created for internal use. • Any additional analytical inputs or documentation as assigned by the EM Section. |
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Terms of Reference for the work to be done by Consultant in the QCO Cell, DEA

1. Precise statement of objectives (*Disciplines or the domains where engagement of Consultant is required should be indicated*):

The Quality Control Order (QCO) Cell in the Department of Economic Affairs has been established to ensure effective implementation of the "Whole-of-Government" approach in the formulation and enactment of Quality control orders.

Tasks in QCO Cell will demand focussed attention and analytical ability. In this regard, a consultants with the following qualifications are expected to enhance the QCO Cell's capacity to deliver timely and informed policy inputs:

- (1) Two Consultants** with a background in Economics, preferably with (i) a Masters' degree in Economics, and (ii) a minimum of 3 years previous experience in analysing manufacturing and trade data. **(One of these Consultants required for 6 months only)**
- (2) One consultant** with a minimum of 10 years previous work experience on Quality Control Orders (QCO) in BIS / DPIIT.

2. Outline of tasks to be carried out (*Details of work required to be carried out, specific tasks to be assigned to Consultant should be indicated*):

- i. Conduct quantitative and qualitative analysis, including assessment of fitness and completeness, of QCO proposals received by the QCO Cell in DEA and draft assessment reports, recommendations, and presentations for consideration of the Inter-Ministerial Group (IMG) on QCO Assessment.
- ii. Coordinate and draft record of discussions (RoDs) of meetings of the IMG, QCO Cell, and related issues.
- iii. Coordinate any other work related to the IMG or QCO Cell as assigned from time to time.

3. Schedule for completion of Tasks (*This should be designed in such a manner that both the time frame for the jobs as well as the deliverable are clearly identified and are amenable to periodic monitoring over the duration of the assignment*):

Due to the ongoing and evolving nature of work in the QCO Cell, a fixed schedule cannot be prescribed. Tasks shall be completed, as and when required, under the supervision of the concerned officers.

4. The support or inputs to be provided by DEA to facilitate the Consultants (*Officer who will provide guidance to the Consultant and to whom reporting is to be done should be specified here*):

Director/ Joint Director (QCO) and Deputy Director (QCO) will provide the necessary guidance to the consultant and the consultant will report to them.

5. The final outputs that will be required of the Consultant at the end of the period should be specified:

- Drafting assessment reports, recommendations, and presentations on QCO proposals received by the QCO Cell in DEA for consideration of the Inter-Ministerial Group (IMG) on QCO Assessment based on quantitative and qualitative analysis, including assessment of fitness and completeness.
- Coordinating and drafting record of discussions (RoDs) of meetings of the IMG, QCO Cell, and related issues.
- Coordinating any other work related to the IMG or QCO Cell as assigned from time to time.

Terms of Reference - for the work to be done in DI Section

(i) Precise statement of Objectives: (Disciplines or the domains where engagement of Young Professionals/Consultant is required should be indicated)

DI Section is engaged in research and analysis in the areas of foreign institutional investment (including Pension Funds and Sovereign Wealth Funds), Fund Management (including working on investment strategy, examination of regulatory and legal compliance) for NIIF and SWAMIH Fund, and identification of key investment opportunities for such investors from diverse geographies. Two new Funds from NIIF are also proposed to be established going forward. The Section will need to undertake an exhaustive analysis of the proposed investment strategy, likely investors, regulatory and legal compliances and related fund documents.

The section processes the PMO references received by this department for the meetings of the Hon'ble PM with domestic and International Investors. The Section also facilitates the organization of Investor Roundtables for the Hon'ble FM, both within and outside India.

The DI Section also processes the references received from domestic and foreign investors for meetings with Secretary (DEA). For all such meeting proposals, analysis of regional investment data and bilateral investment opportunities is therefore also required routinely.

Moreover, DI Section is also the nodal Section for coordinating and managing the Single Point of Contact System (SPOC) in DEA as point persons for the Sovereign Wealth Funds (SWFs) and other Key Institutional Investors from different geographies which requires regular data monitoring, analyses and examination, review of which is taken at the level of PMO routinely.

In view of the above work requirement, 1 Consultant is required by DI Section of Investment Division.

Preferred Background: Master Degree in Economics/Commerce/Management/Law from top grade institutions.

(ii) Outline of the tasks to be carried out: (Details of work required to be carried out specific tasks/activities to be assigned to YP/Consultant should be indicated)

The Consultant will be required to carrying out all the tasks as outlined in the activities being undertaken in DI Section as stated at (i) above. Some of these include:

- Examining policy issues, aiding officials in drafting EFC Memorandum, DCN, and much more.
- Undertaking Research and analysis of the current investment landscape for the Indian and global economies and identifying the potential opportunities for institutional investors
- Monitoring the ongoing Investment activities of key institutional investors
- Creating, preparing and maintaining key region wise and country wise Investment dataset
- Working on Briefing Folders and Suggested Talking Points for the meetings of Hon'ble PM, Hon'ble FM and Secretary (DEA) with Domestic and International Investors
- Coordinating and facilitating the Investor Roundtables
- Examining the reports and updates from NIIF and SWAMIH Funds
- Examining the Contribution Agreements and other fund documents for new Funds of NIIF.
- Coordinating with the other SPOCs for SWFs for data and other related issues
- Preparing a quarterly Investment Landscape report for consumption within DEA
- Short note briefs on emerging investment related issues
- Other tasks as assigned by the Officials

(iii) Schedule for completion of Tasks: (This should be designed in such a manner that both the time frame for the jobs as well as the deliverable are clearly identified and are amendable to periodic monitoring over the duration of the assignment)

A weekly/bi-weekly review of the assigned tasks is proposed for assessing the contribution and performance of the Consultants. A monthly presentation will be made to the Division Head of the responsibilities assigned to each Consultant and the deliverable status against each.

(iv) The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants: (Officer who will provide guidance to the Young Professionals and to whom reporting is to be done should be specified here)

For DI Section the general support and guidance will be provided by the concerned Under Secretary Shri Santosh Kumar Agarwal, Deputy Director – Shri Rajendra Kumar Meena. Overall guidance and Reporting will be to Director, Investment Division- Shri Syed Zubair Noqvi and Director, DI – Shri Rajiv Ranjan Singh.

(v) The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.

By the end of his/her stint with the help of 1 Consultant DI Section, besides working on improving the overall efficiency and output of the Section, should be able to put together an institutional system in place for monitoring and tracking of the foreign institutional investment, both from individual groups as well as by geographies/regions/countries along with a system to identify and communicate key investment opportunities to such investors.

Energy Unit

Annexure-II

Department of Economic Affairs

ISD Division

(Energy Unit)

(A) Consultant: Terms of Reference for the work to be done

(To be provided separately for each position of YP/Consultant)

(i) Precise statement of Objectives: The Consultant will be engaged to assist in the work related to Energy Sector Policies & Programmes).

(Disciplines or the domains where engagement of Young Professionals/Consultant is required should be indicated)

(ii) Outline of the tasks to be carried out:

- a) Working on research reports, project reports, concept notes received from various ministries and other miscellaneous matters.
- b) Study different global funding/ grant proposals that intend to provide assistance to domestic sustainable infrastructure projects (Green financing, Blended Finance related activities).
- c) Research on extant regulations and policy reforms related to the energy infrastructure sector.
- d) To assist in the work related to the Gulf Countries/ ECoS/ECS meetings/ SPOC Meetings/ Working Groups.

(Details of work required to be carried out specific tasks/activities to be assigned to YP/Consultant should be indicated)

(iii) Schedule for completion of Tasks: One year

(This should be designed in such a manner that both the time frame for the jobs as well as the deliverable are clearly identified and are amendable to periodic monitoring over the duration of the assignment)

Energy Unit

(iv) The support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants: Adviser/ DS/ Deputy Director, will provide guidance to the Consultant, and the Consultant will report to him/ her.

(Officer who will provide guidance to the Young Professionals and to whom reporting is to be done should be specified here)

(v) The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.

To provide satisfactory assistance in completion of the work mentioned above in the prescribed timeline.

Outline of the tasks

| Area | Tasks | Requirement |
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| Finance and Macro economic Issues | <ul style="list-style-type: none"> • Analysing macroeconomic issues and concerns/queries • Analysis of State and Central public finance related matters and of service sector issues • Econometric skills for forecasting, nowcasting and capability to undertake regression analysis in short period of time • Preparation of presentations on macro-economic matters for country dialogues, press meetings etc. • Preparation of draft agenda and relevant content and briefing materials for the high-level committee meetings focused on financial and macroeconomic issues, making talking points or speeches for the hierarchy or country dialogues or for committee meetings focused on financial and macroeconomic issues. • Preparation of periodic reports on macro-economic matters such as weekly reports, monthly economic review, Economic Survey etc. • Conduct a comprehensive evaluation of the proposals received in the ministry, to frame up the views of the Ministry. This includes assessing the current status of implementation, identifying key challenges, and outlining the future course of action on a range of macroeconomic issues. • Coordination for sector-specific inputs and documentation for consultation meetings taken by the Ministry of Finance with stakeholders across various domains of the economy. • Periodic status update and a comprehensive periodic report on key milestones identified by any subject committees/expert groups. • Co-author chapters and provide analytical input for the Economic Survey and Monthly Economic Review; • Preparing necessary inputs and presentations for meetings with various sovereign credit rating agencies and international organisations; • Track and interpret high-frequency indicators to prepare weekly, fortnightly, and monthly economic reviews for senior government officials; • Develop and maintain econometric models to forecast GDP, inflation and other key macroeconomic indicators; | <p>2 Consultants</p> <p>2 Young Professionals</p> |

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| | <ul style="list-style-type: none"> • Draft policy notes, presentations and briefing documents for the Chief Economic Adviser, Secretary(DEA), and other senior officials. | |
| Social infrastructure issues | <ul style="list-style-type: none"> • Preparation of draft agenda and relevant content and briefing materials for the high-level committee meetings focused on social sector issues. • Conduct a comprehensive evaluation of proposals submitted by various ministries, followed by the formulation of detailed comments. This includes assessing the current status of implementation, identifying key challenges and outlining the future course of action on a range of social sector issues. • Periodic status update and a comprehensive periodic report on key milestones identified by such committees. • Coordination for sector-specific inputs and documentation for consultation meetings taken by the Ministry of Finance with stakeholders across various domains of the economy. • Co-author chapters and provide analytical input for the Economic Survey and Monthly Economic review; • To take note of various employment-related indicators and track the recent developments in private sector employment, track developments in the skilling space in the country, to make various notes/briefs; • To make briefs/notes on various social sector initiatives of the Government and the private sector which can serve as good practices. • To track various developments in health/education policies and the progress of various indicators; • Track indicators of economic inequalities in the economy and prepare technical notes as may be required. | 2 Young Professionals |
| Climate change issues | <ul style="list-style-type: none"> • Preparation and finalisation of the framework document on taxonomy. • Finalisation of annexures having list of sectors, technologies and activities, etc. • Analysing the inputs given by sectoral Technical Committees (TCs) with respect to the identification of measures, technologies and projects that are climate supportive and those that enable transition. • Examining matters related to climate finance taxonomy | One Consultant |

Terms of Reference- for work to be done

in the Budget Division, DEA

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| Objectives | Analysis and monitoring process Non-Tax Revenue (NTR) Receipts |
| Outline of the tasks to be carried out | It includes monitoring of NTR Receipts and analysis of trends of the receipts, compilation of NTR Estimates receipts from various ministries/departments, and other activities associated with NTR. This forms part of the Budget exercise, and requires the expertise of economics and finance. Assimilating the Financial reports of the Public Sector Banks alongwith their examination. Analysis of the dividend receipts of PSBs as per dividend distribution guidelines issued by RBI and Gol. |
| Task to be carried out | Helping and assisting to DS/Directors in Budget related process for compilation of NTR Estimates as well as preparation of brief for NTR meetings with ministries/departments. |
| The support or inputs to be provided by DEA to facilitate the Young Professional/Consultant | Guidance and supervision from the concerned Deputy Secretary/Director. Provision of necessary office infrastructure, IT resources, and coordination support. Regular feedback and review of tasks performed. |
| The final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified. | <ul style="list-style-type: none"> i. Compilation of Estimates of NTR and accounting, data analysis in respect of Budget preparation, analysis of the dividend receipts of Public sector Banks, financial institutions and CPSEs, organizing meetings and coordinating with Ministries/Departments. ii. The YP/Consultant should be able to examine the financial reports of the CPSEs, PSBs and Financial Institutions. iii. Realization of unspent balances and analysis of receipts earned through user charges for timely revision of user charges. iv. Preparation of various types of data sets related to NTR as per the requirement of DS/Directors. |

(i) Precise Statement of Objectives:

To assist the Planning & Allocation (P&A) Section of the Budget Division, Department of Economic Affairs (DEA), in budget formulation, coordination, and related activities, including preparation of analytical briefs, compilation of inputs for the Union Budget, and assistance in drafting the Budget Speech.

(ii) Outline of the tasks to be carried out:

- a) Assisting Deputy Secretaries/Directors in the examination, compilation, and consolidation of Budget Estimates (B.E.) and Revised Estimates (R.E.) received from various Ministries/Departments.
- b) Preparing briefs, summaries, and analytical notes based on suggestions and inputs received from Ministries/Departments, VIPs, MPs, citizens, and associations for the Budget Speech.
- c) Assisting in processing matters relating to:
 - Communication of budget ceilings and allocations;
 - Re-appropriation of funds and surrender of savings;
 - Opening of new Sub-Heads, Detailed Heads, and Object Heads;
 - Parliament Questions, E-Samiksha, and PG Portal matters;
 - Examination of DCN/EFC/PIB proposals and related files from Departments/Ministries for Budget Division's comments.
- d) Providing analytical support and drafting assistance for Budget documents and related fiscal matter.

(iii) Schedule for completion of Tasks:

The work is continuous and aligned with the **annual Budget cycle**, as follows:

- **July – October:** Scrutiny and compilation of R.E. and B.E. proposals from Ministries/Departments.
- **November – January:** Preparation of analytical statements, briefs, and drafts for the Budget Speech and Budget documents.
- **February – March:** Finalization of Budget documents, coordination of Budget Speech-related work, and post-Budget follow-up.
- **April – June:** Monitoring expenditure trends, preparing review notes, and assisting in mid-year budget analysis.

(iv) The Support or inputs to be provided by DEA to facilitate the Young Professionals/Consultants:

- a) Access to required budget data, official records, and relevant documents.
- b) Guidance and supervision from the concerned Deputy Secretary/Director.
- c) Provision of necessary office infrastructure, IT resources, and coordination support.
- d) Regular feedback and review of tasks performed.

(Includes the earlier statement) Helping and assisting Deputy Secretaries/Directors in the budget preparation process and work relating to the Budget Speech.

(v) The Final outputs that will be required of the Young Professional/Consultant at the end of the period should be specified.

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- a) Preparation of analytical notes, briefs, and data compilations for the Union Budget and Budget Speech.
- b) Drafts and finalized versions of notes, statements, and responses to Parliament Questions.
- c) Timely and accurate support in preparation of Budget-related documents and reports.
- d) Contribution to efficient coordination and completion of tasks assigned within the Budget Division.