

**ADVERTISEMENT AND TERMS & CONDITIONS FOR ENGAGEMENT OF ONE
(01) YOUNG PROFESSIONALS (FOR INTERNATIONAL CONFERENCE ON SYSTEMS
ANALYSIS IN INDIA IN TIFAC) ON CONTRACT BASIS**

Technology Information, Forecasting & Assessment Council (TIFAC), an Autonomous Body under the Department of Science and Technology (DST), Government of India invites applications from Indian Nationals for engagement of one (01) Young Professional (for International conference on Systems Analysis in India) on full time contract and on consolidated remuneration (Professional fee) basis.

Taking an integrated, trans-disciplinary policy-oriented approach to research that accounts for the interconnected nature of social, economic, and environmental challenges allows us to understand critical linkages, synergies and trade-offs between issues generally treated separately - providing policymakers and relevant stakeholders with integrated policy options to address regional and global challenges, TIFAC in partnership with IIASA has now planned to convene the international conference on system analysis in August 2022 in Delhi. The planned conference would contribute to the realization of the IIASA Strategic Plan in methodological, applied and integration aspects in various socio-economic sectors.

The Terms and Conditions of the engagement are as follows:

- 1. Name of position:** Young Professional (for International conference on Systems Analysis in India)
- 2. Number of positions:** One (1)
- 3. Method of recruitment:** Through online advertisement and interview
- 4. Education qualification Essential:** B.Sc./B.E./or B.Tech/ or M.Sc/M.BA.
- 5. Age:** Not exceeding 32 years as on January 31, 2022
- 6. Scope of Work, Job Description and Responsibilities:** Executing the entire conference including identifying the experts, researchers, young scientist to participate in the event, creating data base of speakers, coordinating with all the experts, convening/organizing committee meetings, designing logos, backdrops, badges, stage, PA and projection system etc. or any other related work may also be assigned as and when required.
- 7. Experience:** Minimum of one year post essential qualification experience in the areas scope of the work as mentioned above.
- 8. Other Attributes:** Candidates should have good working knowledge of technology based skills on the computer and ability to work on ICT applications. They should also possess strong communication and interpersonal skills.
- 9. Professional Fee / Consolidated Remuneration:** The Young Professional will be paid consolidated remuneration of Rs.60,000/- pm all inclusive and would include all taxes also (if any). No other incidental expenses viz. transport, telephone, etc. would be paid. In case he/she is deputed for outstation travel, he/she would be paid TA/DA/local transport **as admissible** to Pay Level-10 of 7th CPC.

- 1. Term of Contract:** The term of contract for Young Professional (would be one year or co-terminus with project, whichever is earlier. The term of contract may be reduced at the discretion of TIFAC before making the offer of contract. After the contract is signed/ accepted, TIFAC or Young Professional may terminate the contract by giving one month's notice in writing to the other party without assigning any reason. The term of contract may be extended beyond the duration mentioned above on the same rates and terms and conditions, if mutually agreed by both.
- 2. Confidentiality & Conflict of Interest:** The Young Professional so engaged would be required to maintain Confidentiality & discharge his/her duties with sincerity. In case it is found to be in conflict with the interest of TIFAC, his/her services are liable to be discontinued immediately without assigning any reason. Further, the Young Professional engaged shall not be permitted to take up any other assignment during the period of **engagement** with TIFAC without prior permission of TIFAC in writing.
- 3. Leave Entitlement:** The Young Professional engaged as above will be on full time basis and shall be entitled to leave of 08 days in a year on pro-rata basis without any deduction in consolidated monthly remuneration.
- 4.** The applicants need to enclose the copies of the following documents, duly self attested as proof of their credentials:
 - (i) Age Proof Certificate
 - (ii) Degree/Certificates as above.
 - (iii) Experience certificate from employer
 - (iv) No objection / relieving letter from the Employer (if employed at present)
 - (v) Any other document, if deemed necessary may be demanded by TIFAC during the short listing / selection / contract signing process.
- 5. General Conditions:**
 - a.** The application form as per prescribed format complete in all respect along with all enclosures to be sent in hard copy addressed to In-charge (Finance & Admn.), TIFAC, AI Block, 5th Floor, Techonology Bhawan, New Mehrauli Road, New Delhi- 110016. Alternatively, application form along with scanned copies of all the documents may also be sent by email at estbtifac@tifac.org.in
 - b.** The last date of receipt of application in TIFAC in hard copy or by email would be 31st January 2022.
 - c.** The prescribed qualifications /experiences are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
 - d.** TIFAC reserves the right to restrict the number of candidates for interview to a reasonable limit.
 - e.** NO TA/DA will be provided for appearing in interview.
 - f.** Selected candidate(s) will be needed to join immediately.
 - g.** TIFAC also reserves the right of rejecting any or all the applications without assigning any reasons at any stage.

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**APPLICATION FORMAT FOR ENGAGEMENT OF YOUNG PROFESSIONAL
(for International conference on Systems Analysis in India)**



1. **Post Applied For** :
2. **Name of the Applicant** :
3. **Date of Birth** :
(age as on 31.1.2022) :
4. **Permanent Address** :
5. **Correspondence Address** :
6. **Contact No. (Mobile & Landline)** :
7. **Email ID** :
8. **Nationality** :
9. **Educational Qualification** :
(Class 10th onwards)

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

10. Professional Qualification :

Exam/Degree	Board/University	Year of Passing	% Grade	Subject

11. Details of Experience in chronological order (with brief of the duties performed – details may be provided in the form of Annexure)

Name of Organisation	Post held	Pay Scale	Gross Emoluments	Period	Nature of Duties

12. Emoluments last drawn (last basic pay, if working in Govt. service):

13. Any other information

Note: Please attach self-attested copies of testimonials as mentioned in the advertisement.

Declaration

I do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Date:

Place:

Signature: