

No. 8-16/2024-Estt.
National Commission for Minorities
Government of India

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Block-14, 1st Floor, CGO Complex,
Lodhi Road, New Delhi-110003
Dated: 14.01.2026

Circular

Subject: Engagement of two Young Professionals on contractual basis in National Commission for Minorities - regarding.

National Commission for Minorities (NCM) invites applications for engagement of two Young Professionals on contractual basis.

2. The details of the position advertised are enclosed as **Annexure-I**. This engagement will be in the nature of fee-based consultancy and does not, in any way, tantamount to an appointment for employment or job. This engagement does not confer any right to regular appointment in Government service. The short-listed candidate will be considered for engagement as per functional requirements of the Commission.

3. Interested and eligible applicants may submit their particulars strictly as per the enclosed format (**Annexure-II**) along with CV and relevant documents to the "Under Secretary, National Commission for Minorities, Block-14, 1st Floor, CGO Complex, Lodhi Road, New Delhi-110003" through speed post or e-mail at us.ncm@gov.in. The last date for submission of application along with complete CV and other requisite documents will be 15 days from date of publication of the advertisement in the Employment News. Incomplete applications or applications received after the due date will be summarily rejected.

4. NCM also reserves the right to accept or reject application without assigning any reasons. NCM also reserves the right to cancel the advertisement at any stage.

Encl: As Above



(Rajeev Mohan)
Under Secretary to the Govt. of India

**Eligibility and other conditions for engagement of Young Professional on contractual basis in
National Commission for Minorities**

1.	Name of Position	Young Professional (YP)
2.	No. of YPs required	Two (2)
3.	Areas of required specialization	(1) Data Analyst (2) Research Analyst
4.	Location	NCM Office, New Delhi
5.	Method of Recruitment	On Contract basis
6.	Age Limit	Should be below 35 years
7.	Period of Contract	Period of engagement initially for a period of one year extendable based on performance, fitness and organization requirement.
8.	Remuneration (Per Month)	Rs. 60,000 (fixed)
9.	Purpose of Assignment	To provide services as per work under taken by the Commission under its mandate. Administrative and financial/ accounts related work would not be envisaged for services.
10.	Tasks related to Assignment and Other tasks incidental thereon	(1) For Data Analyst: <ul style="list-style-type: none">• Conduct exploratory data analysis to identify initial patterns or anomalies.• Perform temporal (time-based), spatial (geographic), and demographic analysis to identify trends and disparities.• Develop insightful dashboards, periodic reports, and visual presentations to communicate analytical findings clearly and effectively to a non-technical audience, including senior officials of the Commission.• Prepare data-driven inputs for the NCM's annual reports, special studies, and official communications.• Proactively identify and suggest new lenses and analytical frameworks through which the Commission's data can be examined for deeper insights.• Keep abreast of national-level datasets (e.g., Census, NSSO, NFHS) and research relevant to minority communities to enrich the Commission's internal analysis.• Any other data related work that may be assigned.



		<p>(2) Research Analyst:</p> <ul style="list-style-type: none"> • Preparation of research papers, study notes on issues indicated by NCM. • Preparation of Reports based on analysis of annual reports, other reports, data received/ generated by NCM. • Any other data related work that may be assigned.
11.	Educational Qualification and work experience	<p>(1) For Data Analyst:</p> <p>Essential: (i) Bachelor's Degree from a recognized University or Institution in Computer Science, Information Technology, Electronics & Communication, Public Policy or Data-intensive related field such as applied Mathematics, Economics or Statistics.</p> <p>(ii) Proficiency in MS Excel, Basic understanding of databases and data management; Good communication skill in English and Hindi</p> <p>Experience: Minimum one year of post-qualification professional experience in the relevant field preferably in Government Department / Public Sector Undertaking / Autonomous Body.</p> <p>Desirable: Candidates with Master's Degree in the relevant field will be given preference.</p> <p>(2) For Research Analyst:</p> <p>Essential: Master's Degree from a recognized University or Institution in Public Policy, Social Work, Economics, Sociology, Social Anthropology, Political Science, Comparative Religion</p> <p>(ii) Proficiency in drafting reports, background papers, notes and briefs; Good working knowledge of MS Word, MS Excel and MS Power Point; Good communication skills in English and Hindi</p> <p>Experience: Minimum one year of post-qualification professional/ research experience in the relevant field in a Government Department/ Public Sector Undertaking / Autonomous Body.</p>
12.	Selection process	<p>Selection of YP will be done on the basis of personal interview/talk. Only the short-listed candidates will be called for the interview. No TA or DA will be paid for attending the interview. At the time of interview, the shortlisted candidates shall have to produce their bio-data and certificates, in original for verification. The decision of the Competent Authority on selection of candidates will be final and no correspondence on this subject will be entertained.</p>



13.	Termination	The termination of the contract on either side is by one month's notice or in lieu thereof, one month's remuneration to be paid or surrendered, which is to be calculated based on average of 3 months last drawn remuneration.
14.	Leave	With prior approval of their Reporting Officer, YPs can avail leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Unavailed leave cannot be carried forward to the next year. Further, leave upto one month may be considered without remuneration with the approval of the competent authority.
15.	Insurance	The YPs shall be responsible for taking out and for maintaining adequate insurance required to meet any of their obligations under the contract, as well as for arranging, at their own expense, such as life, health and other forms of insurance as they may consider appropriate to cover the period during which they are engaged.
16.	Tax Deduction	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 Commission may issue a TDS Certificate.
17.	Settlement of disputes	NCM and the YPs shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the contract or the breach, termination or invalidity thereof. Grievances, if any, should be processed as per the redressal mechanism followed in the NCM.
18.	Mode of Journey	During official tours, journey will be allowed by Air in Economy class or by Rail in AC Two Tier as admissible to level-7 officers of Central Govt.
19.	Boarding, Lodging and local transport	Reimbursement for hotel accommodation/ guest house of up to Rs.750 per day, reimbursement of non-AC taxi charges or' up to Rs. 225/- per day for travel within the city, Reimbursement of food bills not exceeding Rs. 800/- per day as admissible to level-7 officers of Central Govt.
20.	Use of name, emblem or Official seal of the Organization.	Individual YPs shall not advertise or otherwise made public for purposes of commercial advantage that a contractual relationship exists with the NCM, not shall the Individual YPs, in any manner whatsoever, use the name, emblem or official seal of NCM, or any abbreviation of the name of NCM, in connection with any business or otherwise without the written permission of NCM. Undertaking to be taken.



21.	Travel, medical clearance and miscellaneous issues	<p>NCM may require the individual YPs to submit a statement of good health from a registered physician prior to commencement of work in NCM.</p> <p>In the event of the death, injury or illness of any Individual YPs, which is attributable to the performance or engagement on behalf of NCM under the terms of the consultancy contract while the individual consultant is travelling at the expense of NCM or is performing any responsibilities under the consultancy contract in any offices or premises of NCM or Govt. of India or to any State/ UT, the individual YPs or the his/ her dependents, as appropriate, shall not be entitled to any compensation.</p>
22.	Application Form	Application form is enclosed at Annexure-II .



Area of specialisation applied for:

Personal Particulars:

1.	Name (In block Letters)	
2.	Father's Name/Mother's Name	
3.	Date of Birth	
4.	Permanent Address with Pin Code	
5.	Local Address with Pin Code	
6.	Nationality	
7.	Mobile Number	
8.	Email ID	

9. Education Qualifications:

[illegible]

10. Special qualification, if any :
11. Applicant's area of specialization :
12. Research Experience :
- (i) Duration :
- (ii) Organization :
- (iii) Area :
13. List of self-attested testimonials attached (original to be produced at the time of interview):
14. Any other details (If necessary attach a sheet).....

Declaration

Certified that the information furnished by me herein above is true to my personal knowledge. I understand that if anything stated herein above turns out to be false, the National Commission for Minorities may cancel my candidature. Further, I understand that if the appointment is obtained on the basis of any wrong information/ document, I shall be liable for immediate termination/ revocation /cancellation and this may also entail my prosecution under Criminal Penal Laws. I have never been convicted by any Court of India for any offence and no criminal proceeding is pending against me in any Court of India.

Yours faithfully,

(Signature of the applicant)

Place

Date