

**No. 20-MoC/219/2025-MoC
GOVERNMENT OF INDIA
MINISTRY OF COOPERATION
(ESTABLISHMENT DIVISION)**

1st Floor, Atal Akshaya Urja Bhawan,
Behind NIA Building, Lodhi Road, New Delhi
Dated: 03rd March, 2026

**Advertisement for engagement of Young Professionals in the Cooperative Development (CD)
Division of Ministry of Cooperation on Contract Basis**

Applications are invited in the prescribed proforma (as per **Annexure I** to the advertisement) for engagement of three (03) Young Professionals in the Cooperative Development (CD) Division of the Ministry of Cooperation on contract basis for a period of one year extendable for another one (01) year, as per details below:

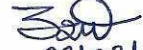
1.	Name of the Position	: Young Professional (CD Division)
2.	Number of Position (s)	: 03 (Three)
3.	Category-wise Distribution	: 01- Taxation Parity & Market Linkages
		: 01- Cooperative Banking & Insurance
		: 01- Emerging sectors in Cooperatives
4.	Mode of recruitment	: Contractual
5.	Period of Contracts	: Initially for a period of 1 (one) year which can be extended by another one year based on performance.
6.	Remuneration	: Consolidated ₹65,000/- (Rupees Sixty-Five Thousand only) per month to a YP, having 2 years or more experience in the concerned field. OR Consolidated ₹60,000/- (Rupees Sixty Thousand only) per month to a YP, having less than 2 years of experience in the concerned field. Income Tax or other relevant tax, as applicable will be deducted, as per Rule. YP shall not be entitled to any benefit like HRA, Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the regular employees of the Ministry. The amount of remuneration so fixed shall remain unchanged during the term of engagement. Travelling reimbursements will be admissible only for official duties, with due approvals of the Reporting Officer and would be as per limits

		given for YP in para 7 of NITI Aayog Guidelines issued vide correspondence No. A-12036/2/2023-Adm.IB dated 07.07.2023.
7.	Age Limit	: Not exceeding 35 years
8.	Educational Qualifications	: Essential: Master's degree in Economics / Finance / Commerce / Public Policy / Statistics/ Management/ Banking, OR Bachelor's degree in Economics / Statistics / Engineering / Computer Science / CA / ICWA Desirable- Young Professional (YP) should have excellent communication, interpersonal analytical skills. They must have good working knowledge of technology-based skills or computer ability to work on ICT.
9.	Additional Key Skills	
	YP – Taxation Parity & Market Linkages	: Cooperative Marketing, Taxation policy analysis, data analysis (Excel/Power BI), drafting & presentation skills
	YP– Cooperative Banking & Insurance	: Cooperative banking/insurance regulations, RBI framework, data analysis (Excel/Power BI), drafting & presentation skills
	YP –Emerging sectors in Cooperatives	: Policy & financial analysis, cooperative sector knowledge, data analysis (Excel/Power BI), drafting & presentation skills
10.	Experience	: Minimum experience up to 3 years of experience, as prescribed above at serial no. 6.
11.	Scope of Work	
	YP – Taxation Parity & Market Linkages	: Analyse taxation parity issues for cooperatives; support linkage with Multi-State Cooperatives in exports, organics and seeds; prepare policy notes and presentation
	YP– Cooperative Banking & Insurance	: Support on cooperative banking and insurance; track compliance and reforms; analyse data; prepare notes and presentation
	YP –Emerging sectors in cooperative	: Analyse policy and financial issues in new and emerging cooperative sectors; coordinate with States; prepare briefs, reports, notes and presentation
12.	Working hours	: The engagement of the Consultant is on full time basis. Normal working hours will be from 0900 to 1730 hrs. Working hours is subject to change from time to time. In exigencies, he/she may be required to work beyond office hours and/or on holidays. No extra allowance or remuneration for such work is admissible. He / She shall not accept any other professional appointment, paid or otherwise in government or private sector or in any other organization of any kind during the term of engagement with this Ministry.

13.	Leave admissible	: Paid leave of absence of 8 days per year / on prorata basis for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed. Leave cannot be claimed as a matter of right. Leave will not be allowed for more than 5 days at a time. Discretion is reserved to the Head of Division to refuse or revoke leave in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on commencement of notice period. No other leave of any kind shall be admissible to him/her. In case he/she remains absent from duty beyond entitled leave, a proportionate deduction from the consolidated remuneration as applicable will be made.
14.	Job Location	: Ministry of Cooperation (Atal Akshaya Urja Bhawan, Lodhi Road, New Delhi-110003)
15.	Reporting To	: Under Secretary (CD Division)
16.	Termination Clause	: The office reserves the right to terminate the contract at any time in case: the contractual employee is unable to satisfactorily complete the assigned tasks. The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause. The contractual employee is absent from duty without authorization. The office chooses not to renew the contract at the end of initial period of engagement. Any other reason
17.	Requirement of prior notice	: In case the YP seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days' notice to the Ministry or one-month's salary in lieu of the notice period.
18.	Confidentiality clause	: The YP would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he/ she may have come across during the period of his/ her engagement in the Ministry of Cooperation to anyone. The YP shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/ her. The secrecy and confidentiality shall be maintained even after the termination of the contract. The YP shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the Ministry of Cooperation on any matter during the period of his / her engagement.
19.	Conflict of Interest	: The YP shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employees are not found satisfactory or are found in conflict with the interest of the Government functioning, his/ her employment is liable to be terminated/ discontinued without assigning any reason thereof.

20.	Renewal/Extension	:Not applicable beyond two years unless decided otherwise by Competent Authority
21.	Contract	:The selected person will be required to enter into a contract with the Ministry in a prescribed format w.e.f. the actual date of engagement as Young Professional.
22.	Selection Procedure	<p>:The applicants who fulfil the eligibility criteria may submit application indicating their interest in working for the Ministry of Cooperation as per proforma at Annexure I.</p> <p>Documents / certificates in support of educational qualifications, experience should be attached with the application.</p> <p>Applications along with supporting documents can be submitted to the Ministry through either of the following modes:</p> <p>OFFLINE MODE: - By registered post in an envelope labelled as "Application for the position of Young Professional in CD Division of Ministry of Cooperation". This is to be sent to the following address.</p> <p><i>"Under Secretary (Admn), Ministry of Cooperation, 1st Floor, Atal Akshaya Urja Bhawan, New Delhi-110003"</i></p> <p>ONLINE MODE: - Through email with the subject clearly mentioning the name of the candidate and the position against which the application is being submitted. The email is to be sent to the following email address: estt-coop@gov.in</p> <p>Ministry of Cooperation will review the applications and shortlist the candidates for interview / written test. The shortlisted candidates will be intimated by email.</p> <p>Incomplete application and those received without supporting documents will be summarily rejected.</p> <p>The date, time and venue of the interview/written test will be conveyed through email at the email address provided by the applicants.</p> <p>Applicants will have to make their own arrangements to reach the place of interview/written test.</p> <p>No TA/DA will be payable by the Ministry to Applicants for attending interview/written test.</p> <p>The decision of the Government regarding selection of candidate will be final.</p>

The last date for receiving applications is 31st March, 2026 (1730 Hrs). Applications received after the closing date and time or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma will be rejected and no correspondence shall be entertained in this regard.



03/03/26

(Ajit Kumar Sharma)

Under Secretary to the Govt. of India

Tele: 011-20849147

(ANNEXURE-I)

**APPLICATION PROFORMA FOR THE POSITION OF YOUNG PROFESSIONAL IN THE
COOPERATIVE DEVELOPMENT (CD) DIVISION OF**

**THE MINISTRY OF COOPERATION, NEW DELHI
(only for the Indian Nationals)**

1.	Advertisement No.	Latest passport size photograph	
2.	Name of the Position	Young Professional (CD Division)		
3.	Nationality			
4.	Name of the applicant (in block letters)			
5.	Gender			
6.	Date of Birth			
7.	Father's/ Mother's Name			
8.	Marital Status			
9.	Spouse's Name [if Sl. No. (8) is yes]			
10.	Educational Qualification	Name of the Board/ University	Year of passing	Percentage/ CGPA
		(i) Graduation		
		(ii) Post Graduation		
11.	Email ID			
12.	Mobile No.			
13.	Address for Communication			

14. Details of experience/ employment in chronological order, if applicable. (If space below is insufficient enclose a separate sheet) (Please enclose supporting documents)

Department/ Institution/ Organization	Position held	From	To	Emoluments (p.m.)	Nature of duties performed

** please use separate sheet to fill the complete details, if required*

15. Languages known:

16. Details of courses/ training programmes attended, if any:

17. Additional information, if any, which you would like to mention in support of your suitability for the position.
Enclose a CV or separate sheet, if need be.

18. Certified that the information furnished above is true to the best of my knowledge and belief. I understand that in case, any of the information furnished above is found to be false, at any stage before or after appointment, my appointment shall be liable to be cancelled and suitable legal action can be taken against me.

Place: _____

Date: _____

Signature: _____

(Name): _____