



File No./L/1/2023-NCGG
National Centre for Good Governance (NCGG)
Department of Administrative Reforms & Public Grievances,
Ministry of Personnel, Public Grievances & Pensions,
Government of India

Date: 25/01/2024

VACANCY ADVERTISEMENT

NCGG proposes to invite applications to work as a Young Professional (Public Administration) on a contract basis. Interested and eligible candidates may submit their application online at the website of NCGG (www.ncgg.org.in) latest by **16/02/2024, 1730 Hrs.**

1.	Name of Position	Young Professional
2.	No. of Positions	04 (Four)
3.	Age Limit	Candidates should be below 32 years of age as on the date of advertisement
4.	Period of Contract	For a period of 1 year
5.	Remuneration (Per Month)	Rs. 70,000/- (Inclusive of Taxes)
6.	Educational Qualification	<u>Essential:</u> Master's Degree in Public Administration from a recognized University or equivalent
7.	Experience	At least 1 to 3 years' of work experience is required in the fields of Public Administration, Policy Analysis and Research, Social Sector, Infrastructure, Public Policy and Affairs, Community Engagement, Political Science, Government Affairs, Project Management, and Planning under reputable government organizations, international development agencies, and research organizations.
8.	Duties & Responsibilities	<ul style="list-style-type: none">• Young Professionals will be required to provide high-quality inputs in disciplines such as Public Policy & Governance, Public Finance and Budgeting, Local Governance and Panchayati Raj Institutions, Urban and Regional Administration, Personnel Administration and Human Resource Management, Administrative Law, Ethics in Public Administration, Rural Development and Administration, e-Governance and Technology in Public Administration, Political Economy and Development, Public Health Administration, Environmental Administration, Disaster Management, and

		<p>Administration, etc.</p> <ul style="list-style-type: none"> • Undertaking the publication of a book related to Public Administration in India and providing support in event management and liaison and protocol-related duties. • Perform any other task assigned by the Competent Authority.
9.	Selection Process	<ul style="list-style-type: none"> • The Centre will invite applications through its official website, www.ncgg.org.in. • Applications with incomplete information or failing to meet eligibility conditions will be disqualified. • The selection process comprises two stages: <ul style="list-style-type: none"> i.) Preliminary screening of applications to shortlist candidates. ii.) Personal interview (conducted online or offline) for the shortlisted candidates. • NCGG will establish a committee responsible for screening applications and/or conducting personal interviews. • Candidates selected for a personal interview will be notified in advance via email. • Following the screening process and personal interviews, a list of successful candidates will be declared. Those who are selected will receive email notifications, including details about the joining date.

2. Further, for selection purpose, decision of the selection committee will be final and binding on all candidates. Application received with incomplete information or received beyond the closing date/ time will not be considered and summarily rejected without any further communication.

Note: Apart from the above, the engagement of Young Professionals shall be made in accordance to the NITI Aayog guidelines (A-12036/2/2023-Adm.IB) dated 7th July 2023.


25/1/24

(Dr. Gazala Hasan)

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Dated: 25-01-2024

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