

F. No. 13023/8/2021- Estt./MoMA

भारत सरकार

Government of India

अल्पसंख्यक कार्य मंत्रालय

Ministry of Minority Affairs
(General Admn)

11th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road, New Delhi-110003

Dated: 26 /08/2021

CORRIGENDUM

Subject:-Invitation of online applications for engagement of Young Professionals, Consultants and Consultants Grade II in the Ministry of Minority Affairs – regarding.

The undersigned is directed to refer to this Ministry's Office Memorandum of even number dated 17.8.2021 on the subject mentioned above and to state that the following amendments are being made to the above O.M. as under:

Point No. 7, and 12 of (A) of Annexure –I would be read as under:

(A) Young Professionals

S. No.	Division	Vacancy	Post Code	Sector	Job Description / Specific education qualification
7	Seekho Aur Kamao	1	YP/SAK/MSP /09	Management & Social/Policy Research	Assist to Senior officers in day to day activities of policy formulation and implementation. They would extensively research to develop theories of change and cogent literatures of policy visioning.
		1	YP/SAK/IT/10	Information and Technology & Innovations	
		1	YP/SAK/DE&SSR/11	Development Economics & Social Science Research	
		1	YP/SAK/DE&SSR/11/A	Mass Communication and Social Media	<u>Job Description:</u> To create artistic graphics for weekly posting on social media, create and align presentations to a

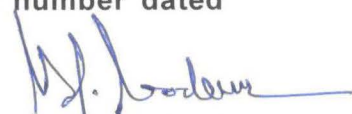
					<p>standardised format for the Ministry, write content for social media posts, write press releases, take minutes of meeting and present in innovative format and organize the audio content/jingles/talks for social media.</p> <p><u>Specific Educational Qualification:</u></p> <p>Master/PGD in Mass Communication (Journalism, Radio & Television, Advertising & PR, Graphic Designing etc.) from premiere institutions, exceptionally skilled graduates may also be considered, Skills in video editing and basic animation is desirable.</p>
12	Admn. General	1	YP/AG/S/17	Social (Human Resource)	<p><u>Job Description:</u> Complete process for selection of Human Resource (Screening of Application, Constitution of committee), Preparation of reports etc.</p> <p><u>Specific Educational Qualification:</u> Bachelors degree in any discipline and MBA in Human Resource</p>
		1	YP/AG/IT/17/A	Information Technology	<p>To deal with matters relating to GeM Portal, matters relating to Central Public Procurement Portal, To deal with matters of E-Awaas Portal, other Secretariat work including putting up of files relating to the Division. In addition he may also be assigned the works related with various issues being received under Admn division.</p>
		1	YP/AG/ACs/17/B	Accounts	<p>Matters relating to PFMS and other Secretariat work including putting up of files relating to the Division. In addition he may also assigned the works related with various issues being received under Admn division.</p>

Further, in the Point (B) of the Annexure-I to the above OM, one more post has been added as under:

B. Consultant:

S. No.	Division	Vacancy	Post Code	Sector	Job Description / Specific Educational qualification
7	Jiyo Parsi	1	CON/JP/S/11	Social	<p><u>Job Description:</u></p> <p>i. The Consultant will fully support the Jiyo Parsi Section to implement the Scheme;</p> <p>ii. Provide inputs for Policy and Strategy Development for enabling quality, inclusion, etc;</p> <p>iii. Scheme implementation for effective progress achievement, monitoring, and reporting and striving for excellence;</p> <p>iv. Monitoring and evaluation using latest IT tools available;</p> <p>v. Technology integration for scheme operations, etc</p> <p>vi. Checking calculations and financial data, and assisting in processing files for release of grants;</p> <p>vii. Financial Management including Monitoring and control mechanisms;</p> <p>viii. Resolving the challenges and implementation issues in the scheme;</p> <p>ix. Fully assist the Ministry in programme related matters including monitoring, MIS, etc;</p> <p>x. Conduct review meetings with PIA (s) and other stakeholders on scheme related issues, based on data analytics;</p> <p>xi. Work within the Ministry and be engaged on a full-time basis;</p> <p>xii. Any other Scheme related issue, which may arise from time to time based on scheme requirements.</p> <p><u>Specific Educational Qualification:</u> Graduate and above</p>

2. The terms and conditions contained in the O.M. of even number dated 17.8.2021 remains the same.


(Md. Nadeem)

Under Secretary to the Government of India

i. Website of MoMA