

No. N-20011/03/2025-E.II  
Government of India  
Ministry of Road Transport & Highways  
(Establishment-II Section)  
Transport Bhawan, 1, Parliament Street, New Delhi-110001

New Delhi, Dated 17<sup>th</sup> April, 2025

**OFFICE MEMORANDUM**

**Subject: Engagement of Young Professionals in Ministry of Road Transport & Highways-reg.**

The undersigned is directed to enclose herewith procedure and guidelines for engagement of Young Professionals in Ministry of Road Transport & Highways and to say that the Ministry of Road Transport & Highways seeks to engage dynamic Young Professionals on contractual basis. These "Professionals" shall be given exposure to various Wings/ Divisions of Ministry of Road Transport & Highways and would be expected to supplement the process of analysis within MORTH.

2. Eligible candidates must fill the application form for applying for the post of Young Professionals on contract basis enclosed as **Annexure-I**.
3. The details including number of Young Professionals, Terms of Reference for the work and outputs etc. are enclosed as **Annexure-II**.
4. The last date for receipt of applications along with CV/resume is within 30 days from the issue of this OM.
5. Applications may be sent to the Under Secretary (E-II), Ministry of Road Transport & Highways, Room No. 249, Transport Bhawan, Parliament Street, New Delhi-110001 or via email at [rvcsridhar66@nic.in](mailto:rvcsridhar66@nic.in)/[e230-morth@gov.in](mailto:e230-morth@gov.in).

Encl: as above



(R.V.C. Sridhar)

Under Secretary to the Government of India

Tele: 23739074

To

1. Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi-110001 - with a request to circulate the same for wider publicity.
2. Department of Higher Education, Ministry of Education, Shastri Bhawan, New Delhi-110001 - with a request to circulate the same to all IITs, NITs and IIITs for wider publicity.
3. All Ministries /Departments of the Government of India
4. NHAI/NHIDCL/IAHE/IRC - with a request to upload the same on their website for wider publicity.
5. NIC- with a request to upload on Ministry's website & e-office.

### Format of Application for the Post of Young Professional

Individual who fulfill the eligibility conditions after going through the details of scope of work and terms and conditions and other details may apply in the prescribed format as given below: -

1. Post for which applying (Nature of Division/Zone):
2. Name:
3. Date of Birth:
4. Address for correspondence:
5. Contact No.:
6. Email:
7. Academic Qualification (In reverse order. starting from the latest):

Sl. No.	Degree	Year of passing	Subjects	University/ Institute	Class/ Division/ Marks Obtained	Distinction (if any)

\* Attach separate copy if required.

8. Gate Score and Year -
9. List of relevant technical and academic publications (if any).
10. Relevant experience:
  - (a) Total years of experience and name of organizations
  - (b) Year-wise tasks of similar nature carried out during the last three years
  - (c) Relevant experience of working Central/ State/ UT Government bodies or PSUs
  - (d) Relevant experience of working for national bodies
  - (e) Relevant experience of working for international bodies
  - (f) Works of similar nature in hand and expected date of completion

Sl. No.	Name of Employer	Designation	Responsibilities Assigned	From (date)	To (date)

\* Attach separate copy if required.

11. A short note on your suitability for the post.
12. Recent self-attested photograph

Name & Signature of the Applicant

Date:

Place:

Note: Selection of Young Professionals who satisfy the eligibility conditions will be made on the basis of the GATE score achieved.

**Terms of Reference (TOR) for the Young Professionals in Tunnel Zone, MoRTH (HQ)**

1. **Name of the Division:** Tunnel Zone, MoRTH (HQ)
2. **Name of the Position:** Young Professional
3. **Number of Individual Young Professionals required:** 2 Nos.
4. **Purpose of assignment:** To provide technical support to Tunnel Zone of MoRTH
5. **Duration:** 2 Years
6. **Tasks Related to Assignment** - Technical review of Tunnel DPRs and other matters related to Tunnel projects. Providing assistance in developing SOPs/guidelines for tunnel projects, monitoring of tunnel works on NHs etc.
7. **Job Description** - The Young Professionals will provide assistance to the tunnel zone of MoRTH in technical matters. The ideal candidate will have extensive experience in tunnel design, construction and maintenance as well as knowledge of relevant standards and regulations. He should stay updated on industry standards, codes, and guidelines related to tunnel construction and maintenance.
8. **Qualifications and Competencies:**
  - (i) **Academic Qualification:** B.Tech/B.E. in Civil Engineering + 1 years' experience Road/Rail/Metro tunnel projects.
  - (ii) **Work experience:** Minimum 01 year work experience
  - (iii) **GATE Qualified**

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**Terms of Reference (TOR) for the Young Professionals in Road Safety Engineering Zone, MoRTH (HQ)**

1. **Name of the Division:** Road Safety Engineering Zone, MoRTH (HQ)
2. **Name of the Position:** Young Professional
3. **Number of Individual Young Professionals required:** 2 Nos.
4. **Purpose of assignment:** To provide technical support to RSE Zone of MoRTH
5. **Duration:** 2 Years
6. **Tasks Related to Assignment:**
  - (i) Sanctioning of long-term black spot rectification estimates of entire NH works entrusted to the Ministry.
  - (ii) Compiling data regarding Road Safety or Black spot.
  - (iii) Monitoring monthly data of Blackspot from all State RO's, NHIDCL and NHA
  - (iv) Performing data cleaning and error handling for the data set received from Respective states. Summarizing the data and monitoring and tracking monthly progress of Rectified Blackspot data.
  - (v) Monitoring Blackspot portal with updated data entered by Respective states.
  - (vi) Collecting the crash barrier installation data, Road safety audit and speed calming measures data from all the Regional offices.

7. **Job Description** - The Young Professionals will provide assistance to the RSE zone in tasks defined above. The ideal candidate shall have experience in design, construction and maintenance of road projects and shall be well versed with IRC guidelines. The candidate shall stay updated on standards, codes, and guidelines related to road safety.

**8. Qualifications and Competencies:**

- (i) **Academic Qualification** - B.Tech/ B.E. in Civil Engineering

**Desirable Qualification:** M.Tech/M.E. in Transportation Engineering/ Traffic Engineering/ Safety Engineering/ Highway Engineering/ Transportation Planning.

- (ii) **Work experience:** Minimum 01 year work experience.

- (iii) **GATE Qualified**

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**Terms of Reference (TOR) for the Young Professionals in Standard & Research Zone, (HQ)**

1. **Name of the Division:** Standard & Research Zone, MoRTH (HQ)
2. **Name of the Position:** Young Professional
3. **Number of Individual Young Professionals required:** 2 Nos.
4. **Purpose of assignment:** To provide technical support to S&R Zone of MoRTH
5. **Duration:** 2 Years
6. **Tasks Related to Assignment** - Assistance in following tasks:
  - (i) Technical Examination and Sanctioning of Research projects related to Road and Bridge.
  - (ii) Task Related to Bridge Health Monitoring System, Standard Design and Plans, OWC/ODC, & other activities related to Bridge Zone etc.
  - (iii) Task Related to Setu Bharatam, Level Crossing, and coordination with Other Ministries.
  - (iv) Compiling data regarding Bridge, New Material, and other Research Related Data, Analysis of the data received from the all the offices.
  - (v) Assisting in Formulating the Guidelines /issuing the Circulars.
  - (vi) Monitoring and Reviewing ongoing research schemes related Highway.
  - (vii) Monitoring use of New materials/Alternative Material in the National Highways.
  - (viii) Internship to B.Tech/MTech student on the Highways Projects.
  - (ix) Assisting in the revision and updating of the IRC code.
  - (x) Any other assignment related to Standard and Research Zone.
7. **Job Description** - The Young Professionals will provide assistance to the S&R Zone in the tasks outlined above. The ideal candidate should possess a comprehensive understanding of the Ministry's specifications for road and bridge works, IRC Codal provisions, technical circulars, and the Contract Documents issued by the Ministry periodically. Additionally, the candidate should have experience in the design/construction/maintenance of Road projects and Bridge Projects. A robust background in research within the fields of Transport/ Structural Engineering is also essential.
8. **Qualifications and Competencies:**
  - (i) **Academic: Essential Qualification** - B.Tech/B.E. in Civil Engineering

**Desirable Qualification:** M.Tech/M.E. in Structural Engineering and M.Tech/M.E in Transportation Engineering/Highway Engineering.

(ii) **Work experience:** Minimum 01 year work experience

(iii) **GATE Qualified**

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Ministry of Road Transport & Highways  
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Transport Bhawan, 1, Parliament Street, New Delhi-110001

New Delhi, Dated 17<sup>th</sup> April, 2025

**Subject: Procedure and Guidelines for Engagement of Young Professionals in Ministry of Road Transport & Highways-reg.**

The undersigned is directed to circulate herewith the procedure and guidelines for engagement of Young Professionals in Ministry of Road Transport & Highways as per details under:-

**1. Purpose and Scope of Application**

1.1 Ministry of Road Transport & Highways, an apex organization under the Central Government, is entrusted with the task of formulating and administering, in consultation with other Central Ministries/Departments, State Governments/UT Administrations, organisations and individuals, policies for Road Transport, National Highways and Transport Research with a view to increasing the mobility and efficiency of the road transport system in the country. Therefore, it needs to work continuously on new and emerging ideas and provide strategic solutions. Hence, it requires access to a pool of diverse skill sets as per the continuously changing needs of governance. It is essential to have Young Professionals who possess the requisite skill sets. They should be high quality professionals, capable of lending their expertise in the fields such as Road Construction Engineering, Bridge & Tunnel etc. as per the requirements of Ministry of Road Transport & Highways.

1.2 The general terms and conditions of engagement of Young Professionals will be incorporated into their individual Consultancy Contracts.

**2. Definition:** The following definition applies for the purpose of the present instructions:

2.1 Young Professionals or Service Providers are recruited for similar activities as Consultancy/ Service providing firms when a full team is not considered necessary. They may be independent experts not permanently associated with any particular firm, or they may be employees of a firm recruited on an individual basis. They may also be employees of an agency, institution, or university. They are normally recruited for project implementation supervision, provision of specific expert advice on a highly technical subject, policy guidance, special studies, compliance supervision, training, or implementation monitoring.

2.2 "Consultancy Services" covers a range of services that are of an advisory or professional nature and are provided by consultants. These services typically involve providing expert or strategic advice e.g. management consultants, policy consultants or communications consultants. Advisory and project related Consultancy services which include, for example, feasibility studies, project management, engineering services, architectural services, finance accounting and taxation services, training and development, etc.



2.3 "Consultancy" means the nature and purpose of engagement of an Young Professional/Service Provider. The said Consultancy engagement will be governed by a specific contract providing for terms and conditions of engagement and by the directions, issued through Office Memorandum, post engagement, from time to time, by the Competent Authority.

2.4 "Competent Authority" for the purpose of these guidelines, would be the Secretary (RT&H) or any official who may specifically be delegated by the Secretary (RT&H).

2.5 "Remuneration" means a consolidated payment that will be processed by Ministry of Road Transport & Highways on a monthly basis to the Young Professional as per terms of engagement and is distinct from Salaries.

### **3. Consultancy terms and conditions**

3.1 **Legal Status:** The Young Professional shall have the legal status of an independent Consultant vis-à-vis Ministry of Road Transport & Highways and shall not be regarded, for any purposes, as being either a "staff member" of Ministry of Road Transport & Highways, or an "official" of Ministry of Road Transport & Highways. Accordingly, nothing within or relating to the Consultancy Contract shall establish the relationship of employer and employee, or of principal and agent, between Ministry of Road Transport & Highways and the Young Professional.

#### **3.2 Standards of Conduct:**

3.2.1 The Young Professional shall neither seek nor accept instructions from any authority external to Ministry of Road Transport & Highways in connection with the performance of their obligations under the Consultancy Contract. The Young Professionals shall not take any action during their engagement in respect of the performance of the Contract or otherwise related to their obligations under the Contract that may adversely affect the interests of Ministry of Road Transport & Highways. The Young Professionals shall perform their obligations under the Consultancy Contract with the fullest regard to the interests of Ministry of Road Transport & Highways. The Young Professionals are enjoined not to offer any direct or indirect benefit arising from or related to performance of the Contract or the award thereof the Consultancy engagement to any representative, official, employee or other agent of Ministry of Road Transport & Highways. The Young Professional shall comply with all laws, ordinances, rules and regulations bearing upon the performance of their obligations under the Consultancy Contract. In the performance of the Consultancy Contract, the Young Professional shall comply with the Standards of Conduct. Failure to comply with the same is grounds for termination of the Consultancy Contract governing the Consultancy.

#### **3.2.2 Prohibition of Sexual Exploitation and Abuse:**

During the performance of the Consultancy Contract, the Young Professional shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and any amendment in the law made consequently read with any rules or regulations issued in this regard by Government of India. Violation of the said provisions will constitute a breach of the terms of the Consultancy Contract and will attract penal provisions, including the termination of the contract. In addition, nothing herein shall limit the right of Ministry of Road Transport & Highways to refer any alleged breach of the



foregoing standards of conduct to the relevant statutory authorities for appropriate legal action.

### **3.3 Title Rights, Copyrights, Patents and Other Proprietary Rights:**

3.3.1 Title to any equipment and supplies that may be furnished by Ministry of Road Transport & Highways to the Young Professionals for the performance of any obligations under the Consultancy Contract shall rest with Ministry of Road Transport & Highways, and any such equipment shall be returned to Ministry of Road Transport & Highways at the conclusion of the Consultancy Contract or when no longer needed by such Young Professional. Such equipment, when returned to Ministry of Road Transport & Highways, shall be in the same condition as when delivered to the Young Professional, subject to normal wear and tear, and the Young Professional shall be liable to compensate Ministry of Road Transport & Highways for any damage or degradation of the equipment that is beyond normal wear and tear.

3.3.2 Ministry of Road Transport & Highways shall be entitled to all intellectual property and other proprietary rights, including, but not limited to, patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Young Professional has developed for Ministry of Road Transport & Highways under the Consultancy Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Consultancy Contract, and the Young Professional acknowledges and agrees that such products, documents and other materials constitute works made during the engagement for Ministry of Road Transport & Highways. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Young Professional under the Consultancy Contract or as result of such Consultancy Contract shall be the property of Ministry of Road Transport & Highways that shall be made available for use or inspection by Ministry of Road Transport & Highways at reasonable times and in reasonable places. It shall be treated as confidential and shall be delivered only to Ministry of Road Transport & Highways authorized officials on completion of work under the Consultancy Contract.

3.4 **Confidential Nature of Documents and Information:** The Young Professional shall be subject to the provisions of the Indian Official Secrets Act, 1923. The Young Professionals shall not, except with the previous sanction of Ministry of Road Transport & Highways or in the *bonafide* discharge of their duties, publish a book or a compilation of articles or participate in TV/ Radio broadcast/ Social Media or contribute an article or write a letter in any newspapers or periodical either in their own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to them by Ministry of Road Transport & Highways. The Young Professional is prohibited from sharing any material that was created as part of the Consultancy or received during the engagement at the Ministry of Road Transport & Highways from external agencies or from within Ministry of Road Transport & Highways. In the event of premature termination or completing the Consultancy Contract, the Young Professional shall duly handover all related documents, communications, reports etc. to the reporting officer, while, the obligations of the provisions of The Official Secrets Act, 1923 shall remain effective for all intents.



**3.5 Use of Name, Emblem or Official Seal of The Ministry of Road Transport & Highways:** Young Professionals shall not advertise or otherwise make public for purposes of commercial advantage that a contractual relationship exists with Ministry of Road Transport & Highways, nor shall the Young Professionals, in any manner whatsoever, use the name, emblem or official seal of Ministry of Road Transport & Highways, or any abbreviation of the name of Ministry of Road Transport & Highways, in connection with any business or otherwise without the written permission of Ministry of Road Transport & Highways.

**3.6 Insurance:** The Young Professionals shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of their obligations under the Consultancy Contract, as well as for arranging, at their own expense, such as life, health and other forms of insurance as the Young Professional as they may consider appropriate to cover the period during which they are engaged.

**3.7 Travel, Medical Clearance and Service incurred Death, Injury or Illness:**

**3.7.1** Ministry of Road Transport & Highways may require the Young Professional to submit a Statement of Good Health from a registered physician prior to commencement of work in any offices or premises of Ministry of Road Transport & Highways.

**3.7.2** In the event of the death, injury or illness of any Young Professional which is attributable to the performance of engagement on behalf of Ministry of Road Transport & Highways under the terms of the Consultancy Contract while the Young Professional is traveling at the expense of Ministry of Road Transport & Highways or is performing any responsibilities under the Consultancy Contract in any offices or premises of Ministry of Road Transport & Highways or Government of India, the Young Professional or the Young Professional's dependents, as appropriate, shall not be entitled to any compensation.

**3.8 Force Majeure and other Conditions:**

**3.8.1** Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of any Young Professional.

**3.8.2** The Young Professionals acknowledge and agree that, with respect to any obligations under the Consultancy Contract that they must perform in or for any areas in which Ministry of Road Transport & Highways is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations. Any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Consultancy Contract.

**3.9 Termination:** The Ministry of Road Transport & Highways can terminate the Consultancy Contract at any time without prior notice and without providing any reason for it. Ministry of Road Transport & Highways reserves the right to terminate the services of an Young Professional at any stage, in the event of a serious failure in the performance of the assigned task or in the case of a failure to observe the prescribed standards of conduct as set out in para 3.2 of these Guidelines. However, in the normal course, Ministry of Road Transport & Highways will provide one month's notice to the Young Professional. The Young



Professional can also seek for termination of the Consultancy Contract upon giving one month's notice to the Ministry of Road Transport & Highways.

**3.10 Audits and Investigations:** Each invoice paid by Ministry of Road Transport & Highways shall be subject to a post-payment audit by auditors, whether internal or external, of Ministry of Road Transport & Highways or by other authorized and qualified agents of Ministry of Road Transport & Highways at any time during the term of the Consultancy Contract and for a period of two (2) years following the expiration or premature termination of the Consultancy Contract. Ministry of Road Transport & Highways shall be entitled to a refund from the Young Professional for any amounts shown by such audits to have been paid by Ministry of Road Transport & Highways other than in accordance with the terms and conditions of the Consultancy Contract. The Young Professional acknowledges and agrees that, from time to time, Ministry of Road Transport & Highways may conduct investigations relating to any aspect of the Consultancy Contract or the award thereof, the obligations performed under the Consultancy Contract, and the operations of the Young Professional generally relating to performance of the Consultancy Contract. The right of Ministry of Road Transport & Highways to conduct an investigation and the Young Professional's obligation to comply with such an investigation shall not lapse upon expiration or premature termination of the Consultancy Contract. The Young Professional shall provide full and timely cooperation with such inspections, post-payment audits or investigations. Such cooperation shall include, but shall not be limited to, the Young Professional's obligation to make available such personal and any relevant documentation for such purposes at reasonable times and on reasonable conditions and to grant to Ministry of Road Transport & Highways access to the Young Professional's premises at reasonable times and on reasonable conditions in connection with such access to the Young Professional's personal and relevant documentation.

**3.11 Settlement of Disputes:** Ministry of Road Transport & Highways and the Young Professional shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Consultancy Contract or the breach, termination or invalidity thereof. Work related grievances, if any, should be processed as per the redressal mechanism established at Ministry of Road Transport & Highways.

**3.12 Governing Law:** The Consultancy shall be governed by the laws of India and is subject to the exclusive jurisdiction of the Courts at Delhi.

**3.13 Conflict of Interest:** The Young Professionals shall be expected to follow all the rules and regulations of the Government of India which are in force. They will be expected to display utmost honesty, secrecy of office and sincerity while discharging their duties. In case the services of any Young Professional are not found satisfactory or found in conflict with the interests of the Ministry of Road Transport & Highways /Government of India, his/her engagement will be liable for discontinuation without assigning any reason.

#### **4. Terms of Reference**

**4.1** Heads of Departments are responsible for the preparation of detailed Terms of Reference (TOR). These ToRs will give description of the work to be performed by the Young Professionals. ToRs will be prepared by the respective Division in the prescribed format (Annexure-I) and submitted to the Administration within the given time schedule.



4.2 The Terms of Reference are mandatory and shall form part of the individual Consultancy Contract. The Terms of Reference shall include the outputs to be delivered and the functions to be performed. The outputs and functions shall be specific, measurable, attainable, results-based and time-bound.

## **5. General Terms & Conditions**

5.1 **Duration of Engagement:** Young Professionals will be engaged for a fixed period of two years which may be extended by one year at a time up to a maximum tenure of five years, i.e., 2+1+1+1 years for providing high quality services on specific projects as per requirement of the Divisions. However, their continuation in their respective position beyond the first and subsequent years would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. Extension beyond five years may be considered under exceptional circumstances with the approval of Secretary (RT&H). Professionals with requisite qualification and experience as prescribed would be engaged as Young Professionals.

5.2 The Young Professionals may be engaged on part-time or full-time basis. Young Professionals engaged on full-time basis would not be permitted to take up any other assignment during the period of Consultancy with Ministry of Road Transport & Highways under these Guidelines.

5.3 The engagement of Young Professionals is of a temporary nature and the Ministry of Road Transport & Highways can cancel the engagement at any time without providing any reasons thereof.

5.4 The Young professionals can be engaged by MoRTH on such terms and conditions as the Competent Authority may decide, provided, that there is no conflict of interest with respect to the work they are handling in MoRTH. The Young professionals shall declare prior to taking up the consultancy assignment that neither their previous work nor any existing interest will create any conflict of interest vis-a-vis the work assignment at MoRTH.

5.5 **Number of Young Professionals:** The total number of Young Professionals engaged at Ministry of Road Transport & Highways will be based on the actual requirement as determined by the Competent Authority from time to time.

6. **Educational Qualifications, Age, Experience and Remuneration:** The educational qualification will be as per Terms of Reference (ToR) which will be issued by the Ministry along with the advertisement based on the requirement of Ministry of Road Transport & Highways. The Young Professionals will be engaged at a consolidated remuneration of **Rs. 70,000/- per month** inclusive of all applicable taxes.

- Experience - 1 year
- Upper age limit - 32 years
- Qualification - As per ToR
- Increment - 0 to 10 % subject to the performance report



6.1 In case the duration of the Consultancy Contract is for more than one year, the remuneration of Young Professionals may be reviewed after completion of one year on annual basis. The enhancement in remuneration will be based on their performance during the year after the recommendation of the Performance Review Committee to be constituted duly approved by the Ministry of Road Transport & Highways, as per the following criteria:-

Performance	Enhancement remuneration
Performed only routine/assigned work	Nil
Young Professionals who made significant contribution in their domain and have shown exceptional quality in providing the desired output as expected by higher authorities on the assigned/specific task.	Up to 5% of the remuneration with the approval of Secretary (RT&H).
In exceptional cases, where any Young Professional has demonstrated exemplary performance in his/her domain and has made significant contribution in policy making and his or her articles have been published in reputed journals / magazine/newspaper or has authored books etc.	Up to 10% of the remuneration with the approval of Secretary (RT&H).
NOTE: The criteria based on which 10% enhancement is recommended should be spelt out and brought out in the recommendations made by the Committee while evaluating the performance of the Young Professionals.	

# Performance not to be judged merely on the grading obtained on the Annual Performance Report forwarded by the respective Heads of the Divisions.

6.2 Total enhancements in remuneration shall not exceed 10% annually in any case.

6.3 Notwithstanding anything mentioned above, in no case shall the remuneration of any Young Professional shall exceed 1.35 times of the initial remuneration.

6.4 Engagement criteria may further be defined for specific positions depending on the specific requirements and circumstances.

7. **Reimbursement of or grant of advance:** The Young Professional may require to undertake domestic official tours with due approval and they will be allowed the following reimbursement of or grant of advance for official expenditure as given below:-

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professional	Air in Economy class or by Rail in AC Two Tier	Hotel accommodation of up to Rs. 2250/- per day; taxi charges of up to Rs. 338/- per day for travel within the city and food bills not exceeding Rs. 900/- per day shall be allowed.



## 8. Selection Process:

8.1 The selection of Young Professionals shall be made in accordance with the provisions contained in GFR, 2017 and the Manual for Procurement for Consultancy & Other Services, 2022 as amended from time to time.

8.2 Engagement of Young Professionals by Ministry of Road Transport & Highways will be on a rolling basis as and when requirements arise in various Divisions. The Administration Division of Ministry of Road Transport & Highways will identify the exact number of Young Professionals that need to be engaged for specific purposes in various Divisions. Based on the number of Young Professionals required, a Screening Committee will shortlist eligible applicants from the available applicants. The Screening Committee will have the following composition:

Joint Secretary (Admin)	Chairperson
Chief Engineer Concerned Zone	Member
Superintending Engineer Concerned Zone	Member
Director/Deputy Secretary (Admin)	Member

8.3 The Screening Committee shall shortlist the eligible applicants and recommend a panel of at least 3 eligible candidates per requirement.

8.4 The shortlisted applications shall be placed before a Consultancy Evaluation Committee with the following composition:

DG (RD) & SS	Chairperson
AS&FA	Member
JS (Administration)	Member
ADG/CE of the concerned Zone	Member

The CEC may include an outside expert(s) on case-to-case basis in addition to the above members with the approval of Secretary (RT&H).

8.5 The Consultancy Evaluation Committee may devise its own method for selection of suitable candidates as per the requirement. The CEC may recommend a panel of names for keeping in reserve list with a validity period of one year from the date of recommendation.

8.6 In certain exceptional cases and in the exigency of time and with full justification, selection can also be considered from a single source as per GFR, 2017 by a Search-cum-Selection Committee having Secretary (RT&H) as the Chairperson with DG(RD) & SS/ADG and one AS/JS as members, with the approval of the Secretary (RT&H).

9. **Remuneration:** The consolidated remuneration of Rs. 70,000/- per month inclusive of all applicable taxes will be released by Ministry of Road Transport & Highways after completion of the month based on the bio-metric attendance registered by the Young Professional or on certification by Head of the Division concerned in case the Young Professionals has been deputed to other place on pro-rata basis.



10. **Leave** - Young Professional shall be entitled to 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. Un-availed leaves cannot be carried forward to the next year. Further, leave up to one month may be considered without remuneration with the approval of Secretary (RT&H). However, in exceptional cases for professional development, training etc., this condition may be relaxed by Secretary (RT&H).
11. **Tax Deduction at Source:** The 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 Ministry of Road Transport & Highways will issue TDS Certificate/s. Goods and Service Tax, as applicable shall be admissible to the Young Professionals. The Ministry of Road Transport & Highways undertakes no liability for taxes or other contribution payable by the Young Professional on payments made under this Consultancy Contract.
12. **Police Verification:** Police verification of the Young Professionals shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the Consultancy Contract of Young Professional shall cease to exist with immediate effect without any notice.
13. **Training:** After joining, a minimum of three days induction training (not to be paid) be organized for all Young Professionals.
14. **Relaxation/Modifications:** Where the Secretary (RT&H) is of the opinion that it is necessary or expedient so to do, he/she may by order and for reasons to be recorded in writing, relax/modify any of the provisions of these guidelines.
15. This issues with the concurrence of AS&FA dated 19.03.2025 and with the approval of Secretary (RT&H).



(R.V.C. Sridhar)

Under Secretary to the Government of India

Tele: 23739074

Copy to:

1. PSO to Secretary (RT&H)
2. O/o DG (RD) & SS/ AS&FA /All ASs /All ADGs/JS(Estt.)/All CEs
3. Chairman, NHAI
4. MD, NHIDCL
5. Director, IAHE /SG, IRC
6. DDG (TRW), MoRTH
7. All ROs/PDs, MoRTH
8. Pay and Account Office (Sectt.), M/o Road Transport & Highways, New Delhi.
9. IFD, MoRTH
10. TRW, MoRTH
11. All Sections, MoRTH
12. NIC- with a request to upload on Ministry's website & e-office.



Government of India

Ministry of Road Transport & Highways

**Consultancy Contract for the engagement of Young Professional**

File No: N-20011/03/2025-E.II

Dated:

This contract is entered into on [insert date], between the Ministry of Road Transport & Highways and ..... (herein after referred to as "the Young Professional")

whose address is .....

WHEREAS Ministry of Road Transport & Highways desires to engage the Young Professionals on the terms and conditions hereinafter set forth, and:

WHEREAS the Young Professionals is ready and willing to accept this Consultancy with Ministry of Road Transport & Highways on the said terms and conditions.

AND WHEREAS this contract and Annexure (s) to this contract constituting its integral part are collectively referred to as "Consultancy Contract".

NOW, THEREFORE, the Parties hereby agree as follows:

**1. Nature of engagement**

The Young Professionals shall perform the functions as described in the Terms of Reference which form an integral part of this Consultancy and are attached hereto as Annexure- I.

**2. Duration**

This Consultancy shall commence on [insert date], and shall expire upon satisfactory completion of the engagement described in the Terms of Reference mentioned above, but not later than [insert date], unless sooner terminated in accordance with the terms of this Consultancy contract. He/she is designated as [Insert Consultants or Senior Consultants or Young Professionals]. This Consultancy is further subject to the conditions mentioned in the "Procedure and guidelines for engagement of Young Professionals dated 17.04.2025 and are attached hereto by way of reference as Annexure II.

**3. Remuneration**

A consolidated remuneration of ₹ 70,000/- per month inclusive of all applicable taxes shall be paid to the Young Professionals subject to satisfactory performance. If unforeseen travel outside the Duty Station is requested by Ministry of Road Transport & Highways, and upon prior written agreement, such travel shall be at Ministry of Road Transport & Highways expense and the Young Professionals shall receive advance/reimbursement equivalent as prescribed in Para 7 of "Procedure and guidelines for engagement of Young Professionals in Ministry of Road Transport & Highways dated 17.04.2025.

**4. Rights and Obligations of the Young Professional**

The rights and obligations of the Young Professionals are strictly limited to this Consultancy Contract and OM's issued by Ministry of Road Transport & Highways from time to time on work



allocation/reporting etc. Accordingly, the Young Professional shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Consultancy Contract. The Young Professional shall be solely liable for claims by third parties arising from the Young Professionals own acts or omissions in the course of performing this Consultancy, and under no circumstances shall Ministry of Road Transport & Highways be held liable for such claims by third parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Consultancy Contract.

By signing below, I, the Young Professional, acknowledge and agree that I have read and accept the terms of the Consultancy Contract.

The Young Professional has submitted a Statement of Good Health and form for Police Verification.

Authorizing officer:

Young Professional:

Ministry of Road Transport & Highways

Name:

Name:

Signature:

Signature:

Date:

Date:

**Terms of Reference (TOR) for the Young Professional**

(To be filled by the concerned Head of the Division and submitted to Administration to initiate engagement process)

Ministry of Road Transport & Highways Reference:

1. Name of the Division:
2. Name of the Position: Young Professional
3. Number of Young Professional required:
4. Purpose of assignment:
5. Duration:
6. Tasks Related to Assignment:
7. Job Description:
8. Qualifications and Competencies:
  - (a) Academic:
  - (b) Work experience: