

**F. No. R.11016/31/2025-CET
(E-125148)
Govt. of India
Ministry of Cooperation**


**1st Floor, Atal Akshay Urja Bhawan,
CGO Complex, Lodhi Road, New Delhi-110003**

Dated the 07th April, 2026

**Advertisement for engagement of Young Professionals in the Ministry of
Cooperation on contractual Basis**

Ministry of Cooperation invites applications for engaging Young Professionals (YPs) on contract basis for one year (extendable by another one year) to work in its functional divisions. The **Annexures** in connection with the said engagement are as under:

- i. An advertisement inviting applications for engagement of Young Professionals as Annexure-I.
 - ii. Broad description of Work as Annexure-II.
 - iii. Proforma for application as Annexure-III
 - iv. Frequently asked Questions as Annexure-IV.
2. Eligible candidates may apply as per the Application process in clause 8 of the attached Advertisement.
3. The last date for receiving applications is **30th April, 2026 (17:30 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.


07/04/26
(Ajit Kumar Sharma)

Under Secretary to the Govt. of India
Tele: 011-20849147

Inviting Applications for Engagement of Young Professionals

1. Engaging Young Professionals by the Ministry of Cooperation

- i. The Ministry of Cooperation intends to engage talented and motivated early-career professionals interested to work in the domain of:
 - a. Public policy management
 - b. Legal regulatory reform
 - c. Business strategy for expansion
 - d. Good Governance & strong institutional aspects
 - e. Enhancing institutional capacity
 - f. Education and capacity building etc.,
- ii. In relation with the cooperative sector, the Ministry of Cooperation aims to harness the skills, energy, and commitment of these professionals to make meaningful contributions to strengthen the cooperative sector.
- iii. The Young Professionals (YPs) would support initiatives of the Ministry of Cooperation Government of India, and the implementation of the National Cooperation Policy, 2025.
- iv. The YPs would be expected to take initiative, work on challenging assignments, and contribute meaningfully to the project division's evolving priorities. In addition to working on specific areas, they may also be assigned to support ongoing departmental functions.

2. Requirement of number of YP:

The number of YPs engaged by the Ministry of Cooperation varies based on requirements at a particular point in time. Under this advertisement, 02 YPs are required, which may be attached with the different Divisions of this Department.

3. Education Qualification and Desired Skills

The Ministry of Cooperation invites applications from young, talented and dynamic individuals for working with its different divisions for the strengthening of Cooperative movement in the country. Hiring aims to attract individuals who are curious, committed, and capable of making significant contributions to high-impact work in different aspects of Cooperative Organizations engaged in economic activities in different economic sector. We encourage applications from candidates across diverse academic and professional backgrounds, in the following qualification and desired skills.

3.1. Qualification

The Young Professionals, not more than 30 years of age at the time of application, should possess a Master's Degree in Economics / Finance/Law/MBA / Master's in Public Policy or related fields with the 60% above from any national-level higher education institution. The qualification criteria are intended to ensure engagement of suitably qualified professionals with relevant academic background and analytical skills. Candidates with prior experience will be given preference.

3.2. Desired Skills

- i. Strong analytical and problem-solving abilities.
- ii. Excellent written and verbal communication and interpersonal skills, including strong capabilities in documentation, reporting, presentations and formal correspondence.
- iii. Ability to adapt and perform effectively in complex, dynamic and multicultural environments.
- iv. IT skills, especially in data analysis and visualization.
- v. Relevant experience in cooperative banking & insurance, taxation parity and market linkages, financial regulation, public policy, cooperative sugar sector and associated domains.

4. Tenure of Engagement - The duration of engagement for Young Professionals under the Ministry of Cooperation, YP will initially be hired for one year, which can be extended by another one year based on performance and requirements.

5. Project & Location Details: The YPs will be deployed under the supervision of the Additional Secretary/ Joint Secretaries of the Ministry of Cooperation and will be stationed at the main office of the Ministry of Cooperation at Atal Akshay Urja Bhawan, Lodhi Road, New Delhi-110003. For broad description of work, please refer to **Annexure-II**.

6. Learning & Development Support- To ensure YPs are equipped to deliver impactful outcomes, the Ministry will organize an induction programme on different aspects of Cooperative enterprise. Throughout engagement, the Young Professional will get immense opportunities for learning and self-development. The YPs will be engaged in different aspects of the Cooperative Societies, for overall development of the cooperative sector.

7. Selection Process

- i. The applications received shall be placed before a Screening Committee headed by Director (Admin.) and US (Admin.) as member.
- ii. The Screening Committee shall shortlist the applicants and recommend a panel of at least 3 eligible candidates per vacancy.
- iii. The panel of Shortlisted applicants shall be placed before a Consultancy Evaluation Committee (CEC), to be constituted for the purpose. The composition of CEC will be Joint Secretary (Admin.) as Chairman, Director (Admin.) as Convener and subject matter Division Expert as the Member.
- iv. The CEC 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 validity.
- v. Candidates whose names recommended for final appointment as Young Professional will be required to provide written consent to the terms and engagement and will have to enter into a contractual agreement.
- vi. Canvassing of any kind will lead to disqualification.
- vii. The Ministry will not reimburse travel and stay expenses incurred for attending the interview.

8. Application Process:

The application in the prescribed format (complete in all aspects) as per **Annexure-IV** may be sent to the Ministry through either of the following modes:

OFFLINE MODE:-

By registered post in an envelope labeled as ‘Applications for the post of Young Professionals in Ministry of Cooperation’. This is to be sent to the following address:

“Under Secretary (Admn), Ministry of Cooperation. 1st Floor, Atal Akshay Urja Bhawan, New Delhi-110003”

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

9. References:

- i. The YPs shall provide recommendation letter from two (02) references known to them preferably from the present Institute or the Institute last attended.
- ii. A self-undertaking shall be provided by the YPs to the effect that he/she has no criminal record or criminal case in any court pending against them.

10. Remuneration:

S.No	Category	Remuneration (in Rs.)	Criteria
1	Grade-I	50000	Fresher with 0-2 years of relevant experience, suitable for routine analytical, research or support assignments
2	Grade-II	60000	Professionals with 3-5 years of relevant experience.
3	Grade-III	70000	Highly qualified individuals with over 5 years of relevant experience.

- i. A fixed monthly Remuneration as mentioned above (to remain frozen for a period of two years) shall be payable to the YP. No other monetary benefits or facilities will be admissible.
- ii. Payments to YPs will be released by the Ministry of Cooperation within one week following the end of each month (by the 7th of the subsequent month), subject to verification of attendance and certification by the designated Controlling Officer at the place of deployment.
- iii. No other facilities such as accommodation, residential phone/conveyance/transport, foreign travel, personal staff, medical reimbursement, CGHS, etc. would be admissible.

11. Outplacement:

At the end of the engagement, an Experience Certificate/Recommendation letter will be given to the YPs based on performance during the period of engagement.

12. Terms and Conditions of Engagement

- i. Working hours shall normally be from 9.00 AM to 05.30 PM during working days with half an hour lunch break in between. However, in exigencies of work, they may be required to sit late or called early in the office and may be called on holidays also. No extra remuneration will be paid for sitting late/attending office on holidays due to work exigency.
- ii. They will be eligible for 8 days of paid leave for each completed year of their engagement, subject to the approval of the reporting/ controlling Officer. The intervening Saturdays, Sundays or Gazetted holidays during the spell shall not be counted against the 8 days leave. The un-availed leave at the end of the year will get lapsed.
- iii. **Reporting & Evaluation:** Young Professionals engaged under the Programme shall submit periodic progress reports to their respective Divisional Heads, highlighting major works undertaken and other assignments as conveyed by the Divisional Head, for the purpose of performance assessment.
- iv. **Non-disclosure of information/ Data:** The YPs shall be subject to the laws of secrecy of the country and will sign a Confidentiality and Non-Disclosure Agreement before reporting. They shall not disclose any information/data that may be supplied to or come to their knowledge during the period of their engagement with Ministry of Cooperation to any unauthorized person(s). All the documents, information, data, records, emails etc. will be the property of the Ministry of Cooperation, Government of India. Appropriate action will be taken against such person for sharing of any information/data un-authorized. The Young Professional shall not take any commercial advantage of having contractual relationship with the Ministry of Cooperation using the name, emblem or official seal of Ministry of Cooperation.
- v. **Terms of Reference (ToR):** The output to be delivered and the functions to be performed shall be specific, measurable, attainable, results based and time bound. Detailed ToR will be drawn by the Young Professional in consultation with the officer/ Division of Ministry of Cooperation where attached. The ToR will be deemed to be part of Contract. Completing the assigned tasks, as per ToR is linked to release of remuneration.
- vi. **Termination:** The Ministry reserves the right to terminate any Young Professional at any stage without giving any notice, in case of a serious failure to perform the task assigned or of failure to observe any standards of conduct.
- vii. **Settlement of Disputes:** Ministry of Cooperation and the Young Professionals 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.
- viii. **Arbitration:** Any dispute, controversy or claim between the parties arising out of the Contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to the Secretary, Ministry of Cooperation for arbitration. The Secretary, Ministry of Cooperation may appoint an arbitrator for the settlement of the controversy. The decision of the Arbitrator is binding on both the parties.

- ix. **Conflict of Interest:** The Young Professional shall be expected to follow all the rules and regulations of the Government of India which are in force. He/She will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the Young Professional are not found satisfactory or found in conflict with the interests of the Ministry of Cooperation, Government of India, his/her services will be liable for discontinuation without assigning any reason and without giving notice, and appropriate legal action will be taken by the Ministry.
- x. The period of engagement would commence from the date of joining in Ministry of Cooperation.
- xi. The engagement is subject to verification of documents related to education qualification, experience (if any) etc. If any information/documents submitted by the Young Professional are found false/ wrong or invalid or issued by unauthorised agency, at any stage, his/her engagement will be terminated immediately and appropriate action will be taken against him/her.
- xii. The Young Professional shall be expected to conduct himself/herself in accordance with the rules and regulations of the Government of India. He/she will be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his/her duties.
- xiii. The Young Professional shall neither seek nor accept instructions from any authority external to Ministry of Cooperation and also refrain from acting in any manner which may adversely affect the interests of Ministry of Cooperation. He/she shall always prioritize to work in the interest of the Ministry.
- xiv. **Prohibition of Sexual Exploitation and Abuse:** In the performance of the Contract, the Young Professional shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". The Young Professional acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of Ministry of Cooperation to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.
- xv. In the unfortunate event of the death, injury or illness while serving Ministry of Cooperation, the Young Professional or the next of kin shall not be entitled to any kind of compensation or Appointment.
- xvi. The engagement as Young Professional will not constitute a regular job or appointment of any nature in the Ministry of Cooperation, nor is it in a relationship of employer and employee between the Ministry of Cooperation and the YP. The engagement as Young Professional will not confer any claim or right for subsequent engagement/employment with Ministry of Cooperation or any other Government Department at a later date.

xvii. In respect of any matter in respect of which no provision has been made herein, the orders/instructions of the Ministry shall apply and the decision of the Ministry/Government as to their applicability shall be final.

xviii. 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 Cooperation will issue TDS certificate/s. The Ministry of Cooperation shall not be liable for taxes or other contributions payable by the YP on payments made under this contract.

xix. Other terms and conditions of the contract for engagement of Young Professionals will remain same as mentioned in the advertisement.

xx. **Relaxation to any of the terms/ conditions:-** Secretary (Ministry of Cooperation) is competent to relax any of the provisions, if it is necessary or expedient to do so.

Broad Description of Work

The Young Professionals (YPs) will play a critical role in the implementation of the National Cooperation Policy, which requires continuous engagement with multiple stakeholders, monitoring of action points, coordination with States/UTs and other Ministries/Departments, policy analysis, data collection, and preparation of analytical inputs, reports, and background notes, concept notes, power point presentation, etc.

Scope of Work for Young Professionals (YPs):

1. Research, analysis related to cooperative sector reforms, monitoring and evaluation of policy initiatives and action points;
2. Coordination with States/UTs/ cooperative institutions, and other stakeholders & help in preparing sectoral Business Reforms Action Plan;
3. Preparation of draft notes, briefs, presentations, and reports; and;
4. Any other work related to the implementation of the National Cooperation Policy and the other initiative of the Ministry, as assigned from time to time.

Proforma to Apply for the post of Young Professional
Government of India
Ministry of Cooperation
Atal Akshay Urja Bhawan,
New Delhi, 110003

Name of the applicant		Paste your latest photograph
Father's Name		
Mother's Name		
Date of Birth		
Address		
Contact/Mobile Number		
Email Address		

Educational Qualification (10th Onwards)

Qualification	Institution	Year of passing	Percentage of marks obtained	Remarks (If any)

Professional Qualification/Skillset

Qualification/Skillset	Institution	Year of Passing	Percentage of marks obtained	Remarks (if any)

Previous Experience (Give Details):

Whether possess basic knowledge of computer: Yes/No

Any other relevant information:

Documents to be enclosed:

- i. Self-attested:- Matriculation (10th class), Higher Secondary (12th class), Graduation and Post Graduation Mark sheet and Certificates
- ii. Recommendation letter as per clause 9 (i)
- iii. Experience letter from the last employer, if any
- iv. A self-undertaking as per clause 9 (ii)

Government of India

Ministry of Cooperation

File No-	Date-
----------	-------

This Contract is entered into on [insert date] between the Ministry of Cooperation and Mr/Ms/Mrs..... s/d/w/o.....(hereinafter to as “the Individual Consultant”)

Whose address is..... WHEREAS Ministry of Cooperation desires to engage the services of the Young Professional on the terms and conditions hereinafter set forth, and:

WHEREAS the young professional is ready and willing to accept this contract with Ministry of Cooperation on the said terms and conditions,

NOW, THEREFORE, the parties hereby agree as follows:

1. Nature of service

The young professional shall perform the services as described in Annexure-II of the advertisement which forms an integral part of this contract.

2. Duration

This young professional shall commence on [insert date], and shall expire upon satisfactory completion of the services described in the Terms and Conditions of Engagement mentioned above, but not later than [insert date], unless sooner terminated in accordance with the terms of this contract. He/she is designated as young professionals. This contract is subject to the conditions mentioned.

3. Payment

A consolidated remuneration of Rs..... per month inclusive of all applicable taxes shall be paid young professional subject to satisfactory services. IF unforeseen travel outside the Duty Station is requested by Ministry of Cooperation, and upon prior written agreement, such travel shall be at Ministry of Cooperation’s expense.

4. Right and Obligations of the Young Professionals

The rights and obligations of the Young professionals are strictly limited to the terms and conditions of this contract, including its Annexes. Accordingly, the young professional shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Contract. The Young Professional shall be solely liable for claims by third parties arising from the Young Professional's own acts or omissions in the course of performing this contract, and under no circumstances shall Ministry of Cooperation be held liable for such claims by third parties.

5. All terms & conditions mentioned in the advertisement will form the integral part of this contract.

IN WITNESS WHEREOF, the parties hereto have executed this Contract.

By signing below, I, the Young Professional, acknowledge and agree that I have read and accept the terms and conditions for engagement of Young Professionals in Ministry of Cooperation which form an integral part of this contract.

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

AUTHORIZING OFFICER	YOUNG PROFESSIONAL
Ministry of Cooperation	Name:
Name:	Signature:
Signature:	Date:
Place:	Place:

Undertaking

I-----son/daughter of-----hereby certify that the information provided by me is true and correct to the best of my knowledge and my application can be summarily rejected if it is found incorrect at any stage.

Further, I have read all the terms and conditions of engagement and agree to abide by the same.

Date:

(Signature)

Place:

(Name)

Frequently Asked Questions (FAQs)

Timelines

Q1. When will applications open, and when will applications close?

Applications will open on ----- and the last date to apply will be -----.

Q2. When will the shortlisted candidates be informed?

Candidates will be informed of their selection status for further rounds in due course. Details regarding all further rounds of interviews will be communicated to shortlisted candidates.

Q3. When and where will the Induction Programme be held?

The place of the Induction programme will be the place of posting and it will be held immediately after joining by respective divisions of the Ministry.

Q4. Is the induction programme mandatory to attend?

Yes. The induction programme is a core component, setting the foundation for YPs.

Q5. Does the programme offer deferrals for accepted applicants?

No.

Eligibility

Q1. Who can apply against the advertisement for hiring of Young Professionals?

You should apply if you have the requisite qualification mentioned in the Advertisement.

Q2. Can I apply if I am scheduled to graduate from an ongoing academic programme in 2026? No, to apply for Young Professional you should have completed your Master's Degree etc. as on the opening date of application submission.

Q3. Is it mandatory to have experience in public policy management, governance or auditing to apply?

No, however, the qualified professionals with experience in the relevant academic background and analytical skills would be given preference.

Q4. What does “not more than 30 years of age” mean? Is there any relaxation for any category?

Applicants must be 30 years or younger as on the last date of application submission.

Application

Q1. How will the interviews be conducted?

The interview will be conducted by the Screening Committee, in physical mode.

Q2. What can I expect in the interview rounds?

Candidates will have one-on-one conversations with the Screening Committee in the interview, during which they will assess your fitness.

Q3. What are the locations for the in-person interviews?

The in-person interviews with the Screening Committee will be held in Delhi, only.

Q4. Would the travel cost for the interviews be reimbursed?

No, the candidates must bear it.