

Revised Guidelines for Engagement of Young Professionals (YPs) in National Test House (NTH)

1. Background:

National Test House (NTH) was established in the year 1912 at Alipore, Kolkata and grown into a laboratory of national importance in the field of quality evaluation of industrial and consumer products.

Now, NTH is modernizing its laboratories at faster pace and digitising all its operations. The revenue has grown three-fold over the last three years (2022-2025). To enhance its productivity further, in terms of sample testing and to foray into new field of operations, it is felt necessary to hire consulting services in NTH. Young Professionals (YPs) possess the requisite skill set and are expected to deliver in such areas where in-house expertise is not readily available within the framework of NTH.

Rules for procuring consulting services are outlined in the General Financial Rules, 2017 and are required to be followed in letter and spirit by all Government departments. Detailed procedures to implement these rules are laid down as per the Manual of Procurement of Consultancy and other Services, 2017 brought out by Department of Expenditure, M/o Finance.

The GFR 2017 require Ministries/Departments to issue guidelines/instructions to suit their local/specialized needs keeping in mind the fundamental principles for engaging consultant. Accordingly, following guidelines are issued for observance in engagement of Young Professionals in NTH for consulting services.

These guidelines are the revised ones and supersedes the earlier guidelines issued vide DoCA letter No. J-11011/04/2023-NTH dated 19th May, 2023.

In case of any conflict between these guidelines and the General Financial Rules, 2017, the provisions contained in the General Financial Rules, 2017 shall have an overriding effect.

2. Purpose:

It is essential to have YPs who possess the requisite skill set in specialized areas of work. They should be professionals, capable of lending their expertise in the fields as per the requirements of NTH. Further, they would be assigned clear output related goals. Also, the YPs should not be engaged against regular vacant posts.

3. Terms of Reference:

- 3.1. Heads of Laboratories/Divisions are responsible for preparing detailed terms of reference describing the work to be performed well in advance of the engagement of individual YPs and submitting them in Annexure-I in a timely manner to Administration division of NTH(HQ) for processing.
- 3.2. In the scope of work/ToR, each laboratory/Division shall clearly indicate the specific assignment/time bound jobs, terms of reference for the work and outputs in the format prescribed in the Annexure-I. The details should be within the frame work of provisions contained in GFR 2017, Manual of Policies & Procedure for Employment of Consultant 2016 and Manual for Procurement of Consultancy and other Services 2017.
- 3.3. The terms of reference are mandatory and shall form part of the individual 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, result based and time bound.

- 3.4. Young Professionals will directly report to the Director/Head/OIC of the Division. The reporting officer will be responsible for certifying the performance and attendance of the concerned YP for payment of monthly remuneration, issuing work certificate to YP, issuing permissions requested by the YP, receiving records from the YP at the end of YP's engagement with NTH and performing such other functions which are assigned to the reporting officer/ concerned Division under these guidelines.

4. General Terms And Conditions:

- 4.1. Tenure: Individual YPs will be engaged for a period of 1 year, which may be extended by 1 year at a time (subject to the maximum tenure mentioned in these guidelines) as per the requirement of the concerned Divisions of NTH, satisfactory Annual Performance Review based on clearly defined Key Performance Indicators, overall situation of requirement of YPs by NTH and availability of funds under the relevant Budget Head.
- 4.2. Extension: The matter for extension of tenure will be processed by NTH (HQ) based on reports/ inputs/ recommendations from the concerned regional lab/Division. The extension will be approved by DG, NTH.
- 4.3. Maximum Tenure: The maximum tenure of a YP will be 4 years (1+1+1+1) subject to factors mentioned in these guidelines. No extensions shall be permitted beyond fourth year. The period of engagement would commence from the date of joining in NTH. Serving YPs are eligible to apply for positions of Sr YP as and when advertised. The combined tenure (YP + Sr YP) in such cases shall be 4 years.
- 4.4. Performance Appraisal: Monthly Performance Appraisal of the YPs would be undertaken through Performance Report (PR) as prescribed in Annexure- II. Assessment would be done by the concerned reporting officer and countersigned by the Head of the regional lab. All Performance Appraisal reports shall be submitted to DG NTH.
- 4.5. YPs engaged would not be permitted to take up any other assignment during the period of engagement with NTH.
- 4.6. The assignment is purely contractual and can be terminated at any point in time after following due procedure as prescribed above.
- 4.7. The work and days on contract duty do not allow any representation or claim for any form of employment at any point in time to the Young Professionals selected.

5. Educational Qualifications, Age & Remuneration:

- 5.1. The qualifications, age-limit and remuneration for each category of YPs are prescribed below.

Category	Qualification & Experience	Age	Remuneration
Junior Young Professional (Management / Law)	Essential Qualification: MBA or Post Graduate Diploma in Mass Communication from a recognised University/ institution. OR Bachelors or Masters in Law	Not exceeding 35 years on the last date of submission of application	Rs. 40,000/- p.m. subject to necessary attendance certificate.

Category	Qualification & Experience	Age	Remuneration
	Desirable: Proficiency in English, Technical aptitude and ability to use web-based tools Experience: Minimum 01 year of work experience preferably in an MNC/Govt.		
Senior Young Professional (Management)	Essential Qualification: MBA or Post Graduate Diploma in Mass Communication from a recognised University/ institution. Desirable: Proficiency in English, Technical aptitude and ability to use web-based tools Experience: Minimum 03 years of work experience preferably in an MNC/Govt.	Not exceeding 38 years on the last date of submission of application	Rs. 70,000/- p.m. subject to necessary attendance certificate
Junior Young Professional (Technical)	Essential Qualification: B.Tech / B.E. / M.Tech / M.E. in Chemical/Electrical/Electronic/Mechanical/Civil/Metallurgical/Instrumentation /Computer science/IT/Textile Engg. (or) Masters Degree in Physics/ Chemistry with specialization in Inorganic or Organic or Analytical Chemistry (or) M.Sc. (Agriculture) with specialization in Soil Science or Agriculture Chemistry of a recognized University or Institute recognized by the Central Government or State Government. Experience: Minimum 01 year in relevant field.	Not exceeding 35 years on the last date of submission of application	Rs. 40,000/- p.m. subject to necessary attendance certificate.
Senior Young Professional (Technical)	Essential Qualification: B.Tech/B.E./M.Tech/M.E. in Chemical/Electrical/Electronics/Mechanical /Civil/Metallurgical/Instrumentation/Computer science/IT/Textile Engg. (or) Masters Degree in Physics/ Chemistry with specialization in Inorganic or Organic or Analytical Chemistry (or) M.Sc. (Agriculture) with specialization in Soil Science or Agriculture Chemistry of a recognized University or Institute recognized by the Central Government or State Government. Experience: Minimum 03 years in relevant field.	Not exceeding 38 years on the last date of submission of application	Rs. 70,000/- p.m. subject to necessary attendance certificate.

** Any kind of internship undergone as a part of qualification or graduation/post graduation course will not qualify as work experience.*

Engagement as Junior Young Professional and Senior Young Professional shall be distinct categories. Movement, conversion or upgradation from Junior YP to Senior YP shall not be permitted. Selection for each category shall be made through a separate recruitment process

- 5.2. The qualifications and experience given in the above table are general in nature, however any other specific education qualifications/experience or equivalent qualifications may also be prescribed or recruited as per the requirement, subject to YPSC recommendation.
- 5.3. In all the positions, persons with additional qualifications, research experience, published papers and post qualification experience in the relevant field would be preferred, subject to the overall evaluation by the YP Selection Committee (YPSC).
- 5.4. **The total number of YPs engaged by NTH in both the categories mentioned under Para 5.1 shall not be exceeded at any point of time and restricted to 60 in Jr. YP and 20 in Sr. YP. There should not be inter-se transfer/shifting of posts/incumbents from Jr. YP to Sr. YP and vice-versa.** The region-wise bifurcation of YPs shall be as per the following details. Any future requirement of YPs for satellite centres shall be accommodated within the sanctioned strength of the concerned NTH branch to which such centre is attached. Reallocation of vacant YP positions from one branch to another may be carried out with the approval of DG, NTH, based on exigencies of testing workload, subject to the overall sanctioned strength remaining unchanged, as indicated below.

Branch	Jr YPs	Sr. YPs
NTH(HQ), Kolkata/Ghaziabad	8	4
NTH (ER), Kolkata	9	3
NTH (NR), Ghaziabad	10	3
NTH(WR), Mumbai	8	3
NTH (SR), Chennai	7	2
NTH (NWR), Jaipur	8	3
NTH (NER), Guwahati	5	1
NTH, Varanasi	2	0
NTH, Bengaluru	3	1
Total	60	20

DG, NTH may, for reasons to be recorded in writing and based on functional requirements, reallocate only vacant YP positions from one branch to another for a specified period, subject to the approved category-wise and overall sanctioned strength remaining unchanged. Such reallocation shall be limited to vacant positions only and shall not involve transfer or shifting of any engaged Young Professional from one branch to another

- 5.5. Enhancement in Remuneration: In case the engagement of YP is extended, the remuneration shall be enhanced by Rs. 5000/- annually. The enhancement in remuneration will be based on YP's performance during the year after recommendation of concerned Division which

shall be subject to the proposal by Director/ Officer In-Charge and approval of DG, NTH. The matter for enhancement of remuneration will be processed by NTH (HQ) based on reports/ inputs from the concerned Division. **Enhancement should be restricted to a ceiling of Rs. 15,000/- (5,000+5,000+5,000) in overall tenure of engagement of four years.**

6. Processing of Proposal at NTH (HQ):

- 6.1. The terms of reference, as per details mentioned in these guidelines, will be processed by NTH (HQ) as per requirement of engaging YPs.
- 6.2. The requirement from regions/satellite centres/division will be forwarded through their Heads to NTH (HQ).
- 6.3. NTH (HQ) will scrutinize the proposal to ensure that the engagement of YPs is in conformity with these guidelines and proposed engagement shall be in overall interest of NTH and necessity exists.
- 6.4. Based on finalized proposals, YP Selection committees (as per Section 7, below) will be formed for each region with the approval of DG, NTH and cases will be forwarded to the corresponding Selection committees.
- 6.5. After completion of selection process as mentioned, the proposal shall be submitted for approval of DG, NTH by NTH (HQ).

7. Selection Process:

- 7.1. The selection of YPs will be made in accordance with the provisions contained in General Financial Rules 2017 and Manual of Procurement for Consultancy and Other Services 2017 and extant communications of Govt. of India.
- 7.2. The requirement of NTH will be advertised on its website. A short advertisement in Employment News will be given, whereby applicants will be advised to look for the details on NTH website to apply.
- 7.3. All the applications received in response to the vacancies advertised will be scrutinized and shortlisted by the concerned YPSC(as detailed below) in accordance with eligibility, requirement and other conditions prescribed and in accordance with these guidelines.
- 7.4. YP Selection Committee (YPSC) shall have the following composition.
 1. Director/ Scientist I/c of recruiting region - Chairman
 2. Head S&T Cell, NTH (HQ) - Member
 3. OIC/ Head of Group (for which recruitment is being made) - Member
 4. External Expert - Member (Group A Officer from Central Government)

Administrative Officer/AO (I/c) of recruiting region shall assist the YPSC.

- 7.5. YPSC will be approved by DG, NTH for each new recruitment against published advertisement.
- 7.6. The duly constituted Young Professional Selection Committee (YPSC), excluding the external member, shall meet either physically at the concerned NTH Region/Division or through virtual mode and devise its own method of selection based on the functional requirements of the position, to shortlist candidates for the written test and/or interview. The shortlisting will be based on the functional requirement, academic profile and relevant experience of the

candidate. For each vacancy, a minimum of six (06) and a maximum of twelve (12) candidates, shall be shortlisted and called for the final round of the selection process. However, in cases, where the number of eligible applications received is insufficient to shortlist the minimum required six candidates, **DG, NTH may relax the provision based on the requirement.**

7.7. After shortlisting, the selected candidates will be informed through email and called for interview at a selected date by the committee. The YPSC will conduct interview and assess the candidates vis-à-vis the requirement and prepare a merit list based on the marks awarded. They can also resort to written test to judge the capabilities of the candidates, if required along with the interview. **The YPSC may recommend a panel of up to five (05) candidates per advertised position for inclusion in a reserve list, which shall remain valid for a period of one (01) year from the date of panel approval.**

7.8. The top ranked candidate in the merit list will be offered the job.

7.9. The rest of the list will be operated according to merit, in case:

- a. The selected candidate fails to join within the time stipulated by NTH.
- b. His/her services get terminated due to any reason within one (01) year.
- c. Requirement of additional YPs for similar work arises due to work exigencies, during the validity of the panel.

7.10 Matters related to extension of tenure of YPs shall not be referred to the YPSC. The cumulative tenure of engagement under both categories of Young Professionals, taken together, shall not exceed four years under any circumstances

7.11 The Young Professional will be required to submit a police verification report from concerned police station and also submit a medical-cum-fitness certificate issued by an authorized Medical Practitioner prior to his/her engagement.

7.12 The engagement is subject to verification of documents related to education qualification, experience, Police verification, Medical-cum-fitness. 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.

8. Travel Allowances, Medical clearance :

8.1. No TA/DA shall be admissible for joining the assignment or on its completion. No other facilities such as DA, accommodation, reimbursement for phone/conveyance/transport, foreign travel, personal staff, medical reimbursement, CGHS etc. would be admissible to the Young Professionals.

8.2. Individual YPs may be required to undertake domestic tours for official purposes subject to approval of the competent authority, which will be the Head of the unit where they are working (Director/In-charge/DG). They will be allowed to avail journey by air in Economy class or by rail in AC Two tier. Hotel accommodation of up to Rs 2250/- per day (excluding Taxes), taxi charges of upto 338/- per day for travel within the city and food charges not exceeding Rs. 900/- per day shall also be allowed. While Hotel and Taxi charges will be processed on production of proper bills, food charges will be processed without receipts on lump sum basis. In case of absence from place of posting being more than 12 hours, full amount will be admissible, while for less than 12 hours absence, 50% of food charges will be provided. The matters related to tours and reimbursements shall be processed by concerned reporting officer through concerned PAO.

- 8.3. In the event of death, injury or illness of the individual YP which is attributable to performance of services on behalf of NTH under the terms of contract, and /or while travelling for official duty or in performing any services under the contract in any offices or premises of NTH or Government of India, the individual YP or the individual YP's dependents shall not be entitled to any compensation or any claim whatsoever.
- 8.4. NTH may require the Individual Young Professional to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices or premises of NTH.
- 8.5 In respect of any matter in respect of which no provision has been made herein, the orders/instructions of the NTH shall apply and the decision of the Department/Government as to their applicability shall be final.

9. Prohibition of sexual harassment

During the tenure of the Contract, the YP shall comply with the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013”. The YP shall agree that breach of any of the provisions of the statute of the above will be viewed seriously and taken for review by the relevant Internal Complaints Committee of the NTH region and necessary action will be taken up if found guilty of a breach.

10. Leave

YPs shall be eligible for 1.5 days of casual leave for each completed month of engagement subject to the approval of the reporting/controlling Officer. No remuneration shall be paid for the period of absence beyond the admissible leave. Unavailed leave shall neither be carried forward to the next year of contract nor encashed at the time of completion/termination of engagement. Women YPs shall be eligible for maternity leave as per extant Government of India rules.

Working hours shall normally be from 9:00 AM to 05:30 PM 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 offices on holidays due to work exigency.

11. Tax Deduction at Source (TDS)

TDS as applicable under the rules shall be deducted from the monthly remuneration of YPs. A TDS certificate shall be issued by the concerned DDO on demand.

12. Termination of Engagement

- 12.1. The engagement of YPs can be terminated by NTH after giving one month's notice. However, NTH reserves the right to terminate the engagement of any YP at any time without prior notice and without providing any reason for it.
- 12.2. Further, NTH may terminate the engagement of any YP without prior notice in the case of breach of provision of contract /terms of engagement. In cases where NTH terminates the engagement of YP without giving prior notice, the YP shall be paid proportionate remuneration in lieu of the notice.
- 12.3. The individual YP may also terminate his / her engagement with NTH upon giving one month's notice to NTH.

- 12.4 The Young Professional shall be expected to follow all the rules and regulations of NTH/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 Young Professionals are not found satisfactory or found in conflict with the interests of NTH, his/her services will be liable for discontinuation without assigning any reason and without giving notice, and appropriate legal action will be taken by NTH.
- 12.5. If the engagement of a YP is terminated by NTH before completion of one year or the YP terminates his/her engagement with NTH before completion of one year, he/she will not get any work certificate.

13. Legal Status and Settlement of Disputes

- 13.1. The individual YP shall have the legal status of an independent YP vis-à-vis NTH and shall not be regarded for any purposes as being either a "staff member" of NTH or an "official" of NTH. Accordingly, nothing within or relating to the engagement shall establish the relationship of employer and employee.
- 13.2. NTH and the individual YP shall make their best efforts to amicably settle any dispute, controversy or claim arising out of the engagement /contract or the breach termination or in invalidity thereof. In case of any dispute, the decision of the DG, NTH would be final and binding.

14. Confidentiality of Data and Documents

- 14.1. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced during the period of engagement for NTH shall remain with NTH.
- 14.2. The YP shall not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his /her assignment or during the course of assignment for NTH, without the express written consent of NTH.
- 14.3 The YP shall be bound to hand-over the entire set of records of assignment to the reporting officer in NTH before the expiry of the engagement / contract, and before the final payment is released by NTH.

15. Use of Name, Emblem or Official Seal of NTH

- 15.1. YPs shall not represent themselves or otherwise make public with the intent to make a commercial advantage of the engagement with NTH. The YPs shall not, in any manner whatsoever, use the name, emblem or official seal of the Government of India or NTH, or any abbreviation of the name of NTH, in connection with its business or otherwise without the permission of NTH.
- 15.2. YPs will be provided with Identity cards as per format and they will not be allowed to use it for any purpose without prior approval of concerned unit/lab Head. Any breach found is liable for termination of contract and suitable legal action.

16. Place of Posting

The place of posting of YPs will be at NTH (HQ), DG Camp office, or regional labs/satellite centres located at Kolkata, Ghaziabad, Mumbai, Chennai, Jaipur, Guwahati and Varanasi. In case any more labs/centres are opened in future, the list will automatically include the same.

17. Relaxation

Any of the conditions enumerated in these guidelines may be relaxed, in exceptional cases, on recommendation of DG NTH, for reasons to be recorded in writing and only with approval of Secretary (CA).

18. Review of Guidelines

These guidelines may be reviewed/revised as and when the circumstances so warrant with the concurrence of IFD and approval of Secretary (CA).

Annexure-I

Terms of Reference for the work to be done

1. Category of Young Professional along with required nos.:
2. Precise statement of objectives:
(Disciplines or the domains, where engagement of Young Professional is required, should be indicated)
3. Outline of the tasks to be carried out:
(Details of work required to be carried out, specific tasks/activities to be assigned to Young Professional should be indicated)
4. Schedule for completion of tasks:
(This should be designed in such a manner that both the time frame for the job as well as the deliverables are clearly identified measurable and are amendable to periodic monitoring over duration of the assignment)
5. Qualification and experience:
(Essential Qualification and experience of Young Professional in specific field of expertise required by concerned Division in detail)
(Desirable Qualification and experience of Young Professional in specific field of expertise required by concerned Division in detail)
6. The support or inputs to be provided by NTH to facilitate the Young Professional:
(Officer who will provide guidance to the Young Professional and to whom reporting is to be done should be specified here)
7. The final outputs that will be required of the Young Professional at the end of the period should be specified.

Annexure- II

Performance Report of Young Professional

Year of Report:

Period fromto.....

I. Basic Details:

Name	
Date of Birth	
Date of Joining	
Designation	
Division	
Reporting Authority (Name and Designation of the officer)	
Period worked	
Brief Description of Duties	

II. Self Appraisal:

Brief Description of task	Deliverables	Actual achievements

Signature of Young Professional

III. Reporting officer's assessment and evaluation (in not more than 100 words)

IV. Please mention significant contribution, personal achievements, other accomplishments, if any.

V. Any other remarks which the assessing officer wishes to make

Name and designation of the Assessing officer

Countersigned by Head of the Division