

No. BISAG-N/YP/21(03)/2025
Ministry of Electronics & Information Technology
Bhaskaracharya National Institute for Space Applications and Geo-informatics
(BISAG-N)
Govt. of India

Subject: Procedure and Guidelines for engaging Young Professionals in BISAG-N

The following guidelines and procedures are being prescribed for engagement of Young Professionals in BISAG-N until such time as these guidelines are amended or new guidelines issued. These guidelines shall come into effect from the date of issue.

1. Terms of Reference:

BISAG-N will provide terms of reference, describing the work to be performed by the YPs. The terms of reference shall include the functions to be performed and outputs to be delivered. The functions and outputs shall be specific, measurable, attainable, results-based and time-bound,

2. Selection Process:

a. For each requirement /position of YP at least five applicants shall be shortlisted based on their qualifying academic performance and as per an assessment criteria. These shortlisted candidates will undergo a panel interview. If necessary, written/practical tests may also be conducted before the panel interview. In case of tie at any stage all the candidates who have same marks will be considered to have qualified for further rounds.

b. Candidates having more than one eligible qualification shall have to choose only one for selection process.

3. Educational Qualification:

Young Professional-I: B.E/B.Tech (Computer/Computer Science/ Information Technology/ Artificial Intelligence/ Data Science/ Electronics & Communications/ Instrumentation & Control and allied branches) with at least 60% marks in the qualifying degree.

Young Professional-II: M.E/M.Tech (Computer/Computer Science/ Information Technology/ Artificial Intelligence/ Data Science/ Electronics & Communications/ Instrumentation & Control and allied branches) with at least 60% marks in the qualifying degree.

4. Maximum duration of engagement of the YPs:

Initial engagement of the YP will be for the one year which is extendable for four more years (01 year at a time) subject to requirement of services of the YP in the organization and satisfactory performance of the candidate.

5. Age Limit

The minimum age under young professional category will be 22 years and maximum 26 years

6. Consolidated emoluments of the YPs

Consolidated emoluments of Young Professionals-I (YP-I) and Young Professional-II (YP-II) will be Rs. 30,000/- (Fixed) per month and Rs. 42,000/- (Fixed) per month respectively.

7. Annual Increment

Upto 10% P.A. subject to satisfactory performance of the candidate.

8. 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 payment of monthly salary.

9. TA/DA Policy

As per BISAG-N policy revised from time to time.

10. Attendance and working hours/days:

The working hours for the YPs will be same as other employees of BISAG-N. No extra benefit will be allowed for working beyond office hours. Unauthorised absence from the project/work for a continuous period of 08 days without valid reasons shall lead to automatic termination of the engagement.

11. Leave Policy

Equivalent to the contractual employees at BISAG-N

12. Intellectual Property Rights

Intellectual Property created as part to the work of Young Professional during his/her valid tenure in BISAG-N will be governed by the IPR guidelines of the BISAG-N.

13. Prohibition of Sexual Exploitation and Abuse

The Young Professionals shall have to comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

14. Other terms and conditions

- I. The young professional (YP) shall be subject to the laws of secrecy of the country and will sign a declaration of secrecy and Non-Disclosure Agreement before reporting (Annexure-I).
- II. The engagement will not constitute a regular job or appointment of any nature in the BISAG-N
- III. During the term of engagement, the YP shall comply with the Standards of Conduct. Failure to comply with the same will become a ground for termination of the YP without notice.

ANNEXURE-I

I, Sh./Ms./Mrs. _____ s/o,d/o Sh. _____
will comply with the Official Secrets Act, 1923, as amended from time to time and will not disclose any information/data acquired by me during my engagement to any unauthorised person(s). I will not, except with the prior sanction/approval of competent authority in the BISAG-N, or in the bona fide discharge of my duties, publish a book or a compilation of articles or participate in media broadcast or contribute an article or write a letter to any newspapers) or periodicals) either in my own name or anonymously or pseudonymously in the name of any other person if such book, article, broadcast or letter relates to subject matter pertaining to official business of BISAG-N.

Signature:

Name:

Address:

Mobile:

Email: