

**No. 10(1)/2025-26/ Budget (E-4032419)**  
**Government of India**  
**Ministry of Micro, Small & Medium Enterprises**  
**Budget Division**  
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**Nirman Bhawan, New Delhi**  
**Dated: 29.12.2025**

**Vacancy Circular**

**Subject: Engagement of Four (04) Young Professionals in Budget Division and two (02) Young Professionals in IT & Planning Division Ministry of Micro, Small & Medium Enterprises (MSME)-reg.**

Ministry of Micro, Small & Medium Enterprises invites applications for the eligible candidates (Indian Nationals) for endangment of 04 Young Professionals in Budget Division & 02 Young Professionals (01 in IT & 01 in Planning Division), purely on contract basis, in Ministry of MSME.


Sl. No.	Category of YPs	Number of Vacancies
1.	Young Professionals (Budget)	04
2.	Young Professionals (IT)	01
3.	Young Professionals (Planning )	01

2. Eligibility and Remuneration:

Sl. No	Designation: Young Professional (Budget)	
1.	No. of personnel to be engaged on contract basis	Four (04)
2.	Role	<ul style="list-style-type: none"><li>• Preparation of Detailed Demands for Grants (DDG) in Respect of M/o MSME.</li><li>• Preparation of Appropriation Account in respect of M/o MSME</li><li>• Monitoring of expenditure against budget Monthly &amp; Quarterly basis in respect of M/o MSME</li><li>• Preparation of Statement of Budget Estimate (SBE) in respect of M/o MSME</li><li>• Releasing of fund under various heads of the schemes</li><li>• Compilation of information pertaining to Assets Register.</li><li>• Opening/deletion of object heads under various plan schemes for preparation of DDG of M/o MSME.</li><li>• Surrender of Savings in the Grant in respect of M/o MSME.</li></ul>

  
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		<ul style="list-style-type: none"> <li>• Preparation of Revised Estimates (RE) proposals.</li> <li>• Supplementary Budget Proposals.</li> <li>• Uploading of Data in Union Budget Information System (UBIS) Portal. i.e. Statement of Budget Estimate (SBE), Budget Estimate (BE), Revise Estimate (RE) and Actual for the year.</li> <li>• Unspent Balance /utilization Certificate.</li> <li>• Preparation of Re-appropriation of funds under plan schemes.</li> <li>• Compilation of information pertaining to “Rs. 100 cr. Saving Note” of Plan Schemes.</li> <li>• Monitoring of expenditure of Plan Schemes of M/o MSME.</li> <li>• Preparation of Power Point Presentation (PPT) for Department Related Parliamentary Standing Committee (DRPSC) Meeting-reg.</li> <li>• Preparation of Background Note for DRPSC.</li> <li>• Monitoring of Expenditure scheme wise and Object Head wise in r/o SCSP Monthly &amp; Quarterly.</li> <li>• Monitoring of Expenditure scheme wise and Object Head wise in r/o TASP Monthly &amp; Quarterly.</li> <li>• Preparation of EFC/SFC Note of the plan schemes</li> <li>• Audit related work (CAG &amp; PAC Paras)</li> <li>• Output Outcome Monitoring Framework (OOMF) related work</li> <li>• Compilation of information pertaining to “Rs. 100 cr. Saving Note” / Explanatory Note of Plan Schemes.</li> <li>• Uploading of Data on UBIS Portal</li> <li>• Any other work assigned by the competent authority in connection with budgetary, financial, and administrative matters</li> </ul>
3.	Qualification/Experience	<b>Education Qualification and Experience</b> (B.A./B.Com/B.Sc) in Economics /Commerce / Statistics/Arts with 2–10 years of relevant experience in Budget and Accounts in government sector.
4.	Remuneration	₹60,000 per month. No other allowance such as DA, HRA etc. will be admissible. Facilities like transport facility, residential accommodation, CGHS, Medical reimbursement would not be given.
5.	Age Limit (Upper)	Not more than 32 Years as on the closing date of the Advertisement / Notice.

  
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Sl. No	Designation: Young Professional (IT)	
1.	No. of personnel to be engaged on contract basis	One (01)
2.	Role	Complex Digital & Technical Work include : DBT Portal, Website updation, Other digital applications, Entity Locker, Prayas Portal, PM Gati Shakti, Digital Brand Identity Manual, Portal Inventory, KPI Dashboard
3.	Qualification/Experience	<b>Education Qualification &amp; Experience</b> Bachelor's Degree relevant to IT fields such as Computer Science or Information Technology, along with 2-10 years of relevant experience.
4.	Remuneration	₹60,000 per month No other allowance such as DA, HRA etc. will be admissible. Facilities like transport facility, residential accommodation, CGHS, Medical reimbursement would not be given.
5.	Age Limit (Upper)	Not more than 32 Years as on the closing date of the Advertisement / Notice.

Sl. No	Name of Post	Young Professional (Planning)
1.	No. of personnel to be engaged on contract basis	One (01)
2.	Role	Planning and evaluation work, including evaluation studies of Central Sector Schemes.
3.	Qualification/Experience	<b>Education Qualification &amp; Experience</b> Bachelor's Degree in Economics, Commerce or Arts along with 2-10 years of relevant experience.
4.	Remuneration	₹60,000 per month No other allowance such as DA, HRA etc. will be admissible. Facilities like transport facility, residential accommodation, CGHS, Medical reimbursement would not be given.
5.	Age Limit (Upper)	Not more than 32 Years as on the closing date of the Advertisement / Notice.

2. The terms and conditions for appointment on contract basis shall be in accordance with the guidelines laid down by Ministry of MSME vide order no. A-12011/1/2016-HR dated 29.03.2022 and even dated 08.08.2024 or subsequent guidelines issued by M/o MSME in the matter.

3. The Department reserves right to reject any application without assigning any reason for it and also revise Terms and Conditions of engagement of YPs.

  
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4. Interested candidates, who fulfill the eligibility criteria, may submit their application in the prescribed Proforma (Copy enclosed as Annexure-I) vide email to [dd-budget.division@dcmsme.gov.in](mailto:dd-budget.division@dcmsme.gov.in). "Application for engagement as Young Professional on contract basis in Budget Division, Ministry of MSME" which should reach this office latest **13.01.2026**.

  
29/11/2025  
(Joginder)


**Joint Director (Budget)**

To,

1. Notice Board of Ministry of MSME
2. NIC for uploading this circular on the website of Ministry of MSME
3. Deputy Secretary (HR), Ministry of MSME

Copy to: -

- i. PPS to AS & FA, M/o MSME
- ii. PPS to EA (Budget/Finance), M/o MSME.
- iii. PA to Director (Budget/Finance), M/o MSME

  
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**CURRICULUM VITAE PROFORMA**

Paste the recent  
Passport size  
photograph

1. Advertisement No. : **No. 10(1)/2025-26/ Budget (E-4032419)**
2. Post applied for :
3. Name (in Block Letters) :
4. Father's Name :
5. Permanent Address :
6. Address for correspondence :
7. Date of Birth :
8. AADHAR No. (Photocopy enclosed):
9. Nationality :

10. Educational & Professional Qualifications (Matriculation Onwords) (Photocopy duly self attested documents supporting education qualification should be enclosed):

S.No	Qualification	Name of the institution/Board /University	Year of passing	Subjects Studied	Division/Percentage of marks obtained

11. Details of Employment/Experience in chronological order. Enclose a separate sheet duty authenticated by your signature; if the space below is insufficient. (Photocopy duly self attested documents supporting experience should be enclosed).

Office/Institution	Post held	From	To	Pay	Nature of duties (in detail)	Self Declaration whether meets the experience requirement

11. Any other information relevant:

### DECLARATION

I hereby, declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. Further, I understand that this position is purely temporary on contract basis, if any of the particulars furnished by me are found to be incorrect or suppressed; my candidature is liable to be rejected at any stage during or after selection process. If it is found after my appointment that the particulars furnished by me are incorrect or suppressed my services are liable to be terminated without any notice.

Place:

Date :

Signature of the Candidate

Name:

Address:

Mob No.