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Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Staff Selection Commission
Regional Office (Karnataka Kerala Region)
1st Floor 'E' Wing, Kendriya Sadan, Koramangala, Bengaluru 560034

Bangalore, the 27th January, 2026

CIRCULAR

No. GA-GA01/01/2025-Admn. Applications are invited from eligible graduates in any discipline from a recognized College/University by either State or Central Government of India for engagement of 01 (One) Young Professional (General) purely on short term contract basis in the Staff Selection Commission (Karnataka Kerala Region), Regional Office, Bangalore (Karnataka). The details of qualification, experience and other terms and conditions of engagement is enclosed in **Annexure 'A'**. Interested candidates may send their application in the format enclosed as **Annexure 'B'** to "**The Regional Director, SSC (KKR), 1st Floor, 'E' Wing, Kendriya Sadan, Koramangala, Bangalore, Karnataka**" by post or through email to **rdssckkr@nic.in**, so as to reach this office, **latest by 13.02.2026**.

2. Applications received after the prescribed time limit shall not be considered.

Deputy Director
SSC(KKR)

**Engagement of Young Professional (General) on contract basis in Staff
Selection Commission (KKR), Bangalore**

Terms of Reference

The Terms and Conditions as mentioned in this Reference are mandatory and integral part of the Contract. Upon entering into the Contract, it is obligatory for every Young Professional (General) sincerely following the Terms and Conditions mentioned as under:

1. Duties and Responsibilities: The engaged Young Professional (General) would be required to perform the following functions:

- i Noting & Drafting on MS office viz MS word, MS Excel, MS power point .
- ii Scrutiny of applications.
- iii Documents verifications.
- vi Scrutiny of petitions /representations.
- vii Any other work assigned to them by officers from time to time

2. Period of Engagement

The initial term of engagement of Young Professional (General) will be for a period of one year, which may be extended on yearly basis as per the requirements of the Commission. However, their continuation in their respective position beyond the first year would be contingent on a satisfactory Annual Performance Review based on key performance indicators

3. Educational Qualifications, Experience, Age and Remuneration:

3.1 Educational Qualification: Graduate degree in any discipline from a recognized College/University by either State or Central Government of India.

Essential- At least 01(One) year Diploma in Basic computer course (in software) with proficiency in MS Office.

Experience **(Desirable):** At least 06 (six) months working experience in any Central/State Government organization.

3.2 Age limit at the time of initial engagement: 21 35 years.

3.3 Remuneration: Initial remuneration Rs.40,000/- per month. In case, the contract is extended by another year based on a satisfactory performance review, the remuneration may be increased upto 5% on each occasion subject to maximum ceiling of 1.25 times of the initial remuneration.

3.4 The young professional (General) shall not be entitled to any allowance such as conveyance allowance, dearness allowance, residential, telephone, transport facility, residential accommodation, CGHS, medical reimbursement, etc., and other than those specifically mentioned therein

3.5 The payment will be released by Staff Selection Commission within 01 week after completion of the month based on the biometric attendance registered by the individual consultant or on certification by the concerned officer., in case, the individual consultant has been deputed to other places or biometric attendance could not be marked for any reason.

4. The engagement of Young Professionals (General) shall be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy with Staff Selection Commission. Their appointment will be subject to the condition that they face no conflict of interest with respect to the work they are handling in Staff Selection Commission.

5. The appointment of Young Professional is of a temporary nature and the Staff Selection Commission can cancel the appointment at any time without providing any reason for it.

6. The annual performance report of the Young professionals (General) would be undertaken through an Annual Performance Report (APR).

7. The Young Professionals (General) on having accepted the offer shall enter into the Contract with SSC. The norms for secrecy and the security of sensitive data will be as per the Indian Official Secrets Act, 1923. They shall not indulge in any malpractices or disclose any details of the office, operational process, technical knowhow, administrative/organizational matters, which are of confidential/secret nature, to any person at any cost. The young Professional shall not, except with the previous sanction of Staff Selection Commission or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical either in his 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 him by Staff Selection Commission.

8. Staff Selection Commission shall be entitled to all intellectual property and other proprietary rights, which the Young Professional/Individual Consultant has developed for Staff Selection Commission under the 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 Contract.

9. The Individual Consultant shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with Staff Selection Commission, nor shall the Young Professional/Individual Consultant, in any manner whatsoever, use the name, emblem or official seal of Staff Selection Commission, or

any abbreviation of the name of Staff Selection Commission, in connection with its business or otherwise without the written permission of Staff Selection Commission.

10. The Young Professional (General) 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 (General) are not found satisfactory or found in conflict with the interests of the Staff Selection Commission/Government of India, his/her services will be liable for discontinuation without assigning any reason.

11. Without prejudice, and in addition to the legal remedies available to the SSC, breach of Contract shall be considered a sufficient ground for termination of the contract.

12. The appointment of Young Professionals (General) shall be of a temporary nature and the SSC can cancel the appointment at any time without providing any reason for it.

13. The Annual Performance Report of the Young Professionals (General) would be undertaken through an Annual Performance Report (APR).

14. Hiring criteria may be further defined for specific positions depending on the specific requirements and circumstances.

15. TA/ DA — The individual consultant may require to undertake domestic tours subject to approval of the competent authority and they will be allowed the following TA/DA:

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professional (General)	Rail in AC Three Tier	Hotel accommodation of upto Rs.750/- per day; taxi charges of upto Rs.225/- per day for travel within the city and food bills not exceeding Rs.800/- per day shall be allowed.

16. Leave: The Young Professional (General) 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. Further, the absence up to one month may be considered without remuneration. However, in exceptional cases for professional development, training etc. this condition may be relaxed by Chairman, Staff Selection Commission. Apart from this, the women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by the Ministry of Labour and Employment vide No.S-36012/03/2015-SS-I dated 12th April, 2017.

17. 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 Staff Selection Commission will issue TDS Certificate(s).

18. Police Verification: Police verification of the Individual Consultants shall be done as per the latest instructions issued by MHA. In case, the police verification is received as negative, the contract of individual consultant shall cease to exist with immediate effect without any notice. The Contract will remain provisional till police verification is received.

19. The individual consultant shall submit a self-statement of good health

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Application Format**Application for engagement of Young Professional (General) in Staff Selection Commission**

1. Name:
2. Father's Name:
3. Date of Birth:
4. Nationality:
5. Aadhaar No.:
6. Present Address:
7. Permanent Address:
8. Mobile No.:
9. E-mail ID:
10. Educational Qualifications (Secondary School Examination onwards)

Affix
recent
passport
size
photograph

(Attach self-attested photocopies of Certificates/Diploma/Degree):

Sl. No.	Course	Subjects	School/College/University/Institute	Year of Passing	% of marks obtained	Division/Class

(In case of grading system, equivalent percentage along with the conversion formula duly certified by the concerned Institution should be enclosed.)

11. Experience (Yes/No): Attach self-attested copies of certified/supporting documents, if available.

DECLARATION

I hereby declare that all the statements/information made by me in this application is true and complete as on the date of submission of this application. I have carefully read the relevant 'Terms of Reference' and ready to accept all the terms and conditions as mentioned in it. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Staff Selection Commission.

Place:

Date:

Signature of the applicant