ADVERTISEMENT

ENGAGEMENT OF YOUNG PROFESSIONALS (YPs) ON CONTRACTUAL BASIS

November Cycle, FY 2026-27

The Office of the Regional Director, Western Region-II, Ministry of Corporate Affairs, invites applications from eligible candidates for engagement of Young Professionals (YPs) on a full-time, contractual and temporary basis, in accordance with the Revised Procedure and Guidelines for Engagement of Young Professionals in the Ministry of Corporate Affairs issued vide O.M. No. A-42/47/2020-Ad.II-MCA dated 25.08.2026. The details are as follows:

1. NUMBER OF VACANCIES AND PLACE OF DEPLOYMENT

1.1 The discipline-wise number of vacancies to be filled is as under:

S. No.	Discipline	Essential Qualification	No. of Vacancies
1	CA / CMA / CS	Chartered Accountant, or Cost Accountant, or Company Secretary	9
2	Legal	Law Graduate from any recognised University with minimum 55% marks	2
3	M.Com	M.Com from a recognised University with minimum 55% marks	2
	Total		**13**

1.2 The Young Professionals shall be deployed in the Office of the Regional Director (WR-II) and the offices of the Registrar of Companies under its jurisdiction, i.e., RoC Mumbai-II, RoC Pune and RoC Nagpur. Candidates may indicate their order of preference of office in the application form. The final allocation of office shall be based on requirement and vacancies.

1.3 The Office of the Regional Director (WR-II) and the Office of the RoC Mumbai-II are presently located at Marine Lines, Mumbai, and shall shift to Sector 12, Vashi, Navi Mumbai in the near future.

2. ELIGIBILITY CRITERIA

2.1 **Essential Qualification:** The applicant should possess one of the following qualifications, as per the discipline applied for:

(i) Chartered Accountant;
(ii) Company Secretary;
(iii) Cost Accountant;
(iv) Law Graduate from any recognised University with minimum 55% marks; or
(v) M.Com from a recognised University with minimum 55% marks.

2.2 **Age Limit:** The applicant should not be more than 35 years of age and must not exceed 35 years of age during the initial two-year period of engagement, which shall be effective from 01.01.2027.

2.3 **Health:** The applicant must be in good health.

2.4 **Other Requirements:** The applicant should:

(i) have excellent communication, interpersonal and analytical skills;
(ii) have good working knowledge of technology-based skills on the computer and the ability to work on ICT applications;
(iii) have the ability to work in/with teams; and
(iv) be proficient in Hindi and English.

2.5 **Desirable Attributes:** A combination of the following attributes will be desirable during the selection: ability to work in/with teams; a good academic career; and proficiency in Hindi and English.

2.6 The qualifying criteria at paras 2.1 (qualification), 2.2 (age) and 2.3 (health) are mandatory. Applications that do not meet these criteria shall be summarily rejected.

3. NATURE OF WORK

3.1 The Young Professionals will be engaged to undertake the specific work allotted to them in the office where they are deployed. Their assigned work shall cover the highly technical and legal aspects related to Company Law; Corporate Social Responsibility; Competition Law; the Insolvency and Bankruptcy Code; the National Financial Reporting Authority; Corporate Data Management; the National Company Law Tribunal / National Company Law Appellate Tribunal; examination of inspection/investigation reports under the Companies Act, 2013 and related instructions issued by the Ministry from time to time;

Corporate Governance; personnel/establishment work in the functioning of Ministries/Departments; and any other emerging activity/assignment/work of time-bound importance.

3.2 The work of each Young Professional shall be defined on the basis of the Comprehensive Job Chart of the Ministry, and a work allocation order shall be issued immediately on joining. Indicatively, the work includes the following:

(A) In the Office of the Regional Director:

(i) Assisting in the preparation of investigation reports ordered by the Ministry under section 216, and inspection reports ordered under section 206(5), of the Companies Act, 2013.

(ii) Assisting in analysing inquiry/scrutiny reports under section 206(4) submitted by the RoCs, issuing instructions to the RoCs for action within the powers allocated to the Regional Director, and submitting proposals with comments to the Ministry for approval.

(iii) Assisting in the preparation of Action Taken Reports of inquiries, inspections and investigations.

(iv) Assisting in all delegated functions of the Regional Director, including analysis of applications filed under sections 233, 14, 13, 16 and 140 of the Act.

(v) Assisting in analysing reports on complaints submitted by the RoCs and examining complaints received directly.

(vi) Assisting in appeals filed under section 454 of the Act against orders of the RoCs, and examining petitions filed under sections 230-232 of the Act.

(vii) Any other work assigned from time to time.

(B) In the Offices of the Registrar of Companies:

(i) Assisting in the preparation of inquiry/scrutiny reports under section 206(4) of the Companies Act, 2013, including analysis of financial statements, profit and loss accounts and other records filed by companies.

(ii) Assisting in analysing complaints filed by stakeholders and in preparing complaints to be filed before courts as per the approval/instructions of the Ministry and the Regional Director.

(iii) Assisting in the preparation of Action Taken Reports of inquiries, inspections and investigations.

(iv) Assisting in adjudication work, including analysing applications, drafting show cause notices, analysing replies, conduct of hearings and minutes, drafting adjudication orders, furnishing replies where appeals are preferred, tabulating data on penalties realised and, where penalties are not deposited, filing prosecutions.

(v) Assisting in compounding reports, shifting of registered office, reports under section 131, change of name and similar matters, and in sending reports to the Regional Director and NCLT on mergers/amalgamations, including fast-track mergers, in a time-bound manner.

(vi) Assisting in the preparation of replies and reports in matters before NCLT and NCLAT under the Companies Act, 2013 and the Insolvency and Bankruptcy Code, and in filing replies, affidavits and counter affidavits in writ petitions, contempt petitions, prosecution cases and other applications before courts, including record keeping.

(vii) Assisting in the preparation of data for monthly DO and RD/RoC review meetings, and in initiating calls for information and inquiries under section 206(1) on references received from PMO, VIPs, inter-ministerial sources, SLCC, REIC and other such organisations.

(viii) Any other work assigned from time to time.

4. TERMS AND CONDITIONS OF ENGAGEMENT

4.1 **Period of Engagement:** The initial engagement shall be for a period of two years. Subject to performance appraisal, a further one-time extension of two years may be granted with the approval of the Secretary, Corporate Affairs. The maximum tenure of engagement shall be four years. Any subsequent engagement in the Ministry shall be made afresh and shall not be treated in continuity with the engagement under the Guidelines.

4.2 **Nature of Engagement:** The engagement shall be on a full-time basis, and Young Professionals shall not be permitted to take up any other assignment during the period of engagement. The engagement is of a temporary nature against specific jobs/assignments and can be cancelled by the Ministry at any time without assigning any reason.

4.3 **Remuneration:** A monthly consolidated remuneration shall be paid as follows:

Year of Engagement	Entitlement per Month (Rs.)
1st Year	50,000/-
2nd Year	55,000/-
3rd Year	60,000/-
4th Year	65,000/-

4.4 **Increment and Performance Appraisal:** The annual increment shall be decided on the basis of an annual performance appraisal by a Performance Appraisal Committee comprising the Regional Director (Chairman), one RoC nominated by the Regional Director, and a Director/Deputy Secretary of the Ministry. The appraisal shall be certified by the Divisional Head, and the feedback of the senior officers of the Divisions where the Young Professionals are engaged shall also be taken into consideration.

4.5 **Allowances:** Young Professionals shall not be entitled to any allowances or benefits such as Dearness Allowance, accommodation, personal staff, CGHS, medical reimbursement, transport facility, etc.

4.6 **Leave:** Young Professionals shall be eligible for 8 days' leave in a calendar year on a pro-rata basis. No remuneration shall be paid for absence beyond 8 days in a year (calculated on a pro-rata basis). Un-availed leave cannot be carried forward to the next calendar year. The Ministry shall be free to terminate the engagement in case of absence of more than 15 days beyond the entitled leave in a calendar year.

4.7 **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. However, TA/DA shall be allowed for travel within the country in connection with official work, after approval of the competent authority.

4.8 **Working Hours:** Young Professionals shall follow the normal working hours, i.e. 9:00 AM to 5:30 PM. However, as per exigency, they will have to attend office on holidays to complete time-bound work.

4.9 **Tax Deduction at Source:** Income Tax or any other tax liable to be deducted under the prevailing rules shall be deducted at source before payment, for which a TDS Certificate shall be issued.

4.10 **Capacity Building:** Young Professionals shall be provided orientation training by the officer where they are appointed, as per the training guidelines/module prepared by the ICLS Academy, for 1-2 weeks for acquiring job-related skills.

4.11 **Conduct, Confidentiality and Conflict of Interest:**

(i) Young Professionals shall follow the extant rules, regulations and instructions of the Government of India and are expected to display utmost honesty and sincerity in the discharge of their duties. If their services are not found satisfactory or are found to be in conflict with the interests of the Government, the services shall be liable to be discontinued without assigning any reason.

(ii) Young Professionals shall be subject to the provisions of the Official Secrets Act, 1923, and shall not divulge any information gathered during or after the engagement to any unauthorised person. They shall be required to sign a Declaration of Fidelity and Secrecy and Non-Disclosure Agreement in the format provided by the Ministry before reporting.

(iii) The provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 shall apply.

(iv) Young Professionals who have handled cases of certain companies shall not be allowed to work on the same case for a period of two years after leaving the organisation, either independently or when employed with a law/audit firm, a company or any other agency/organisation.

(v) A monthly log indicating the names of the companies handled by each Young Professional shall be maintained by the supervising officer.

4.12 **Termination:** The Ministry may terminate the engagement by giving 30 days' notice if the Young Professional is unable to address the assigned work; the quality of work is not to the satisfaction of the Ministry; the Young Professional fails to achieve the milestones in time, as finally decided by the Ministry; the Young Professional is found lacking in honesty and integrity; or in case of conflict of interest. A Young Professional may also seek termination of the engagement by giving 30 days' notice to the Ministry.

5. SELECTION PROCESS

5.1 Applications shall be scrutinised by the Office of the Regional Director, Western Region-II, as per the eligibility criteria. After scrutiny, at least three eligible candidates per vacancy shall be put up before the Consultancy Evaluation Committee (CEC).

5.2 The composition of the CEC is as follows:

Composition	Role
Regional Director	Chairman
One RoC nominated by the Regional Director	Member
Director / Deputy Secretary of the Ministry	Member
One member (professionally qualified) from the Professional Institute	Member

5.3 The CEC shall conduct interviews of the candidates put up before it, both in physical mode at the Office of the Regional Director, Western Region-II, Mumbai, and in virtual mode.

5.4 The CEC shall recommend a panel of names for the approval of the Secretary, Corporate Affairs.

6. GENERAL CONDITIONS

6.1 The Ministry reserves the right to cancel the engagement process and not to proceed in the matter of engagement of Young Professionals, and to accept or reject any or all applications at any stage, without giving any explanation.

6.2 The candidature or engagement of an applicant is liable to be cancelled if any information furnished in the application is found to be false or incorrect.

6.3 The engagement shall be governed by the Revised Procedure and Guidelines for Engagement of Young Professionals issued vide the Ministry's O.M. No. A-42/47/2020-Ad.II-MCA dated 25.08.2026, as amended from time to time.

7. HOW TO APPLY

7.1 Interested eligible candidates may submit their duly filled applications in the format prescribed at Annexure- I to the address mentioned below, along with a recent passport-size photograph affixed on the application and self-attested copies of the documents listed in Section F of the application form.

7.2 Applications should reach the undersigned by post or by email at **rd.west2@mca.gov.in** **with the subject, "Application for Engagement of Young Professionals"** on or before **30.11.2026**. Applications received after the due date will not be considered.

Address for post:
Office of the Regional Director, Western Region-II,
Ministry of Corporate Affairs,
6th Floor, "Everest" Building,
Netaji Subhash Chandra Bose Marg, Marine Drive,
Mumbai – 400 002.

सत्यमेव जयते

O/o REGIONAL DIRECTOR, WESTERN REGION-II
MINISTRY OF CORPORATE AFFAIRS
GOVERNMENT OF INDIA

Affix recent passport-size photograph

APPLICATION FORM: ENGAGEMENT OF YOUNG PROFESSIONALS

as per OM No. A-42/47/2020-Ad.II-MCA dated 25.08.2026

November Cycle, FY 2026-27

How to fill this form:

Answer every numbered question (Section D is optional). Tick (☐) the boxes that apply.

★ QUALIFYING CRITERIA

Fields marked ★ are qualifying criteria. Applicants must meet all of the following:

1. **Age:** must not exceed 35 years on completion of the initial 2-year engagement (Question 5).
2. **Qualification:** must hold at least one of Chartered Accountant, Company Secretary, Cost Accountant, Law Graduate from a recognised University with minimum 55% marks, or M.Com from a recognised University with minimum 55% marks (Question 10).

Applications that do not meet these criteria shall be summarily rejected.

A PERSONAL DETAILS

No.	Particulars	Response
1	Full name (as per identification documents)	
2	Identification document Tick one and give the document number	☐ Aadhaar ☐ PAN ☐ Voter ID ☐ Driving Licence Document No.: _____
3	Date of birth (DD/MM/YYYY)	D D M M Y Y Y Y
4	Proof of date of birth Tick the document you will enclose	☐ Birth Certificate ☐ 10th Standard Marksheet ☐ School Leaving Certificate ☐ PAN ☐ Aadhaar Card
5	Will you exceed 35 years of age during the two-year period of engagement effective on 01.01.2027? ★ **Qualifying criterion**	☐ Yes ☐ No
6	Correspondence address	
7	Permanent address	
8	Mobile number	
9	Email ID	

B EDUCATIONAL & PROFESSIONAL QUALIFICATIONS

10. Which qualification(s) do you hold? ★ **Qualifying criterion: at least one required.** *Tick all that apply and fill in the details for each.*

Qualification	✓	Institute / College & University	Final marks % / Grade	Date of completion	Membership No. of Institute / Enrolment No. of University
Chartered Accountant	☐				
Company Secretary	☐				
Cost Accountant	☐				
Law Graduate from a recognised University with minimum 55% marks	☐				
M. Com from a recognised University with minimum 55% marks	☐				

C WORK EXPERIENCE

No.	Particulars	Response
11	Total experience	_____ years _____ months
12	Are you currently employed?	☐ Yes ☐ No

13. Briefly describe your professional work experience giving details or areas of experience. *You may enclose supporting documents.*

Guide for "Areas of experience": Company Law; Corporate Social Responsibility; Competition Law; Insolvency and Bankruptcy Code; National Financial Reporting Authority; Corporate Data Management; NCLT / NCLAT; examination of inspection / investigation reports under the Companies Act, 2013; Corporate Governance; personnel / establishment work in Ministries / Departments; varied working experience in Central Government Ministries / Departments.

No.	From DD/MM/YYYY	To DD/MM/YYYY	Organisation	Designation	Areas of experience see guide above	Brief note on work done achievements / skills learnt / any other	Conflict of interest disclosures *
1							
2							
3							

* Details of companies, law firms or audit firms whose matters you have handled that may come before MCA.

D SKILLS AND ATTRIBUTES (OPTIONAL)

14. Language proficiency *Tick all that apply.*

Language	Read	Write	Speak
English	☐	☐	☐
Hindi	☐	☐	☐
Other (Specify): _____	☐	☐	☐

15. Other skills

Communication, interpersonal and analytical skills	
Computer and ICT applications you can work on	
An example of your ability to work in/with teams	

16. Certifications, additional courses, extra-curricular activities, awards, achievements, any other information you would like to provide.

Certification / course / activity / award	Issuing body / organiser	Year	Duration / Brief Description/ Remarks

E LOCATION PREFERENCE

17. Please rank the location and Office preference.

The newly established Offices are in the process of shifting premises. The final allocation of Office shall be based on requirement and vacancies.

Office	Preference 1 = most preferred, 4 = least preferred
O/o RD (WR-II) *(Currently at Marine Lines, Mumbai. Shall shift to S.12, Vashi Navi Mumbai in near future.)*	
RoC Pune	
RoC Mumbai-II *(Currently at Marine Lines, Mumbai. Shall shift to S.12, Vashi Navi Mumbai in near future.)*	
RoC Nagpur	

F DECLARATIONS

18. I declare that: *Tick each statement.*

☐	I am in good health. ★ **Qualifying criterion**
☐	I accept that the engagement is contractual, temporary and full-time, for 2 years and may be cancelled at any time without assigning reasons.
☐	I will sign the Declaration of Secrecy and Non-Disclosure Agreement under the Official Secrets Act, 1923 before reporting, and will not work on the same case for 2 years after leaving.
☐	I have enclosed self-attested copies of: ☐ Identification document (Q2) ☐ Proof of date of birth (Q4) ☐ Qualification / membership certificate(s) ☐ Mark sheets (mandatory for Law Graduate and M.Com) ☐ Experience certificates ☐ Other certificates
☐	The information given in this application is true, complete and correct, and my candidature or engagement is liable to be cancelled if any of it is found false or incorrect.

Place: _____

Date: _____

_____
(Signature)