

F. No: A-130/1/2025-HQ-Estt
Government of India
Ministry of Labour & Employment
Directorate General Factory Advice Service and Labour Institute

N. S. Mankikar Marg, Sion (East),
Mumbai, the October 2025

NOTE

Subject: Engagement of Young Professional (02 post) on contract basis in Directorate General Factory Advice Service and Labour Institutes (DGFASLI), Mumbai for handling social media - regarding.

Please find enclosed a copy of vacancy circular No. A-130/1/2025-HQ-Estt, dated 14.10.2025 for engagement of Young Professional (02 post) on contract basis in Directorate General Factory Advice Service and Labour Institutes (DGFASLI), Mumbai for handling social media.

2. Director-In-Charge, MIS Division, DGFASLI is requested to upload the vacancy circular on DGFASLI website for wide circulation.

Signed by Sudhir Agarwal

Date: 14-10-2025 17:48:26

(Sudhir Agarwal)

Under Secretary to the Government of India
DGFASLI, Mumbai

To:

Director-In-Charge, MIS Division, DGFASLI

Copy to:

1. PPS to the Director General, DGFASLI, Mumbai
2. Deputy Director General & HoO(HQ), DGFASLI, Mumbai

F. No. A-130/1/2025-HQ-Estt
Government of India
Ministry of Labour and Employment
Directorate General Factory Advice Service and Labour Institutes

N.S. Mankikar Marg, Sion (East),
Mumbai -400022, dated, the October, 2025

VACANCY CIRCULAR

Subject: Engagement of Young Professional (02 post) on contract basis in Directorate General Factory Advice Service and Labour Institutes (DGFASLI), Mumbai for handling social media - regarding

The Directorate General of Factory Advice Service & Labour Institutes (DGFASLI), Mumbai, an attached office of Ministry of Labour & Employment, invites applications from eligible interested individuals for engagement of Young Professionals (02 posts) for handling social media, purely on contractual basis as per the details mentioned below:

Sl.N.	Name of the post	Particulars
a.	Young Professional (02 posts)-for handling social media	<p>Essential Qualifications:</p> <p>Bachelor's in Marketing, Communications, Media Studies, or related field. MBA or Digital Marketing certifications (a plus for leadership or strategy roles)</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree in a relevant field (e.g., Graphic Design, Visual Communication) can be an advantage for some DTP Operator positions</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree in Mass Communication, Digital Media, Graphic Design, Journalism or related fields</p> <p>Certifications (often highly valued)</p> <p>Meta Blueprint Certification</p> <p>Google Digital Marketing & E-commerce Certificate.</p> <p>Hoot suite Social Marketing Certification Hub</p>

		<p>Spot Social Media Strategy Certification.</p> <p>Scope of duties:</p> <p>Young Professional shall perform the duties assigned by the Head of Office of various institutes of DGFASLI which may include but not restricted to work related to administration, accounts, legal and social media.</p>
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Terms and conditions of engagement:

a.	Name of the Post	Young Professional
b.	Number of Vacancy	Two (02)
c.	Period of engagement	Initially, Young Professional will be engaged for a period of 01 year. After the period of 01 year, if the performance of the Young Professional is found satisfactory based on his/her Annual Performance; the same can be extended up to maximum tenure of 03 years with the approval of the competent authority in the Ministry of Labour & Employment. The Young Professional will not be permitted to take up any other assignment during the period of engagement in DGFASLI.
d.	Nature of Engagement	The appointment of Young Professional will be of temporary nature and the Ministry/DGFASLI can cancel the appointment at any time without providing any reason for it.
e.	Place of Posting	Directorate General of Factory Advice Service & Labour Institutes, CLI administrative Building, NS Mankikar Road, Sion(East), Mumbai - 400022
f.	Age Limit	Below 40 years as on the date of advertisement.
g.	Monthly Remuneration	Rs60,000/- per month (Fixed)
h.	Allowance	No other allowances will be admissible to the Young Professional.
i.	Leave	The Young Professional shall be entitled for 08 days of Casual Leave in a calendar year on pro-rata basis and 02 Restricted Holidays. Apart from this, women Young Professionals may be eligible for maternity leave as per provisions contained in the Maternity Benefit Act 1961 read with Maternity Benefit (Amendment) Act, 2017.
j.	Termination of Contract	The Ministry/DGFASLI can terminate the contract at any time without prior notice and without providing any reasons for it. However, in the normal course it will provide one month's notice to the Young Professional. The Young Professional can also seek for termination of the contract upon giving three months' notice to the DGFASLI.

k.	Confidentiality Clause	The Young Professional would be subject to the provisions of the Indian Official Secrets Act, 1923. The Young Professional shall not, except with the previous sanction of the Ministry/DGFASLI 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 the Ministry/DGFASLI.		
m.	Conflict of Interest	The Young Professional 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 are not found satisfactory or found in conflict with the interest of the Ministry/Government of India, his/her services will be liable for discontinuation without assigning any reason.		
n.	Working Hours	As per the guidelines of the DGFASLI. However, the Young Professional may sometimes have to work beyond office hours in public interest.		
o.	TA/DA	The Young Professional may require to undertake domestic tours as part of their official duties in the Ministry/DGFASLI subject to the approval of the competent authority and they will be allowed following TA/DA:		
		Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
		Young Professionals	Air in Economy class or by Rail in AC Two tier	Hotel Accommodation of up to Rs. 750/- per day; taxi charges of up to Rs. 225/- per day for travel within the city and food bills not exceeding Rs. 800/- per day shall be allowed.

2. Interested candidate may apply through mail at sudhir.agarwal17@gov.in with clearly mentioning subject in the mail or send application by post in enclosed proforma as **Annexure-I addressed to the Director General, DGFASLI, 1st Floor, CLI Main Administrative Building, N.S. Mankikar Road, Sion, Mumbai - 400022.** Candidate must submit documentary evidence for DOB, educational qualification and previous employment, if any.

3. The candidate should preferably have adequate proficiency in handling Social media and have good command over Hindi and English language. His / Her media skills should preferably include Photography/ Videography skills, Editing, Uploading, monitoring social media, adequate computer skills, and prior experiences preferable.
4. The Directorate General of Factory Advice Service & Labour Institute reserves the right to accept or reject the applications without assigning any reasons.
5. The applicant should have a valid personal email ID, which should be kept active at least till the completion of this engagement process. DGFASLI shall send all communication to the said email ID. In case, a candidate does not have a valid personal email ID/she/he should create one before applying for the advertised post.
6. The last date for receipt of application is 21 days from the date of publication of the advertisement.
7. This issue with the approval of the Head of the Department i.e. the Director General, DGFASLI, Mumbai.

Signed by Sudhir Agarwal
Date: 14-10-2025 17:47:24

(Sudhir Agarwal)
Under Secretary to Government of India
DGFASLI, Mumbai
Email: sudhir.agarwal17@gov.in;

APPLICATION FOR ENGAGEMENT AS YOUNG PROFESSIONAL

Paste here
latest Passport
Size
photograph

1.	Name				
2.	Father's/Spouse Name				
3.	Address for communication				
4.	Permanent Address, if any				
5.	Telephone/ Mobile No.				
6.	Email id				
7.	Date of Birth				
8.	Age as on the date of advertisement				
9.	Gender				
10.	Education				
	Course	Subject	University/ Institute	Year of passing	Division/ Class
11.	Professional Qualification				
	Course	Subject	University (Institute)	Year of Passing	Division/ Class

12.	Details of previous employment/ experience with valid documentary evidence (in chronological order)			
	Organization Detail	Period of Employment	Nature of Assignment Undertaken	Last Salary Drawn

DECLARATION

I _____ hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand that in case, any of the information furnished above is found to be false, at any stage before or after appointment, my appointment shall be liable to be cancelled and suitable legal action can be taken against me.

Place:

Date:

(Signature of the applicant)

Enclosures: