



खादी और ग्रामोद्योग आयोग,
KHADI & VILLAGE INDUSTRIES COMMISSION
 सूक्ष्म लघु व मध्यम उद्योग मंत्रालय (भारत सरकार)
Ministry of Micro, Small & Medium Enterprises,
(Govt. of India)
 पश्चिम आंचलिक कार्यालय, मुंबई
WEST ZONE OFFICE, MUMBAI

ENGAGEMENT OF YOUNG PROFESSIONALS ON CONTRACTUAL BASIS

Advt. No. WZ/4/2026-WZ/West Zone-KVIC-HQ/2026-27/

Khadi and Village Industries Commission (KVIC) is a Statutory Body established by an Act of Parliament and functioning under the administrative control of Ministry of Micro, Small and Medium Enterprises (MSME), Government of India, is committed to promoting, developing and strengthening the Khadi and Village Industries Sector across the country.

With a view to accelerating future growth, institutional transformation and addressing emerging challenges, KVIC invites online applications from eligible and interested candidates for engagement as 'Young Professionals' on a contractual basis, as per the details and terms and conditions given below.

1. NAME OF THE POSITION & ELIGIBILITY CRITERIA:-

1.	Position	:			
			Sr No	Department	Vacancy
			1	Accounts	1
			2	Khadi	3
			3	General	1
			4	Audit	3
			5	Legal	1
			6	Admin	1
2.	No. of positions	:	Young Professionals (YPs) 10 Nos. The number of positions for YPs may vary and are tentative.		
3.	Pre-requisite for the position	:	As per Annexure A		
4.	Remuneration per month	:	Rs.25,000 to Rs.30,000 plus Conveyance Rs.2,500 to 3,000 based on the qualification, experience.		



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5.	Nature of Engagement	:	The candidate shall be engaged on contractual basis initially for a period of one year only which may be further contract can be extended on the basis of performance for further 2 years.
6.	Upper Age Limit	:	Candidates should be below 27 years of age as on the date of online application, i.e., 01.10.2026
7.	Method of Recruitment	:	Contract based through Open Market
8.	Skills Required	:	• Good Knowledge of MSWord, Excel and Power Point. • Good Communication and Writing Skills. • Sincere and commitment to work
9.	Method of Selection	:	On the basis of qualification and experience, the candidates will be shortlisted and called for interview. Based on the qualification, experience and performance in the interview, the candidate shall be offered specific engagement on contractual basis. Please note no TA/ DA will be provided for attending the interview.
10.	Job Description	:	YPs will be required to provide high quality inputs in their discipline/ data analysis/ project management/ evaluation of scheme/ programme/start-up/ innovation /special studies including feasibility studies/ compliance supervision/ training and development/ implementation monitoring etc.,. This would require demonstration of proven academic credentials, professional achievement and leadership qualities on The part of the aspirants.
11.	Job location	:	1. Young Professional Accounts – Zonal Office, Vile Parle (W), Mumbai-56 2. Young Professional Khadi – Zonal Office, Vile Parle (W), Mumbai-56 State Office Maha., Churchagate, Mumbai-20 State Office Ahmedabad, (Gujrath)



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		3. Young Professional – State Office, Ahmedabad, (Gujrath) 4. Young Professional Audit – Zonal Office, Vile Parle (W), Mumbai-56. State Office Maha., Churchagate, Mumbai-20 State Office, Ahmedabad, (Gujrath) 5. Young Professional Legal – State Office Maha., Churchagate, Mumbai-20 6. Young Professional Administration- State Office, Goa.
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Note:

1. Only fulltime regular courses will be considered and all qualifications must be from UGC recognized Indian University/UGC recognized Indian Deemed Universities or AICTE approved courses.
2. Wherever CGPA/OGPA or a letter grade in Degree is awarded, equivalent percentage of marks should be indicated in the online application form as per norms adopted by University/ Institutes. Candidates will be required to submit proof / certificate to this effect from the institute at the time of verification of documents, if called for the same.
3. Internship training shall not be considered as work experience. Only direct work experience including fixed term basis employment in an organization will be taken in to consideration.
4. The General conditions of contracts for the services of YPs will be incorporated in their individual contract. YPs mean Individual Consultant depending upon their qualification and experience are recruited for similar activities as Consultancy when a full team is not considered necessary. They may be an independent experts not permanently associated with any particular firm or they may be employees of a firm recruited on an individual basis. The selection of YPs will be done by inviting applications through website of the Commission and paper advertisement in accordance with the provisions contained in GFR 2017 under Rules 177 to 196 and Chapter 7 – Selection of Individual Consultant / Service Provider(para 7.1 and 7.2) Chapter 6 (para 6.5) of Manual for Procurement for Consultancy and Other Services 2017.

2. CONTRACTUAL TERMS AND CONDITIONS: -

- a) The contract will initially for one year. Fresh contract will have to be



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signed for further continuation/ extension. While considering continuation / extension, performance appraisal shall invariably be taken into consideration and assessment of requirement beyond one year on the basis of scope of work.

- b) **Legal Status:** The YPs shall not be regarded for any purposes, as being either as staff member of KVIC. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee, or of principal and agent, between KVIC and the Young Professionals. The YPs will not be entitled for any benefit / compensation/ absorption/ regularization of service with KVIC except the fixed remuneration.
- c) **Fixed Remuneration:** Any appointment on YPs would be on fixed remuneration for specified time period. No TA/ DA shall be admissible for joining the assignment or on its completion or attending the interviews.
- d) **Other Allowances:** No other facilities such as Dearness Allowance/Accommodation/ medical reimbursement etc., would be admissible except while on tour. The YPs may require undertaking domestic tours subject to approval of the Competent Authority and they will be allowed TA/DA as applicable to the post of 'Executive' posts in the Pay Matrix Level-5 at their place of posting.
- e) **Attendance & Working Hours:** The working hours of all the YPs shall be same as regular employees working in KVIC. No extra remuneration shall be allowed for working beyond working hours or on holidays.
- f) **Leave:** They shall be eligible for **8 days** leave in a single year of Consultancy. Unavailed leave in tenure of single year cannot be forwarded to next tenure of 1 year. The intervening Saturday/ Sunday or government holidays during a spell of leave shall not be counted against the 8 leaves.
- g) **Confidentiality & Secrecy:** The YPs shall not divulge any information gathered by him during the period of assignment to anyone who is not authorized to know the same which include publish a book or a compilation of articles without prior approval of KVIC. The selected YPs shall provide integrity certificates from 2 references known to them along with an undertaking to the effect that s/he has no criminal record or criminal case in any court is pending or contemplated against him/ her.
- h) **Insurance:** The YPs shall be sole responsible for taking out and for maintaining adequate insurance required to meet any of its obligation under the contract, as well as for arranging, at the YPs sole expense, such



life, health and other forms of insurance as the YPs may consider to be appropriate to cover the period during which the YPs provides services under the contract.

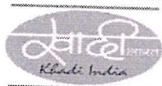
- i) **Tax deduction at source:** The Income Tax or any other state tax liable to be deducted as per the prevailing rules will be deducted at source before effecting the payment.
- j) **Conflict of Interest:** The YPs shall be expected to follow all the rules and regulations of the KVIC and the Government 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 and in case the services are not found satisfactory or found in conflict with the interests of KVIC, his/her services will be liable for discontinuation without assigning any reason.
- k) **Termination:** KVIC can terminate the contract at any time without prior notice by giving one month's notice. The YPs can also seek for termination of the contract upon by giving one month notice to the KVIC.

3. Selection Process:-

Before applying, candidates must ensure that they fulfill the eligibility criteria as on the last date of submission of application. Candidate has to appear for a personal interview during **November-2026** before the Selection Committee. Candidature are subject to verification of details/documents at the time of Interview/Joining.

4. General Instructions for filling up of Application Form:

- a) The candidate shall apply through On-line mode only, as per the qualifications and eligibility criteria mentioned in the advertisement.
- b) Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the application. Where percentage of mark is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of university in this regard. Candidates will have to produce the certificate/document issued by the university evidencing conversion formula of university, when called for document verification.
- c) Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof while attending the Interview, without which they will not be allowed to take-up the Interview. Candidates must



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note that the name as appearing (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the online application and Photo Identity Proof; the candidate will not be allowed to appear for the examination.

- d) Before starting to fill -up the online application, keep ready with you the following details/documents/ information:
- E-Mail ID (valid till recruitment process is over)
 - Mobile No.(valid till recruitment process is over)
 - Personal and Educational qualification details
 - Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format having size between 50 kb-100 kb)
 - Scanned Copy of Signature with Black ink pen(in jpg/jpeg format having size between 10kb-50 kb)
 - Write-up (200 words) about experience to feed in online application form.
 - Scanned Copies of documents (in jpg/jpeg/pdf format), as follows:-
 - Documentary proof of Date of Birth (Matriculation/ 10th) having size between 50 kb to 1000 kb.
 - Final/Provisional Degree/Certificate for Post-Graduation, as applicable (having size between 50kb to 1000 kb).

5. How to Apply:-

- Candidates satisfying the eligibility conditions have to apply through online registration system of KVIC i.e. www.kvic.gov.in. No application through other mode will be accepted. No documents are required to be sent to KVIC in connection with the application. Candidates satisfying the prescribed eligibility conditions are required to apply online only through the KVIC online recruitment system. No application through any other mode will be accepted.
- Candidates are advised to carefully read the complete advertisement, eligibility conditions, educational qualifications, age limit, experience requirements and other applicable conditions before registering themselves.
- The online application process shall be completed through the following procedure:

5.1 Steps for Applying:



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STEP-I: Visit KVIC Website and Recruitment Advertisement Select the

- a) Candidates should first visit the official KVIC website at **www.kvic.gov.in**.
- b) Go to the "**VACANCIES**" section of the KVIC website.
- c) Select the relevant **Recruitment Advertisement** for which the candidate intends to apply.
- d) On selecting the relevant advertisement, the candidate will be **redirected to the KVIC Online Recruitment Portal at apps.kvic.gov.in** for completing the registration and application process.

STEP-II: Candidate Registration

- a) **Before registering on the online recruitment portal, candidates must ensure that they fulfil all the prescribed eligibility conditions** for the recruitment/post, including educational qualification, age limit, experience and other applicable requirements.
- b) Candidates must have a valid and active e-mail ID before proceeding with registration.
- c) The registered e-mail ID should remain active and accessible for at least one year from the date of registration, as important communication relating to the recruitment process may be made through the registered e-mail ID.
- d) The candidate is required to register himself/herself on the KVIC Online Recruitment Portal by providing the required information and creating the necessary login credentials.
- e) Candidates should ensure that the information furnished during registration is correct and accurate. Candidates are advised to carefully verify their Mobile Number and e-mail ID before completing registration.
- f) The candidate should keep the registered Mobile Number and e-mail ID active throughout the recruitment process.

STEP-III: Select Recruitment and Recruitment Post

- a) After successful registration and login, the candidate should go to the "**VACANCIES**" section available on the online recruitment portal.
- b) The candidate should first select the relevant **Recruitment**.
- c) Thereafter, the candidate should select the **Recruitment Post** for which he/she wishes to apply.
- d) Candidates must ensure that they are **eligible for the selected Recruitment Post** before proceeding with the application.

STEP-IV: Fill and Submit Online Application

- a) After selecting the Recruitment Post, the candidate should fill in all the information required in the online application form regarding his/her personal



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- details, educational qualifications, experience and other relevant information.
- b) Candidates should enter all information **carefully, correctly and completely**.
 - c) Before final submission, candidates should carefully check all the details entered in the application form and make necessary corrections, if any.
 - d) **Once the application is finally submitted, no alteration/modification will be permitted**, except where specifically enabled by KVIC.
 - e) Candidates should ensure that all required documents, photograph and signature, wherever applicable, are uploaded in the prescribed format and size.
 - f) After successful submission of the online application, the system will generate a **unique application/registration number**. Candidates should note down the application/registration number and retain a copy of the submitted application form for future reference.
 - g) Candidates are advised **not to submit multiple applications for the same Recruitment Post**. In case of multiple registrations/applications for the same post, the candidature may be liable for cancellation/rejection without any further notice or intimation.

5.2 Instructions for Uploading Photograph, Signature and Other Relevant Certificates

Applicants are required to upload scanned/digital images of their photograph, signature and other relevant certificates, wherever applicable, as per the instructions given below.

i) Photograph

- a) The photograph should be a **recent passport-size colour photograph**, preferably taken within the last **03 weeks**.
- b) The photograph should be in colour and taken against a **light-coloured, preferably white, background**. The candidate should look straight at the camera with a relaxed face.
- c) If the candidate wears spectacles, there should be no reflection and the eyes should be clearly visible. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed, provided it does not cover the face.
- d) The photograph should preferably have dimensions of approximately **200 x 230 pixels**.
- e) The photograph should be in **JPG/JPEG format only** and the file size should be between **50 KB and 100 KB**.
- f) The scanned image should not exceed the prescribed file size. Candidates may adjust the scanner settings, such as DPI resolution and number of colours, to obtain the required file size.
- g) The minimum scanning resolution should preferably be **200 DPI**.

ii) Signature Image

- a) The candidate should sign on **white paper using a black ink pen**.
- b) The signature must be that of the candidate himself/herself. If, at any stage, the signature is found not to match the candidate's actual signature, the candidature may be summarily rejected.
- c) Candidates should scan **only the signature area** and not the entire page.



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- d) The signature should preferably have dimensions of approximately **140 x 60 pixels**.
- e) The signature should be in **JPG/JPEG format only** and the file size should be between **50 KB and 100 KB**.
- f) The scanned signature should not exceed the prescribed file size.

iii) Educational and Other Relevant Certificates

- a) Candidates should scan and upload the relevant educational/experience/category or other certificates, wherever required, issued by the competent authority.
- b) The uploaded certificate should be **clear and legible**.
- c) The certificate should be uploaded in the format and file size prescribed by the online recruitment portal.
- d) Unless otherwise specified in the respective Recruitment Advertisement/online application form, the file should preferably be in **JPG/JPEG/PDF format** and should not exceed **1000 KB**.

iv) Uploading Photograph, Signature and Certificates

- a) Separate options/tabs will be provided on the online application portal for uploading the **Photograph, Signature and relevant Certificates**, wherever applicable.
- b) Click on the relevant **Browse/Choose File** option and select the scanned Photograph, Signature or Certificate from the location where the file has been saved.
- c) Select the appropriate file and click the **Open/Upload** button.
- d) The selected file will be uploaded to the online application form.
- e) If the file format or file size does not conform to the prescribed requirements, an error message may be displayed. In such a case, candidates should resize/reformat the file as required and upload it again.
- f) Candidates should verify that the uploaded photograph, signature and certificates are **clear, legible and belong to the candidate** before final submission.

6. Important Instructions:

- KVIC will not be responsible for any loss of email sent, due to invalid/wrong email id etc.
- No correspondence will be done by post; i.e., sent through email only. All Instructions will be given through website of the Commission of the website **www.kvic.gov.in** from time to time.
- It is compulsory for candidates to carry any one of the original photo ID such as Voter's ID, Driving License, PAN Card, Passport, Aadhaar card, etc. Candidates should carry both, the printed copy of Online Application Form and photo ID (as mentioned above) while coming to appear in the Interview. Candidate will not be allowed for Interview, in case any of these are not available.
- Canvassing in any form will disqualify a candidate.
- **Action against Misconduct:**



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(i) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the "on-line" application.

(ii) At any stage of appointment or later, if a candidate is or has been found guilty of any misconduct such as I'm personating or procuring impersonation by any person; or Misbehaving; or Resorting to any irregular means in connection with his/her candidature during selection process; or using undue influence for his/her candidature by any means; or Submitting of false certificates/ documents /information or suppressing any information at any stage.

- The original testimonials/documents will have to be produced at the time of Interview/joining. If any of their claims is found to be incorrect, their candidature shall be summarily rejected.
- Serving Government/PSU officials, if selected will be allowed to join only after they are properly relieved from their parent organization.
- Candidates should submit only single application and application once submitted cannot be altered. A valid e-mail ID is essential for submission of the online application. KVIC will not be responsible for bouncing of any e-mail sent to the candidates.
- All information regarding this recruitment process would be made available in the '**VACANCY**' section of KVIC website only. Applicants are advised to check the website periodically.
- Candidates should ensure that the same passport size photograph is used throughout this recruitment process.
- No application will be entertained after the closing of last date of receipt of Online Application Form.
- Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website www.kvic.gov.in. No further press advertisement will be given. Hence, prospective applicants are advised to visit KVIC website regularly for above purpose.

➤ **No correspondence or personal enquiries shall be entertained by KVIC.** In case of any difficulty in filling up the online application form or for any clarification regarding the application process, candidates may send their queries **only through email to:**
zowz.kvic@gov.in

➤ The KVIC reserves the right to shortlist candidates for personal Interview, reschedule the Interview date & venue etc. or alter any of the advertised condition depending upon the circumstances.

➤ **The Commission reserves the right to cancel this selection process without assigning any notice/reasons**



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thereof. The above engagement is purely on temporary basis and the candidates shall have no right whatsoever to claim for the permanent job subsequently with either KVIC or the M/s MSME.

- 7.** Last Date for Submission of Online Application: Eligible candidates may apply online through the link provided on the official KVIC website on or before **30th October, 2026 (23:59 hours)**. The application shall be submitted online only.



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Annexure-“A”

Sr.No.	State Office	Nos.	Post	Essential Qualification & Experience
1	Zonal Office, (WZ) MUMBAI	01	Young Professionals (Accounts)	Essential Qualification:- Post graduation degree in a relevant field from a recognized University/Institution. Desirable:- Chartered Accountant (CA)/CA(Inter)/ICWA(Inter)/Master of Commerce (M.Com.)/M.Sc.(Accounting / (Finance)/ MBA (Finance) equivalent from a recognized University/Institution.
2	SO, Maha. MUMBAI	01	Young Professional (Khadi)	Essential Qualification: - Post Graduate Degree in Textile Eng./Textile Tech./Fashion Tech./Textile Chemistry/ equivalent from a recognized University/Institution.
	SO, Ahmedabad GUJARAT	01		Desirable: - Post Graduate Degree in Textile Eng./Textile Tech./Fashion Tech./ Textile Chemistry / equivalent from a recognized University/Institution
	Zonal Office, (WZ) MUMBAI	01		
3	SO, Ahmedabad GUJARAT	01	Young Professional	Essential Qualification:- Post graduation degree in a relevant field from a recognized University/Institution. Desirable:- Master of Commerce (M.Com.)/M.Sc(Audit/Accounting/Finance) /MBA(Finance)/LLM equivalent from a recognized University/Institution.
4	SO, Maha. MUMBAI	01	Young Professional (Audit)	Essential Qualification:- Post graduation degree in a relevant field from a recognized University/Institution.
	SO, Ahmedabad GUJARAT	01		Desirable: - Chartered Accountant (CA)/MBA (Finance) / Master of Commerce (M.Com.) / M.Sc (Accounting/Finance) / equivalent from a recognized University/Institution.
	Zonal Office, (WZ) MUMBAI	01		
5	SO, Maha. MUMBAI	01	Young Professional (Legal)	Essential Qualification:- Post graduation degree in a relevant field from a recognized University/Institution. Desirable: - Post Graduate Degree in Law from a recognized University/Institution
6	SO, GOA	01	Young Professional (Admin)	Essential Qualification:- Post graduation degree in a relevant field from a recognized University/Institution.
Total		10		