



Government of Rajasthan



Guidelines For
CHIEF MINISTER
FELLOWSHIP PROGRAM (CMFP)

2025

Department of Planning
Directorate of Economics and Statistics

Guidelines For CHIEF MINISTER FELLOWSHIP PROGRAM (CMFP)–2025

1. INTRODUCTION:

The Chief Minister Fellowship Program (CMFP) is a fellowship program envisaged by the State Government for infusing novelty and innovation in the service delivery system through new ideas & new techniques of the young brains. The program has been designed to engage highly educated bright youth as Fellows to enhance their efficiency and efficacy of state administration. The program is mutually beneficial to the Government as well as the youth deployed as Fellows across departments, thereby Fellows are benefitted by attaining the knowledge of project implementation as well as the ecosystem of the Government functioning.

2. OBJECTIVES OF THE PROGRAM:

The major objectives of CMFP are-

- 2.1 To leverage the diverse experiences and enthusiasm of the youth for better intervention in policy making and coordination.
- 2.2 To introduce innovations from young minds to enhance the outreach and impact of Government schemes & programs.
- 2.3 To get independent critical analysis of Government programs and suggestions for improving performance.
- 2.4 To generate interest amongst youth towards the service delivery ecosystem.
- 2.5 To empower the young brains to attain awareness and knowledge about various Government programs & services and various interventions between Government, service providers, recipients and peripheral agencies such as media, civil society etc.
- 2.6 To strengthen their research and evaluation skills in the field of public administration and development services.
- 2.7 To enhance communication between various stakeholders through use of novel communication techniques and media devices.

3. STRUCTURE OF THE CMFP-

- 3.1 The Planning Department is the **Administrative Department** for CMFP and is responsible for overall implementation of the program.
- 3.2 Directorate of Economics & Statistics (**DES**) is the **Implementing Agency** for the CMFP.
- 3.3 20 Fellows may be selected for CMO & other Departments (Annexure-A).

- 3.4 The DES will implement the CMFP after deployment of Fellows by the Chief Minister's Office (CMO).
- 3.5 The Fellow has to report to the **Mentor** of the department who will not be below the rank of the ACS/Pr. Secretary/Secretary of respective department.
- 3.6 The Mentor can further nominate a **Nodal officer** not below the rank of HOD/ Joint Secretary to manage the functionalities of the CMFP.
- 3.7 After selection and reporting to the allotted/office or department, the Fellow has to undertake the work assigned to him/her under the guidance of the CMO or the Mentor/Nodal officer of the concerned Department.
- 3.8 At the end of the Fellowship the Fellow will have to present his/her report of the fellowship work undertaken.
- 3.9 CMFP will be implemented between 01.04.2025 and 31.03.2029.

3.10 DURATION OF FELLOWSHIP:

- 3.10.1 Initially for one year which can be extended by one more year.
- 3.10.2 If the Fellow, after selection and granting the Fellowship, fails to join the Fellowship within one month of the granting date of the Fellowship, the Fellowship shall be allotted to the candidates from the waiting list.
- 3.10.3 After end of the first year, the mentor/nodal officer is authorized to recommend for an extension by one more year with six months at a time.
- 3.10.4 In no circumstances, the duration of the Fellowship will be extended for more than two years.
- 3.10.5 The entire duration of CMFP will be terminated on 31.03.2029.

4. ELIGIBILITY CRITERIA FOR SELECTION OF FELLOWS:

- 4.1 **Age-** Age of the applicant should be between 25 years to 35 years as on 01-04-2025 (i.e. the candidate should not be born before 01.04.1990 and after 31.03.2000).

4.2 Educational Qualification-

Candidates with Post Graduation degree in Arts/Science with 65% marks or more marks or CGPA of 7 on a scale of 10 from Universities/ Institutions preferably within top 50 ranks as per NIRF

or

Candidates with Bachelor's degree in professional course (Engineering, Medicine, Law, Agriculture) with 70% marks or more marks or CGPA of 7.5 on a scale of 10 from Universities/Institutions preferably within top 75 ranks as per NIRF.

4.3 Skills and Language-

Excellent communication/presentation/intrapersonal skills/ soft skills, Good Knowledge of English as well as Hindi language (Reading, Speaking, Writing and Understanding), Well-versed in ICT skills (Internet and Data Analytics), knowledge of MS Office (Word, Excel, PowerPoint), Artificial Intelligence (AI) and working with similar applications/tools.

4.4 General Condition-

4.4.1 CMFP is a full time program and selected fellow should not get any remuneration from any agency during the Fellowship period.

4.4.2 CMFP is purely a Fellowship program and does not guarantee or promise for any employment, temporary or permanent.

5. SELECTION PROCEDURE OF CMFP-

5.1 PROGRAM IMPLEMENTATION COMMITTEE (PIC)-

A **Program Implementation Committee (PIC)** shall be constituted as below for the successful execution of the program-

S. No.	Committee Member Description	Position in the Committee
1	Principal Secretary/Secretary/Special Secretary, Planning Department	Chairperson
2	Representative of CMO (not below the rank of Joint Secretary)	Member
3	Representative of the Finance Department (not below the rank of Joint Secretary)	Member
4	The Director and Joint Secretary, DES	Member
5	The Joint/Deputy Director, CMFP	Member Secretary

5.2 FUNCTIONS OF THE PIC-

The PIC shall be responsible for-

- Taking decisions about the selection process & its methodology.
- Resolving disputes during the implementation of the Fellowship including during the selection process.
- Deciding the constitution of the interview board.
- Quarterly Review of the performance of the Fellows.
- Final decision of the termination after the recommendation of Mentor/Nodal officer.

5.3 SELECTION PROCESS:

The selection process shall have following parts-

- Online application through Single Sign On (SSO) portal.

- ii. Group Discussion (GD)- (100 Marks)- maximum 200 applicants are to be selected for next level i.e. Personal Interview.
- iii. Personal Interview (PI)- (100 Marks)

5.3.1 Interview:

- i. The interview board shall be constituted with the following members or as may be decided by the PIC:
 - Chairperson- Joint Secretary/Director of Planning/Statistics Department.
 - One Member from the CMO.
 - One Member from Planning Department/DES of not below the rank of a Joint Director.
- ii. The interview board shall award net marks out of 100 by considering the criteria such as Personality, Attitude, Communication Skills, knowledge in the chosen field and other strengths of the character.

6. SELECTION AND ALLOTMENT OF FELLOWSHIP-

- 6.1** A composite merit list of 2 times of the actual requirement shall be declared successful.
- 6.2** 20 candidates will be kept in the waiting list.
- 6.3** After the expiry of 6 months, the waiting list will get omitted automatically.
- 6.4** The selected Fellows will be provided one week orientation at the State level.

7. ROLES AND RESPONSIBILITIES:

7.1 Planning/DES-

- 7.1.1** Issuance of advertisement for online applications for CMFP.
- 7.1.2** Issuance of necessary orders for nomination of members for PIC.
- 7.1.3** Issuance of orders for deployment of members of the board for GD & PI.
- 7.1.4** Conducting overall selection process and deployment of Fellows in coordination with CMO.
- 7.1.5** Acceptance of “Undertaking” (Annexure-B) from all the Fellows at the time of joining.
- 7.1.6** Issuance of monthly stipend to the Fellows on the basis of the Monthly Progress Report received from Mentors/Nodal Officers.
- 7.1.7** The Fellowship Certificate after completion (on Submission of final report duly certified by the Mentor/Nodal officer, certificate of satisfactory behavior etc.) shall be awarded by the Planning Department signed by the Secretary In-charge, the Director & Joint Secretary, DES and the Joint Director, CMFP.

7.2 Mentor/Nodal officer-

- 7.2.1** Finalization of Annual work plan and deliverables with timeline for Fellow.
- 7.2.2** Verify and forward the MPR prepared by Fellow to the DES.
- 7.2.3** Forward the duly certified final report to the DES in the last month of the Fellowship.
- 7.2.4** Sanction of any kind of leave to the Fellows.
- 7.2.5** Recommendation for extension of Fellowship.
- 7.2.6** Recommendation of termination of Fellow on the basis of absenteeism, misbehavior, misconduct, unsatisfactory performance etc.

7.3 Fellows-

- 7.3.1** The Fellow has to undertake the work assigned to him/her by Mentor/Nodal officer.
- 7.3.2** Submit a Monthly Progress Report (MPR) to the Mentor/Nodal.
- 7.3.3** Submit a synopsis during the first quarterly review.
- 7.3.4** Submit the interim project report during the third quarterly review.
- 7.3.5** To present corrective suggestions through innovations in the flagship schemes of the Government and other programs of the Government.
- 7.3.6** To advise role in feasibility studies, project management, costing, accounting and also training and development.
- 7.3.7** All the Fellows must have their own Laptop and data card/internet facility.
- 7.3.8** Any other objective as decided by the Mentor
- 7.3.9** Submit the final project report during the last quarterly review after incorporating all the suggestions and corrections.

8. ATTENDANCE & WORKING DAYS:

- 8.1** All the attendance related rules of the office shall be binding to the Fellows.
- 8.2** The working hours of the Fellows will be the same as the regular time of the office.
- 8.3** No extra remuneration will be allowed for working beyond office hours or on Saturdays/ Sundays/ Government Holidays.

9. LEAVES:

- 9.1** The Fellows shall be eligible for 12 days leave in a calendar year.
- 9.2** The leave is accrued on a completed month basis calculated from the date of joining on pro-rata basis.
- 9.3** The un-availed leave in a year is not carried forward to the next year.

- 9.4 The leave for one day per month is only considered accrued if the Fellow completes at least initial 20 days in that particular month.
- 9.5 The intervening Saturdays, Sundays or Government Holidays during a spell of leave are not counted against the leaves.
- 9.6 If the Fellow avails a leave without accrual, his/her payment for the leave day is deducted from the monthly payment of the stipend.
- 9.7 Half-day leaves are not permissible.

10. STIPEND:

- 10.1 A monthly stipend shall be paid to each Fellow by the Planning Department after receiving MPR from the Mentor/Nodal officer.
- 10.2 The Fellow will be paid Rs. 60,000/- per month as stipend and additional allowances of Rs. 5,000/- per month for connectivity, mobility support etc.
- 10.3 The payment of the stipend for the last month of the Fellowship will be withheld if the final report of the Fellowship will not be submitted.
- 10.4 No stipend or any other remuneration shall be paid, if the Fellow leaves the Fellowship within one month.

11. PAYMENT & TDS:

- 11.1 The payment is released by the DES within fifteen days after completion of the month based on the attendance and the Monthly Progress Report (MPR) issued by the mentor/nodal officer is received.
- 11.2 Income Tax or any other tax liable to be deducted as per the prevailing rules is deducted at source before effecting the payment, for which the DES issues TDS certificate/s.
- 11.3 The DES does not undertake any liability for taxes or other contributions payable by the Fellow on payments made under this contract.

12. AWARD OF FELLOWSHIP COMPLETION CERTIFICATE:

- 12.1 The Fellows whose final reports are received from the incumbent department duly approved by the Mentor are awarded the Fellowship completion certificate by the DES.
- 12.2 The Fellows are not entitled for the certificate if they leave the Fellowship before its completion.
- 12.3 In the case of withholding of Fellowship on account of inappropriateness of the final report submitted by the Fellow, he/she is provided another one month to improve the report and resubmit the revised report. No stipend is admissible for such extension of period.

13. TERMINATION OF FELLOWSHIP:

The Fellowship can be terminated due to the following reasons-

- 13.1** Unauthorized absence from the project/work for a continuous period of 07 days without any information or valid reason. In such case, the Fellow will be given a 07 working days' notice by the mentor before recommending the termination in the PIC.
- 13.2** If a satisfactory reason of absence is not received, the mentor will send a recommendation to the DES for termination of the Fellowship.
- 13.3** The Fellow can also seek the termination of the Fellowship by giving one month's notice to the mentor and copy to DES.
- 13.4** If a Fellow is found guilty of any misconduct or misbehavior or his/her performance is found unsatisfactory, his/her Fellowship can be terminated at any point of time without extending any explanation or without any obligation of serving an advance notice.
- 13.5** If at a later stage, it is found that a particular Fellow was earning some kind of remuneration then his/her Fellowship will be terminated with immediate effect.
- 13.6** In case, a Fellow leaves the Fellowship in the middle of the Fellowship, on account of any reason such as getting any kind of employment etc., he/she has to submit his/her resignation along with a detailed report of work done by him/her (till the resignation date) within one month of his/her resignation letter to the concerned mentor/nodal officer.

14. RETURN OF MATERIALS:

- 14.1** At the time of completion/termination of Fellowship, Fellows has to return all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes, CDs, DVDs, Pen Drives and any other material on any media containing or disclosing any confidential or proprietary technical or business information.
- 14.2** On completion/termination of Fellowship the Fellow has to return any keys, pass cards, ID cards or other property belonging to DES/concerned office.

15. MISCELLANEOUS:

- 15.1** The Fellow will not be considered as an employee of the department/DES during or after the Fellowship.
- 15.2** DES or concerned department accepts no responsibility for medical insurance/medical reimbursement, RGHS etc. of the Fellow or for any costs arising out of the accidents and/or illness that occurred during the period of Fellowship.
- 15.3** No TA/DA will be paid to the Fellows for attending the interview and also during the Fellowship.
- 15.4** The place of the jurisdiction of any dispute will be Jaipur.

16. DISCLAIMER:

- 16.1** The CMFP has been envisaged as a Fellowship program only and does not provide any assurance or guarantee for a permanent job.
- 16.2** The Government may terminate the Fellowship at any point of time without any obligation to cite any reason, whatsoever, of the termination.
- 16.3** In case of any dispute, the decision of the PIC will be binding and final.

Proposed Departments/Offices for Deployment

S. No.	Department/Office
1.	Chief Minister's Office
2.	Chief Secretary Office
3.	Department of Finance
4.	Department of Planning
5.	Department of Information Technology & Communication
6.	Department of Personnel
7.	Department of Industry
8.	Department of Energy & Renewable Energy
9.	Department of Social Justice & Empowerment
10.	Department of Education (including Higher, Technical and Medical Education)
11.	Department of Medical, Health & Family Welfare

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Undertaking

I, (Name), S/D/W of
..... resident of
..... (Present Postal address)
hereby undertake that-

1. I will follow the rules and regulation of the Fellowship awarded to me in its true spirit and will make my best efforts to fulfill the objectives of my assigned work.
2. I will not undertake any other task during the period of Fellowship and will devote myself completely for the purpose of the Fellowship.
3. I will not leave the Fellowship before the completion of assigned task and before the prescribed duration.
4. If I would have to leave before the completion of the duration of the Fellowship, I will inform the Government through the Program Implementation Committee (PIC) by tendering a request notice one month prior to the Fellowship leaving date.
5. I will not be entitled for the Fellowship Certificate, if I leave the Fellowship voluntarily or my Fellowship is terminated, before the completion of the prescribed duration.
6. I understand that I will be eligible for an Experience Certificate if I complete a minimum duration of 06 months of Fellowship.
7. I understand that my Fellowship may be terminated with the immediate effect by the Government if I would be found involved in any act of bribery, vandalism, misbehavior, misconduct, any criminal offence and absenteeism.
8. I understand that CMFP is purely a Fellowship program and does not guarantee or promise for any employment, temporary or permanent.

Date:

Signature

Name:-----

Address:-----