

NEHRU YUVA KENDRA SANGATHAN
(An Autonomus Body of Ministry of
Youth Affairs and Sports, Government of India)

Applications are invited from eligible candidates for the following positions in the State of Punjab under two Project entitled 1. "Preventive Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab" and 2. "Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab" supported by Ministry of Social Justice and Empowerment, Government of India.

The projects aim to undertake situation analyses, generate awareness, educate adolescents, youth and their peer groups as well as teachers, parents and members of the village communities about the consequences and impact of alcohol and drug abuse on health, psychological & socioeconomic conditions and methods of prevention as well as sustaining the pilot projects with targeted villages.

(A) Post Title - State Project Officer (one) Duty Station : Chandigarh, Punjab

Remunerations : Rs. 18,000 per month consolidated

Age : Not exceeding 40 years as on 1st January, 2015

Duration : 12 months or till the project period whichever is earlier.

Educational Qualifications - Masters Degree in Social Work/ Social Science /Public Health / Sociology / Communication or related fields from recognized university/academic institutions

Experience, Knowledge and Skills - Minimum 05 years experience of working on development issues especially on designing and implementing development projects in the rural context related to youth development & empowerment, community development with focus on Awareness Generation, Education, Counselling for Prevention of Drug Abuse & Alcoholism, HIV/AIDS/ youth/public health related issues. Should possess basic computer skills, able to undertake data collection, analysis, report writing, monitoring, and documentation of the project activities, including excellent writing skills.

Language Requirements - Good command of Punjabi, English and Hindi including excellent writing skills.

(B) Post Title - District Project Officer (Total 21 posts)

10 posts - One each at Amritsar, Patiala, Ferozepur, Bathinda, Gurdaspur, Kapurthala, Ropar, Mansa, Sangrur and Tarn Taran for "Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab"

11 posts- one each at Fatehgarh Sahib, Barnala, Hoshiarpur, Shri Muktsar Sahib, SBS Nagar, Moga, Jalandhar, Ajitgarh (Mohali), Faridkot, Ludhiana, Chandigarh (UT & Capital) for Prevention Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab supported by Ministry of Social Justice and Empowerment, Government of India.

Duty Station: Above mentioned Nehru Yuva Kendra Sangathan district Headquarters, Punjab

Remunerations : Rs. 12,000 per month consolidated

Age : Not exceeding 35 years as on 1st January, 2015

Duration : 12 months or till the project period whichever is earlier.

Educational Qualifications: Graduate in Social Work/ Social Science /Public Health/Sociology/Communication or related fields from recognized universities/academic institutions.

Experience, Knowledge and Skills: Minimum 03 years experience of working on development issues especially on designing and implementing development projects in the rural context related to youth development and empowerment, community development with focus on Awareness Generation, Education for Prevention of Drug Abuse & Alcoholism, HIV/AIDS/ youth/public health related issues. Should possess basic computer skills and able to undertake data collection, report writing, monitoring, and documentation of the project activities, including excellent writing skills.

Other Requirements: - Applicant must be the domicile of the district for which he/she has submitted the application; Good command of Punjabi, Knowledge of English, Hindi and local languages.

(C) Project Assistant (one)

Duty Station : Chandigarh, Punjab

Remunerations : Rs. 9,000 per month consolidated

Age : Not exceeding 30 years as on 1st January, 2015

Duration : 12 months or till the project period whichever is earlier.

Recruitment Qualifications: Education, Experience, Knowledge and Skills - Graduate degree with additional training in secretarial skills, including computer based applications; Minimum 03 years experience in a comparable position; Organizational abilities; Proven computer skills, Typing and drafting abilities in English & Good understanding of Punjabi, English, & Hindi; Interested candidates may submit their bio-data along with photocopies of educational qualifications, other relevant documents on or before 31st Jan, 2015.

Zonal Director, Nehru Yuva Kendra Sangathan, (Punjab & Chandigarh Zone)

Jwala Mukhi Hostel, PEC Campus, Gate No. 1, Chandigarh-160012,

Ph. No: 0172-2744481, 2744463, 094168-01501 (M)

For more details please visit NYKS web site www.nyks.org

Email id of Zonal Office, PCZ, Chandigarh: zdpzczd@gmail.com



Nehru Yuva Kendra Sangathan (NYKS)
an autonomous body of Ministry of Youth Affairs & Sports, Government of India

Date of Issue: 21st Jan 2015
Closing Date: 31st Jan 2015

Post Title	:	State Project Officer
No. of Positions	:	One
Organization	:	Nehru Yuva Kendra Sangathan, office of the Zonal Director at Punjab “Preventive Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab” and “Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab” supported by Ministry of Social Justice and Empowerment, Government of India.
Supervisor	:	Zonal Director
Duty Station	:	Chandigarh, Punjab
Remunerations	:	Rs. 18,000 per month consolidated
Duration	:	12 Months or till the project period whichever is earlier.
Age	:	Not exceeding 40 years as on 1st January, 2015

Project Background

In a national survey conducted by Ministry of Social Justice and Empowerment (MoSJE), it was estimated that about 73.2 million persons were alcohol, and drugs abusers. Nearly, 22% of them were found to be addicted and the number is increasing. The upward trend of alcoholism and substance abuse is a signal towards the crippling of the society in general and the adolescents and youth in particular; who are primarily exposed owing to their age to vulnerability, peer pressure and nature of experimentation. **Punjab** State is in proximity to international drug trafficking zone called ‘Golden Crescent’. Punjab accounts for three times the national average of drug abuse.

Brief Project Description

After successful completion of the pilot project entitled Sustaining Project in 10 district of Punjab on Preventive Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab” and “Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab” supported by Ministry of Social Justice and Empowerment, Government of India

The Project would be implemented by NYKS Zonal Director under the overall supervision and guidance of Director (Programs) and Jt. Director (Projects) at NYKS Hq level in coordination with National Institute of Social Defence (NISD) and concerned officials from MoSJE at National level; respective State Government Departments, District Administration & their Hospitals and identified referral Units, Integrated Rehabilitation Centre for Addicts (IRCA), Rehabilitation and Research Training Centre (RRTC) and Gram Panchayats.

Brief Project Aim & Deliverables

The NYKS engagement in this project is only for 12 months or till the project period whichever is earlier. The project aims to generate awareness, educate adolescents, youth and their peer groups as well as teachers, parents and members of the village communities about the consequences and impact of alcohol and drug abuse on health, psychological & socio-economic conditions and methods of prevention.

Sustaining awareness, discuss and motivate Target Audience about the consequences and impact of alcohol and drug abuse and dependency, on health, psychological & socio-economic conditions

Sensitise and mobilize support of service providers, political & religious leaders, women groups, parents and teachers to understand issues, concerns and need pertaining to Prevention of Drug Abuse and Alcoholism. Provide information on existing government programmes, schemes, and services pertaining to Prevention of Drug Abuse and Alcoholism. Educate, motivate and facilitate the Target Audience access and avail government programmes, schemes, services in different sectors.

Providing Refresher Training to Target Audience on various aspects pertaining to Prevention of Drug Abuse and Alcoholism. Strengthening Village Advisory Committees to undertake various programmes and activities pertaining to Prevention of Drug Abuse and Alcoholism.

It is also to identify high risk groups/individuals and provide them necessary support and guidance for de-addiction as well as sensitize and develop skills of parents and teachers to understand the psychology of the youth and to help them to keep away from alcoholism and substance abuse.

It is emphasized in the project to strengthen the village advisory committee and form the village action groups for prevention of drug abuse and alcoholism which include identifying high risk groups/individuals and provide them necessary support and guidance for de-addiction as well as sensitize and develop skills of parents and teachers to understand the psychology of the youth and to help them to keep away from alcoholism and substance abuse.

The idea is to develop a holistic approach towards prevention of drugs and alcohol abuse with the objective of adolescents, youth & community empowerment for the sustainability of the project activities. At the end of the project impact assessment would be carried out for ascertaining the outcome.

The mission intends to achieve the improvement in the level of knowledge, awareness, practices, attitude and behaviour towards Drug Abuse and Alcoholism of adolescents and youth as well as facilitate the affected persons for weaning away or put through counselling, de-addiction or rehabilitation process.

The proposed position will support the implementation of this new initiative.

Summary of Key Functions

The State Project Officer (SPO) will be responsible for overall implementation of project activities under the direct supervision and guidance of Zonal Director. SPO will be responsible for regular and detailed aspects of project management in synergy with its objectives, activities and deliverables. Under the guidance and supervision of the Zonal Director, s/he will lead the Project Management team for this project, and oversee the technical support in the areas of research and operational aspects required for the project. She/he will ensure that the project delivers on its objectives and results, utilizes its financial allocations in an effective manner and the project lessons and best practices are documented and shared with stakeholders. She/ he will be the nodal link between the coordinating agencies, implementing partners of the project and NYKS. SPO will be assisted by the National Project Officer, Monitoring and Evaluation Officer, Project Management team including District Project Officers, Project Assistant and National Youth Corps and village based Youth Clubs of NYKS.

Duties and Responsibilities

The incumbent will carry out the following tasks:

- Overall responsibility for effective implementation of the project.
- Lead the Project Management team, provide specific guidance to the team members, and manage field coordinating agencies, implementing partners in the project districts.
- Prepare State and District Annual Work Plans / Action Plans (AWPs) to deliver on project objectives and submit to the Zonal Director for approval.
- Prepare and submit to reports/ documents viz. Annual and Quarterly Work Plans, Monthly, Quarterly and Final Progress Reports (substantive and financial), Lessons Learnt, Best Practices, Communications and Monitoring using standard reporting format to be provided by NYKS.
- Identify areas and priorities for project support in consultation with all stakeholders within the broad programmatic theme of Drug Abuse and Alcoholism.
- Procure the services of experts and resource organizations for providing technical and capacity development inputs as and when required by the project.
- Coordinate collaborations among other departments in the field of Drug Abuse and Alcoholism implementing units and other stakeholders
- Monitor the project activities at State, District and Village levels.
- Coordinate reviews, thematic studies and impact assessment/ evaluations

Recruitment Qualifications - Education, Experience, Knowledge and Skills

- Masters degree in Social Work/Social Science/Public Health/Sociology/Communication or related fields from recognized universities/ academic institutions.
- Minimum 05 years experience of working on development issues especially on designing and implementing development projects in the rural context related to youth development and empowerment, community development with focus on Awareness Generation, Education, Counselling, for Prevention of Drug Abuse & Alcoholism, HIV/AIDS/ youth/public health related issues.
- Able to provide research, data collection, analysis, report writing and technical support for operationalising project and also for monitoring, evaluation and documentation of the project.
- Preference will be given to prior experience of working on Drug Abuse & Alcoholism at community level projects with the government, international development agencies and/ or national NGOs.
- Computer skills (word processor, spreadsheet, power point)
- Preference will be given to Ex- National Service Volunteer, National Youth Corps Volunteer, Youth Club Leader

Language Requirements

Good command of the English, Hindi and Punjabi including excellent writing skills.

Note: The candidate should be willing to work and travel extensively. The application should have complete information about date of birth / educational and professional qualification, experience and telephone number and e-mail.

Note: The above mentioned position is project based and is up to project period only i.e. up to 31st Dec, 2015 or till the project continue whoever is earlier only from the date of deployment. Interested candidates should submit their bio-data along with prescribed application form on or before 31st Jan, 2015 by Email: zdpczchd@gmail.com, zdpunjab@yahoo.com, sn.nyks@gmail.com or by post

To,
Zonal Director,
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Nehru Yuva Kendra Sangathan (NYKS)
an autonomous body of Ministry of Youth Affairs & Sports, Government of India

Date of Issue: 21st Jan 2015
Closing Date: 31st Jan 2015

Post Title	:	District Project Officer
No. of Positions	:	Ten (one each at Amritsar, Patiala, Ferozepur, Bathinda, Gurdaspur, Kapurthala, Ropar, Mansa, Sangrur and Tarn Taran)
Organization	:	Nehru Yuva Kendra Sangathan, office of the Zonal Director at Punjab “Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab” supported by Ministry of Social Justice and Empowerment, Government of India.
Supervisor	:	State Project Officer and District Youth Coordinator
Duty Station	:	Any of above mentioned district Headquarters, Punjab
Remunerations	:	Rs. 12,000 per month consolidated
Duration	:	Twelve Months or till the project period whichever is earlier
Age	:	Not exceeding 35 years as on 1st January, 2015

Project Background

In a national survey conducted by Ministry of Social Justice and Empowerment (MoSJE), it was estimated that about 73.2 million persons were alcohol, and drugs abusers. Nearly, 22% of them were found to be addicted and the number is increasing. The upward trend of alcoholism and substance abuse is a signal towards the crippling of the society in general and the adolescents and youth in particular; who are primarily exposed owing to their age to vulnerability, peer pressure and nature of experimentation. **Punjab** State is in proximity to international drug trafficking zone called ‘Golden Crescent’. Punjab accounts for three times the national average of drug abuse.

Brief Project Description

Nehru Yuva Kendra Sangathan has taken up a pilot project entitled “Sustaining Project in 10 district of Punjab on Awareness and Education for Prevention of Drug Abuse and Alcoholism” under the Scheme of Ministry of Social Justice & Empowerment, Govt. of India. The pilot project will be implemented in 3,000 villages in 75 blocks of 10 districts of Punjab.

The Project would be implemented by NYKS Zonal Director under the overall supervision and guidance of Director (Programs) and Jt. Director (Projects) at NYKS Hq level and State Project Officer at State level in coordination with National Institute of Social Defence (NISD) and concerned officials from MoSJE at National level; respective State

Government Departments, District Administration & their Hospitals and identified referral Units, Integrated Rehabilitation Centre for Addicts (IRCA), Rehabilitation and Research Training Centre (RRTC) and Gram Panchayats.

Brief Project Aim & Deliverables

The NYKS engagement in the sustaining project is only for 12 months or till the project period whichever is earlier. The project aims to undertake the sustaining activities for awareness and education for prevention of drug abuse and alcoholism in 10 district of Punjab which include situation analyses, generate awareness, educate adolescents, youth and their peer groups as well as teachers, parents and members of the village communities about the consequences and impact of alcohol and drug abuse on health, psychological & socio-economic conditions and methods of prevention.

It is emphasized in the project to strengthen the village advisory committee and form the village action groups for prevention of drug abuse and alcoholism which include identifying high risk groups/individuals and provide them necessary support and guidance for de-addiction as well as sensitize and develop skills of parents and teachers to understand the psychology of the youth and to help them to keep away from alcoholism and substance abuse.

The idea is to develop a holistic approach towards forming the village action groups and through them conduct activities and programmes for prevention of drugs and alcohol abuse with the objective of adolescents, youth & community empowerment for the sustainability of the project activities. At the end of the project impact assessment would be carried out for ascertaining the outcome.

The mission intends to achieve the improvement in the level of knowledge, awareness, practices, attitude and behaviour towards Drug Abuse and Alcoholism of adolescents and youth as well as facilitate the affected persons for weaning away or put through counselling, de-addiction or rehabilitation process.

The proposed position will support the implementation of this new initiative.

Summary of Key Functions

The District Project Officer (DPO) will be responsible for implementation of project activities under the direct supervision and guidance of State Project Officer and District Youth Coordinator. The DPO will be responsible for execution of all district, block and village level activities for regular and detailed aspects of project management in synergy with its objectives, activities and deliverables through National Youth Corps volunteers. Under the guidance and supervision of the State Project Officer and District Youth Coordinator, s/he will lead the National Youth Corps volunteers for the pilot project, and oversee the technical support in the areas of research and operational aspects required for the project. She/he will ensure that the project delivers on its objectives and results, utilizes its financial allocations in an effective manner and the project lessons and best practices are documented and shared with stakeholders. She/ he will be the nodal link between the district level coordinating agencies, implementing partners of the project and NYKS. DPO will be assisted by the National Youth Corps and village based Youth Clubs of NYKS.

Duties and Responsibilities

The incumbent will carry out the following tasks:

- Overall responsibility for effective implementation of the project.
- Lead the National Youth Corps team, provide specific guidance to the team members, and manage field coordinating agencies, implementing partners in the district.
- Prepare District Annual Work Plans / Action Plans (AWPs) to deliver on project objectives and submit to the State Project Officer and District Youth Coordinator for approval.
- Prepare and submit to reports/ documents viz. Annual and Quarterly Work Plans, Monthly, Quarterly and Final Progress Reports (substantive and financial), Lessons Learnt, Best Practices, Communications and Monitoring using standard reporting format to be provided by NYKS.
- Identify areas and priorities for project support in consultation with all stakeholders within the broad programmatic theme of Drug Abuse and Alcoholism.

- Procure the services of experts and resource organizations for providing technical and capacity development inputs as and when required by the project.
- Coordinate collaborations among other departments in the field of Drug Abuse and Alcoholism implementing units and other stakeholders
- Monitor the project activities at District and Village levels.
- Coordinate reviews, thematic studies and impact assessment/ evaluations

Recruitment Qualifications - Education, Experience, Knowledge and Skills

- At least a Graduate or equivalent in Social Science / Social Work/Public Health / Sociology / Communication or related fields from recognized universities/ academic institutions.
- **It may be noted that the applicant must be the domicile of the district for which he/she has submitted the application.**
- Minimum 03 years experience of working on development issues especially on designing and implementing development projects in the rural context related to youth development and empowerment, community development with focus on Awareness Generation, Education, Counselling, for Prevention of Drug Abuse & Alcoholism, HIV/AIDS/ youth/public health related issues.
- Able to provide research, data collection, analysis, report writing and technical support for operationalising project and also for monitoring, evaluation and documentation of the project.
- Preference will be given to prior experience of working on Drug Abuse & Alcoholism at community level projects with the government, international development agencies and/ or national NGOs.
- Computer skills (word processor, spreadsheet, power point)
- Preference will be given to Ex- National Service Volunteer, National Youth Corps Volunteer, Youth Club Leader

Language Requirements

Good command of the Punjabi, knowledge of English and Hindi Languages.

Note: The candidate should be willing to work and travel extensively. The application should have complete information about date of birth / educational and professional qualification, experience and telephone number and e-mail.

Note: The above mentioned position is project based and is up to project period only i.e. up to 31st Dec, 2015 or till the project continues whoever is earlier only from the date of deployment. Interested candidates should submit their bio-data along with prescribed application form on or before 31st Jan, 2015 by Email: zdpczchd@gmail.com, zdpunjab@yahoo.com, sn.nyks@gmail.com or by post

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Nehru Yuva Kendra Sangathan (NYKS)

an autonomous body of Ministry of Youth Affairs & Sports, Government of India

Date of Issue: 21st Jan 2015

Closing Date: 31st Jan 2015

Post Title	:	District Project Officer
No. of Positions	:	Eleven (one each at Fatehgarh Sahib, Barnala, Hoshiarpur, Shri Muktsar Sahib, SBS Nagar, Moga, Jalandhar, Ajitgarh (Mohali), Faridkot, Ludhiana, Chandigarh (UT & Capital))
Organization	:	Nehru Yuva Kendra Sangathan, office of the Zonal Director at Punjab "Preventive Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab"
Supervisor	:	State Project Officer and District Youth Coordinator
Duty Station	:	Any of above mentioned district Headquarters, Punjab
Remunerations	:	Rs. 12,000 per month consolidated
Duration	:	Twelve Months or till the project period whichever is earlier
Age	:	Not exceeding 35 years as on 1 st January, 2015

Project Background

In a national survey conducted by Ministry of Social Justice and Empowerment (MoSJE), it was estimated that about 73.2 million persons were alcohol, and drugs abusers. Nearly, 22% of them were found to be addicted and the number is increasing. The upward trend of alcoholism and substance abuse is a signal towards the crippling of the society in general and the adolescents and youth in particular; who are primarily exposed owing to their age to vulnerability, peer pressure and nature of experimentation. **Punjab** State is in proximity to international drug trafficking zone called 'Golden Crescent'. Punjab accounts for three times the national average of drug abuse.

Brief Project Description

Nehru Yuva Kendra Sangathan has taken up a pilot project entitled Awareness and Education for the Preventive Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab" under the Scheme of Ministry of Social Justice & Empowerment, Govt. of India. The pilot project will be implemented in 2614 villages in 56 blocks of 11 districts of Punjab.

The Project would be implemented by NYKS Zonal Director under the overall supervision and guidance of Director (Programs) and Jt. Director (Projects) at NYKS Hq level and State Project Officer at State level in coordination with National Institute of Social Defence (NISD) and concerned officials from MoSJE at National level; respective State Government Departments, District Administration & their Hospitals and identified referral Units, Integrated Rehabilitation Centre for Addicts (IRCA), Rehabilitation and Research Training Centre (RRTC) and Gram Panchayats.

Brief Project Aim & Deliverables

The NYKS engagement in the pilot project is only for 12 months or till the project period whichever is earlier. The project aims to undertake situation analyses, generate awareness, educate adolescents, youth and their peer groups as well as teachers, parents and members of the village communities about the consequences and impact of alcohol and drug abuse on health, psychological & socio-economic conditions and methods of prevention.

It is also to identify high risk groups/individuals and provide them necessary support and guidance for de-addiction as well as sensitize and develop skills of parents and teachers to understand the psychology of the youth and to help them to keep away from alcoholism and substance abuse.

The idea is to develop a holistic approach towards prevention of drugs and alcohol abuse with the objective of adolescents, youth & community empowerment for the sustainability of the project activities. At the end of the project impact assessment would be carried out for ascertaining the outcome.

The mission intends to achieve the improvement in the level of knowledge, awareness, practices, attitude and behaviour towards Drug Abuse and Alcoholism of adolescents and youth as well as facilitate the affected persons for weaning away or put through counselling, de-addiction or rehabilitation process.

The proposed position will support the implementation of this new initiative.

Summary of Key Functions

The District Project Officer (DPO) will be responsible for implementation of project activities under the direct supervision and guidance of State Project Officer and District Youth Coordinator. The DPO will be responsible for execution of all district, block and village level activities for regular and detailed aspects of project management in synergy with its objectives, activities and deliverables through National Youth Corps volunteers. Under the guidance and supervision of the State Project Officer and District Youth Coordinator, s/he will lead the National Youth Corps volunteers for the pilot project, and oversee the technical support in the areas of research and operational aspects required for the project. She/he will ensure that the project delivers on its objectives and results, utilizes its financial allocations in an effective manner and the project lessons and best practices are documented and shared with stakeholders. She/ he will be the nodal link between the district level coordinating agencies, implementing partners of the project and NYKS. DPO will be assisted by the National Youth Corps and village based Youth Clubs of NYKS.

Duties and Responsibilities

The incumbent will carry out the following tasks:

- Overall responsibility for effective implementation of the project.
- Lead the National Youth Corps team, provide specific guidance to the team members, and manage field coordinating agencies, implementing partners in the district.
- Prepare District Annual Work Plans / Action Plans (AWPs) to deliver on project objectives and submit to the State Project Officer and District Youth Coordinator for approval.
- Prepare and submit to reports/ documents viz. Annual and Quarterly Work Plans, Monthly, Quarterly and Final Progress Reports (substantive and financial), Lessons Learnt, Best Practices, Communications and Monitoring using standard reporting format to be provided by NYKS.
- Identify areas and priorities for project support in consultation with all stakeholders within the broad programmatic theme of Drug Abuse and Alcoholism.
- Procure the services of experts and resource organizations for providing technical and capacity development inputs as and when required by the project.
- Coordinate collaborations among other departments in the field of Drug Abuse and Alcoholism implementing units and other stakeholders
- Monitor the project activities at District and Village levels.
- Coordinate reviews, thematic studies and impact assessment/ evaluations

Recruitment Qualifications - Education, Experience, Knowledge and Skills

- At least a Graduate or equivalent in Social Science / Social Work/Public Health / Sociology / Communication or related fields from recognized universities/ academic institutions.
- **It may be noted that the applicant must be the domicile of the district for which he/she has submitted the application.**
- Minimum 03 years experience of working on development issues especially on designing and implementing development projects in the rural context related to youth development and empowerment, community development with focus on Awareness Generation, Education, Counselling, for Prevention of Drug Abuse & Alcoholism, HIV/AIDS/ youth/public health related issues.
- Able to provide research, data collection, analysis, report writing and technical support for operationalising project and also for monitoring, evaluation and documentation of the project.
- Preference will be given to prior experience of working on Drug Abuse & Alcoholism at community level projects with the government, international development agencies and/ or national NGOs.
- Computer skills (word processor, spreadsheet, power point)
- Preference will be given to Ex- National Service Volunteer, National Youth Corps Volunteer, Youth Club Leader

Language Requirements

Good command of the Punjabi, knowledge of English and Hindi languages.

Note: The candidate should be willing to work and travel extensively. The application should have complete information about date of birth / educational and professional qualification, experience and telephone number and e-mail.

Note: The above mentioned position is project based and is up to project period only i.e. up to 31st Dec, 2015 or till the project continue whoever is earlier only from the date of deployment. Interested candidates should submit their bio-data along with prescribed application form on or before 31st Jan, 2015 by Email: zdpczchd@gmail.com, zdpunjab@yahoo.com, sn.nyks@gmail.com or by post

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Nehru Yuva Kendra Sangathan (NYKS)

an autonomous body of Ministry of Youth Affairs & Sports, Government of India

Date of Issue: 21st Jan 2015

Closing Date: 31st Jan 2015

- Post Title** : **Project Assistant**
- No. of Positions** : **one**
- Organization** : **Nehru Yuva Kendra Sangathan, office of the Zonal Director at Punjab Preventive Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab” and “Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab” supported by Ministry of Social Justice and Empowerment, Government of India.**
- Supervisor** : **State Project Officer**
- Duty Station** : **Chandigarh, Punjab**
- Remunerations** : **Rs. 9,000 per month consolidated**
- Duration** : **Twelve Months or till the project period whichever is earlier**
- Age** : **Not exceeding 30 years as on 1st January, 2015**

Project Background

In a national survey conducted by Ministry of Social Justice and Empowerment (MoSJE), it was estimated that about 73.2 million persons were alcohol, and drugs abusers. Nearly, 22% of them were found to be addicted and the number is increasing. The upward trend of alcoholism and substance abuse is a signal towards the crippling of the society in general and the adolescents and youth in particular; who are primarily exposed owing to their age to vulnerability, peer pressure and nature of experimentation. **Punjab** State is in proximity to international drug trafficking zone called ‘Golden Crescent’. Punjab accounts for three times the national average of drug abuse.

Brief Project Description

Nehru Yuva Kendra Sangathan has taken up a pilot project entitled “Preventive Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab” and “Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab” under the Scheme of Ministry of Social Justice & Empowerment, Govt. of India.

The Project would be implemented by NYKS Zonal Director under the overall supervision and guidance of Director (Programs) and Jt. Director (Projects) at NYKS Hq level and State Project Officer at State level in coordination with National Institute of Social Defence (NISD) and concerned officials from MoSJE at National level; respective State Government Departments, District Administration & their Hospitals and identified referral Units, Integrated Rehabilitation Centre for Addicts (IRCA), Rehabilitation and Research Training Centre (RRTC) and Gram Panchayats.

Brief Project Aim & Deliverables

The NYKS engagement in the pilot project is only for 12 months or till the project period whichever is earlier. The project aims to undertake situation analyses, generate awareness, educate adolescents, youth and their peer groups as well as teachers, parents and members of the village communities about the consequences and impact of alcohol and drug abuse on health, psychological & socio-economic conditions and methods of prevention.

It is also to identify high risk groups/individuals and provide them necessary support and guidance for de-addiction as well as sensitize and develop skills of parents and teachers to understand the psychology of the youth and to help them to keep away from alcoholism and substance abuse.

It is emphasized in the project to strengthen the village advisory committee and form the village action groups for prevention of drug abuse and alcoholism which include identifying high risk groups/individuals and provide them necessary support and guidance for de-addiction as well as sensitize and develop skills of parents and teachers to understand the psychology of the youth and to help them to keep away from alcoholism and substance abuse.

The idea is to develop a holistic approach towards prevention of drugs and alcohol abuse with the objective of adolescents, youth & community empowerment for the sustainability of the project activities. At the end of the project impact assessment would be carried out for ascertaining the outcome.

The mission intends to achieve the improvement in the level of knowledge, awareness, practices, attitude and behaviour towards Drug Abuse and Alcoholism of adolescents and youth as well as facilitate the affected persons for weaning away or put through counselling, de-addiction or rehabilitation process.

The proposed position will support the implementation of this new initiative.

Major Duties and Responsibilities:-

The Project Assistant will work under the direct supervision and guidance of State Project Officer and overall supervision of Zonal Director.

- Carry out routine admin and finance functions as delegated by the supervisor.
- Assist the supervisor(s) and other staff in the preparation of reports/documentation to facilitate the Project implementation function of the State Office.
- Provide logistic support for the organization for meetings, special events/ conferences, seminars and workshops, follow-up on participation, on-site facilitation tasks, and related follow-up action. Coordinate with other colleagues in the office to facilitate efficient workflow, participate in relevant meetings and undertake follow-up.
- Within the office-wide system, responsible for the filing/retrieval and reminder systems, relevant to the Project functions plus any assigned programmes/projects.
- Arrange and keep track of appointments, meetings, other important events for supervisor(s); take and transcribe minutes of in house or external meetings as required;
- Compose type and send routine communications, including E-mail, in accordance with established procedures, and respond to routine verbal/written enquiries. Draft correspondence from oral instructions, previous correspondence or other available information for supervisor's signature.
- Type documents, reports, statements, letters etc. using standard Computer software. Ensure judicious use of communication channels, collate and update data/statistics related to Project for preparing presentations, and reports, using available computer software, for in-house and external use.
- Any other duties assigned by the Supervisor

Recruitment Qualifications - Education, Experience, Knowledge and Skills

- At least a Graduate degree with additional training in secretarial skills, including computer based applications.
- Minimum 03 years experience in a comparable position.

- Organizational abilities
- Proven Typing and drafting abilities in English
- Proven computer skills, preferably in Windows-based applications.
- Good understanding of English, Punjabi & Hindi
- Preference will be given to Ex- National Service Volunteer, National Youth Corps Volunteer, Youth Club Leader
- Applicant must be a resident of Mohali/ Chandigarh.

Note: The application should have complete information about date of birth / educational and professional qualification, experience and telephone number and e-mail

Note: The above mentioned position is project based and is up to project period only i.e. up to 31st Dec, 2015 or till the project continue whoever is earlier only from the date of deployment. Interested candidates should submit their bio-data along with prescribed application form on or before 31st Jan, 2015 by Email: zdpczchd@gmail.com, zdpunjab@yahoo.com, sn.nyks@gmail.com or by post

To,
Zonal Director,
Nehru Yuva Kendra Sangathan, (Punjab and Chandigarh Zone)
Jwala Mukhi Hostel, PEC Campus,
Gate no. 1, Chandigarh-160012
Ph.No: 0172-2744481, 2744463, 094168-01501 (M)

**NEHRU YUVA KENDRA SANGATHAN
APPLICATION FORM
State Project Officer
Under**

1. "Prevention Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab" and
2. "Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab" supported by Ministry of Social Justice and Empowerment, Government of India.

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 1 st Jan 2015		
Gender		
Father's Name		
Contact Address		
Place of Domicile with Name of District		
Mobile number		
Landline number		
Email		
Whether SC/ST/OBC/PH		
Currently working	Yes/ No	

2. EDUCATION (in chronological order from 12th Standard onwards)				
School/College/University attended	Subject	Duration (From- To)	Percentage of marks	Division/ Grade

4. LANGUAGES KNOWN – Tick as appropriate

Languages	Understand	Speak	Read	Write
English				
Hindi				
Others ()				
Others ()				

3. WORK EXPERIENCE

Name and Address of the Organisation	Position held	Summary of role & key achievements	Dates (from – to)	Years of Experience

4. REFERENCES

S. No	Name	Position Held	Organization	Contact Information

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Attested copy of documents submitted:

- | | |
|--|---------|
| 1. Copy of Class XII th Certificate | Yes/ No |
| 2. Copy of Degree Certificates | Yes/ No |
| 3. Copy of Post Graduate Degree Certificates | Yes/ No |
| 4. Copy of Other Professional Qualification Certificates, if any | Yes/ No |
| 5. Copy of Voter's ID/Other ID cards | Yes/ No |
| 6. Copy of Work experience certificate, if any | Yes/ No |
| 7. Copy of Domicile Certificate | Yes/ No |
| 8. Copy of certificate of SC/ST/OBC, if applicable | Yes/ No |

I confirm that the information given in this application are to the best of my knowledge and beliefs are true and complete.

I understand that any false statement may disqualify me from deployment.

Place:

Date:

(Signature)

Complete Name: _____

NEHRU YUVA KENDRA SANGATHAN
APPLICATION FORM for the Post of District Project Officer
Under

“Preventive Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab”

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 1 st Jan 2015		
Gender		
Father's Name		
Contact Address		
Place of Domicile		
Mobile number		
Landline number		
Email		
Whether SC/ST/OBC/PH		
Currently working	Yes/ No	

2. EDUCATION (in chronological order from 12th Standard onwards)				
School/College/University attended	Subject	Duration (From- To)	Percentage of marks	Division/ Grade

4. LANGUAGES KNOWN – Tick as appropriate

Languages	Understand	Speak	Read	Write
English				
Hindi				
Others ()				
Others ()				

3. WORK EXPERIENCE

Name and Address of the Organisation	Position held	Summary of role & key achievements	Dates (from – to)	Years of Experience

4. REFERENCES

S. No	Name	Position Held	Organization	Contact Information

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| 4. Copy of Other Professional Qualification Certificates, if any | Yes/ No |
| 5. Copy of Voter's ID/Other ID cards | Yes/ No |
| 6. Copy of Work experience certificate, if any | Yes/ No |
| 7. Copy of Domicile Certificate | Yes/ No |
| 8. Copy of certificate of SC/ST/OBC, if applicable | Yes/ No |

I confirm that the information given in this application are to the best of my knowledge and beliefs are true and complete.

I understand that any false statement may disqualify me from deployment.

Place:

Date:

(Signature)

Complete Name: _____

NEHRU YUVA KENDRA SANGATHAN
APPLICATION FORM for the Post of District Project Officer
Under

“Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab”

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 1 st Jan 2015		
Gender		
Father's Name		
Contact Address		
Place of Domicile		
Mobile number		
Landline number		
Email		
Whether SC/ST/OBC/PH		
Currently working	Yes/ No	

2. EDUCATION (in chronological order from 12th Standard onwards)				
School/College/University attended	Subject	Duration (From- To)	Percentage of marks	Division/ Grade

4. LANGUAGES KNOWN – Tick as appropriate				
Languages	Understand	Speak	Read	Write
English				

Hindi				
Others ()				
Others ()				

3. WORK EXPERIENCE

Name and Address of the Organisation	Position held	Summary of role & key achievements	Dates (from – to)	Years of Experience

4. REFERENCES

S. No	Name	Position Held	Organization	Contact Information

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| 3. Copy of Post Graduate Degree Certificates | Yes/ No |
| 4. Copy of Other Professional Qualification Certificates, if any | Yes/ No |
| 5. Copy of Voter's ID/Other ID cards | Yes/ No |
| 6. Copy of Work experience certificate, if any | Yes/ No |
| 7. Copy of Domicile Certificate | Yes/ No |
| 8. Copy of certificate of SC/ST/OBC, if applicable | Yes/ No |

I confirm that the information given in this application are to the best of my knowledge and beliefs are true and complete.

I understand that any false statement may disqualify me from deployment.

Place:

Date:

(Signature)

Complete Name: _____

**NEHRU YUVA KENDRA SANGATHAN
APPLICATION FORM
Project Assistant
Under**

1. "Prevention Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab" and
2. "Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab" supported by Ministry of Social Justice and Empowerment, Government of India.

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 1 st Jan 2015		
Gender		
Father's Name		
Contact Address		
Place of Domicile with Name of District		
Mobile number		
Landline number		
Email		
Whether SC/ST/OBC/PH		
Currently working	Yes/ No	

2. EDUCATION (in chronological order from 12th Standard onwards)				
School/College/University attended	Subject	Duration (From- To)	Percentage of marks	Division/ Grade

4. LANGUAGES KNOWN – Tick as appropriate

Languages	Understand	Speak	Read	Write
English				
Hindi				
Others ()				
Others ()				

3. WORK EXPERIENCE

Name and Address of the Organisation	Position held	Summary of role & key achievements	Dates (from – to)	Years of Experience

4. REFERENCES

S. No	Name	Position Held	Organization	Contact Information

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|--|---------|
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| 7. Copy of Domicile Certificate | Yes/ No |
| 8. Copy of certificate of SC/ST/OBC, if applicable | Yes/ No |

I confirm that the information given in this application are to the best of my knowledge and beliefs are true and complete.
I understand that any false statement may disqualify me from deployment.

Place:

Date:

(Signature)

Complete Name: _____