

## **NEHRU YUVA KENDRA SANGATHAN**

**(An Autonomous body under the Ministry of Youth Affairs & Sports, Govt. of India, Scope Minar Building, Core IV, 2<sup>nd</sup> Floor, Laxmi Nagar, Delhi – 92 )**

Invites the applications from the qualified and experienced persons for NYKS

**Chartered Accountant, Media Consultant,  
and Social Media Officer**

on contract basis for a period of one year. The candidate should be below 40 years as on 01.01.2017, having Post Graduate degree in his field with 5 years experience in relevant sector. The term of service can be extended / curtailed as per requirement and based on performance of candidates.

For details visit at our website : <http://www.nyks.org>

Last date of receipt of application: 28<sup>th</sup> September, 2017

**Government of India**  
**NEHRU YUVA KENDRA SANGATHAN**  
 (An Autonomous body under the Ministry of)  
**MINISTRY OF YOUTH AFFAIRS & SPORTS**  
 Scope Minar Building, Core 4, 2<sup>nd</sup> Floor  
 Laxmi Nagar, Delhi- 92

Nehru Yuva Kendra Sangathan is looking to engage the services of One Chartered Accountant in NYKS. The position is to be filled on contract basis for a period of one year (extendable). Details of the positions and terms & conditions for the engagement, eligibility, experience etc. are as under :-

01	Name of Post	<b>Chartered Accountant</b>
02	Number of Posts	One post
03	Type of recruitment	Short- term contract
04	Period of Contract	1 Year (extendable)
05	Educational qualification	<ul style="list-style-type: none"> <li>• Chartered Accountant from ICAI.</li> </ul>
06	Experience and other qualifications.	<ul style="list-style-type: none"> <li>• 5 Years experience in Govt. / private sector.</li> <li>• The candidate should have exposure of Accounts, Finance, Taxation and other legal laws pertaining to accounts of Govt. / private sector.</li> <li>• Working experience in Tally 9 &amp; PFMS and computer in Ms Word and Excel.</li> </ul>
07	Age limit	Age maximum 40 years ( as on date 01.01.2017)
08	Total Emoluments payable ( Per Month)	Rs 49000/- Per month consolidated.
09	Submission of application	Applications can be submitted in NYKS as per terms on the web site of NYKS by 28 <sup>th</sup> September. 2017.
10	Selection criteria	Short listed candidates will be called for interview. The details of time, date and venue for selection will be informed. Selection will be based on a written and computer test (practical demonstration on computer) followed by a personal interview.

# **JOB RESPONSIBILITIES OF CHARTERED ACCOUNTANT.–**

## **A. TAX MATTERS-**

- Verification of TDS deductions and assist in filing returns.
- Processing error notices / correction entries.
- Reply of queries of IT authorities.
- GST compliance, if found applicable to NYKS.

## **B. PFMS & DBT COMPLIANCE–**

- All related work on the above compliances / training of staff.
- Assisting in correspondences with Ministry in this regard.
- Attending meetings.
- Linking Tally with PFMS.

## **C. MANAGEMENT OF FUNDS –**

- Assist in taking decision on investment of surplus fund.
- Drafting Trust deeds on PF, Pension Fund Gratuity Fund.
- Registration of funds with statutory bodies.

## **D. ACCOUNTS MATTERS –**

- Implementation of Tally up to District Level.
- Reconciliation of advances and negative balances appearing in annual accounts.
- Scrutiny of analysis of annual accounts drawn by internal auditor before submission to DG.
- Pre audit of bills in selected cases.
- Preparation of Accounts Manual, revision of Financial Byelaws and SOPs.

## **E. AUDIT –**

- To assist in preparing replies and to suggest corrective measures.
- To suggest system for improved internal financial control.

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Nehru Yuva Kendra Sangathan is looking to engage the services of One Media Consultant in NYKS. The position is to be filled on contract basis for a period of one year (extendable). Details of the positions and terms & conditions for the engagement, eligibility, experience etc. are as under :-

01	Name of Post	<b>Media Consultant</b>
02	Number of Posts	One post
03	Type of recruitment	Short- term contract
04	Period of Contract	1 Year (extendable)
05	Educational qualification	<ul style="list-style-type: none"> <li>• Master degree or equivalent diploma in journalism, mass communication or related field.</li> </ul>
06	Experience and other qualifications.	<ul style="list-style-type: none"> <li>• 5 Years experience in relevant sector.</li> <li>• The candidate should have exposure of media consultant work pertaining to Govt. / private sector.</li> <li>• Knowledge of Computer in Media sector.</li> </ul>
07	Age limit	Age maximum 40 years ( as on date 01.01.2017)
08	Total Emoluments payable ( Per Month)	Rs 40000/- Per month consolidated.
09	Submission of application	Applications are to be submitted in NYKS as per terms given on the web site of NYKS by 28 <sup>th</sup> September, 2017.
10	Selection criteria	Short listed candidates will be called for interview. The details of time, date and venue for selection will be informed. Selection will be based on a written and computer test (practical demonstration on computer) followed by a personal interview.

## **JOB RESPONSIBILITIES OF MEDIA CONSULTANT:**

### **The Media Consultant will perform the following duties:**

Media consultant will work for promoting and maintaining the public image of NYKS. His / Her duties would encompass a range of responsibilities including:

- Drafting press releases, news, and magazine articles
- Setting up speaking engagements and preparing speeches for spokesperson.
- Developing media plans and policies with executives in the organization
- Directing public relations campaigns for NYKS.
- Define parameters for written material, Radio /TV spots as well as any other media related activities
- Identify relevant Media / Communications opportunities to promote the work of the programme.
- To Assist in the different tasks in Media related work
- Create strong contacts with journalists and to write the news, articles about the programmes / project achievements of NYKS preparing promotional material to contact key individuals.
- They may also offer training to executives on how to promote a public image and handle media relations.
- Developing a robust relations with Media organizations/ persons for effectiveness of NYKS media coverage.

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Nehru Yuva Kendra Sangathan is looking to engage the services of One Social Media Officer in NYKS. The position is to be filled on contract basis for a period of one year (extendable). Details of the positions and terms & conditions for the engagement, eligibility, experience etc. are as under:-

01	Name of Post	<b>Social Media Officer</b>
02	Number of Posts	One post
03	Type of recruitment	Short- term contract
04	Period of Contract	1 Year (extendable)
05	Educational qualification	<ul style="list-style-type: none"> <li>• Master degree or equivalent diploma in digital communication, social media management or related field.</li> </ul>
06	Experience and other qualifications.	<ul style="list-style-type: none"> <li>• 5 Years experience in Govt. / private sector.</li> <li>• The candidate should have experience related to coverage in social media.</li> <li>• Knowledge of Computer.</li> </ul>
07	Age limit	Age maximum 40 years ( as on date 01.01.2017)
08	Total Emoluments payable ( Per Month)	Rs 40000/- Per month consolidated.
09	Submission of application	Applications are to be submitted in NYKS as per terms given on the web site of NYKS by 28 <sup>th</sup> September. 2017.
10	Selection criteria	Short listed candidates will be called for interview. The details of time, date and venue for selection will be informed. Selection will be based on a Social Media and computer test followed by a personal interview.

## **JOB RESPONSIBILITIES OF SOCIAL MEDIA OFFICER -**

- To build and execute social media strategy through competitive research, platform to determine and benchmarking, messaging with the target youth populace.
- To generate, edit, publish and share daily content (original text, images, video ) that builds meaningful connections and encourages community members to take action
- To set up and optimize organization site at each platform to increase the visibility of NYKS in social context.
- To develop all user-generated content in line with the contemporary policy keeping in view of youth community as per the Govt. guideline.
- To create editorial insight and prepare the schedules to inculcate for their healthy thoughts.
- Coordinate with the Media Consultant NYKS, AD Media and other authorities of NYKS for synergetic action.
- Continuously improve by capturing and analyzing the appropriate social data /metrics, insights and best practices, and then acting on the information to empower the youths.
- To collaborate with other departments (Youth organizations / offices & NGOs) to manage positive image, identify key players and coordinate actions.
- To Lead the team of Social Media Workers.
- Training & guiding youth for demonstration of messages through popular media.
- Publishing the works and outcome of NYKS on regular basis in the following social media sites/apps.
  - a. NYKS website.
  - b. Whatsapp
  - c. Twitter
  - d. Facebook
- Communicate with various authorities of NYKS, SDs and other essential organizations for implementation of the social media events / activities of NYKS.
- Development and motivational through films /documentation on various topics.
- Organization of digital data.
- Creating of buzz in Social Media using Face book, Telegram & Twitter etc.

## **Other terms and conditions :**

1. The posts of Chartered Accountant / Media Consultant & Social Media Officer in NYKS are purely temporary basis and applicant shall not be entitled to claim any absorption in NYKS nor to regularize in NYKS in any capacity.
2. Applications which are incomplete and those received after the last date (28<sup>th</sup> September, 2017 after 6.00pm) are liable to be rejected without any notice or intimation.
3. NYKS reserves the right to terminate the services of deployed person during initial period without assigning any reason and any prior notice.
4. Five days working (except Saturday & Sunday) timing 9:30 am to 6.00 pm with a lunch break timing 1:30pm to 2:00 pm. However, he may be required to attend the office on Saturday / Sunday and Gazetted holidays and before or after the office hours if required for exigencies of office work, which is quite likely due to evolution of the organization.
5. TA/DA will be reimbursed as per norms, if the journey performed for official duties, after the approval of competent authority.
6. No other benefit / allowance / perks will be applicable except consolidate emolument amount.
7. In case of selection, the candidate shall have to submit 'NOC' from the present employer, if already engaged.



## PROFORMA for APPLICATION

Affix recent  
Passport  
size photo

1. Name of the post applied for :
2. Name of the Applicant :
3. Gender :
4. Date of Birth (DD/MM/YY) :
5. Age as on 01.01.2017 :
6. Address for correspondance :
7. Contact No. & E-mail address :
8. Aadhaar card no. :
9. Nationality :
10. Educational Qualification :

Sl. No.	Examination passed	Discipline/Subject	Name of the Board/University	Year of Joining(dd/mm/year)	Year of Completion (dd/mm/year)	Percentage/Grade/CGPA

### 11. Work Experience (In chronological order):

SL. No.	Area/Sector	Employer Name	Designation	Brief description of job

12. Other interest / achievements

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13. References

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

14. Other information that may impinge in the performa of the candidate.

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Signature of the Candidate: \_\_\_\_\_

Date: \_\_\_\_\_

**Declaration**

I certify that the above mentioned information furnished by me is true to the best of my knowledge and belief. I also agree that in the event of any misrepresentation and /or falsification of information, my Internship shall be liable for termination without any further notice prejudice to any other administrative / legal proceedings that the organisation may deem fit to initiate.

Place:

Date:

Signature of the applicant \_\_\_\_\_