



नेहरू युवा केन्द्र संगठन

**Nehru Yuva Kendra Sangathan**

(Autonomous Body Under Ministry of  
Youth Affairs & Sports, Govt. of India)

योग्य युवायोग संगठन Youth Partnership in Ganga Rejuvenation Project

Applications are invited from eligible candidates in prescribed format for the post of One project Assistant at State Office, NYKS, Dehradun, Uttarakhand and 03 District Project Officer at District NYKs, 1. Chamoli, 2. Haridwar, and 3. Uttarkashi under the project entitled Youth Partnership in Ganga Rejuvenation Project supported by National Mission for Clean Ganga, Ministry of Water Resources, River Development and Ganga Rejuvenation, Govt. of India. For further details & application forms, Please visit NYKS website, [www.nyks.org](http://www.nyks.org). Completed Application of eligible candidates must reach to the State Director, Nehru Yuva Kendra Sangathan, Kargi Grant, Near SBI, Post Office Banjarawala, Dehradun, Uttarakhand-248001 and at email [sdnyksuttrakhand@gmail.com](mailto:sdnyksuttrakhand@gmail.com) by 22.08.2017.

(B.S. Khosa), State Director (0135-2629563)

## **Nehru Yuva Kendra Sangathan**

### **Involvement of Youth in Namami Gange Programme**

#### **Terms of Reference (TOR)**

##### **Project Assistant at NYKS State Office, Dehradun, Uttarakhand**

Applications are invited from eligible candidates for the position of Project Assistant at Nehru Yuva Kendra Sangathan, State Office, Kargi Chowk, Near SBI, PO Banjarwala, Dehradun, Uttarakhand-248001 under the project "Involvement of Youth in Namami Gange Programme" supported by National Mission for Clean Ganga, Ministry of Water Resources, River Development and Ganga Rejuvenation, Govt. of India.

The project aims to contribute towards abatement of pollution and conservation of Ganga through youth and public participation in 2336 villages of 1203 Gram Panchayats along river Ganga in 29 districts of four states of Uttarakhand, Uttar Pradesh, Bihar and West Bengal.

##### **Project Assistant- (One post) at NYKS, Dehradun, Uttarakhand under the project**

##### **Roles and Responsibilities:-**

- Assist State Director, NYKS, Uttarakhand with the component of Project drafting, documentation, Reports and returns.
- Facilitating routine work of project implementation in coordination with 3 districts of Uttarakhand.
- Collecting Utilisation Certificate and physical reports and their compilation.
- Maintaining and regular updating books of Accounts, release of funds and facilitate Audit.
- Ensure quality and completeness of filling of programme documents.
- Manage and maintain files & all documents scientifically & systematically.
- Arrange and keep track of appointments, meetings, other important events for supervisors, take & transcribe minutes of in house or external meetings as required.
- Compose type and send routine communications, including email, 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.
- Typing of document, 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.

**Type of Engagement:-** Initially for three months extendable to another 9 months and subsequently to 2<sup>nd</sup> and 3<sup>rd</sup> year depending upon performance and availability of funds under the project on consolidated Monthly remuneration. The work will be evaluated on monthly basis and if not found satisfactory the engagement may be terminated without notice.

**Educational Qualification:-** Graduate degree in Commerce/Arts/Science with additional training in Secretarial Skills, including computer based applications.

**Experience, Knowledge & Skills-**

- **3 yrs working experience** in comparable position.
- Organisational abilities.
- Proven typing and drafting abilities in English
- Proven Computer Skills, preferably in windows based applications and internet
- Good writing and understanding of English & Hindi

**Age:-** 20-30 yrs (As on 01.01.2017)

**Honorarium-** Consolidated honorarium of Rs. 10,000/- per month

**Other requirement-** Preference will be given to local candidates with brilliant academic record & experience in relevant field.

**Reporting & duration of engagement:-** The Project Assistant will report to concerned Officer, NYKS State Office, Dehradun, Uttarakhand. Deployment will be tentatively from September 2017

**Selection Procedure:-** Eligible Candidate (after screening the applications) will be called for written test, Personal Interview and typing test.

Completed applications of eligible candidates must reach to the State Director, Nehru Yuva Kendra Sangathan, Kargi Chowk, Near SBI, PO Banjarwala, Dehradun, Uttarakhand-248001 and at email [sdnyksuttrakhand@gmail.com](mailto:sdnyksuttrakhand@gmail.com) by 22.08.2017 .

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## **Nehru Yuva Kendra Sangathan**

### **Involvement of Youth in Namami Gange Programme**

#### **Terms of Reference (TOR)**

#### **District Project Officers in 3 districts of NYKs, Uttarakhand**

Applications are invited from eligible candidates for the post of District Project Officer one each in 3 District NYK, 1. Chamoli, 2. Haridwar, 3. Uttar Kashi under the project "Involvement of Youth in Namami Gange Programme" supported by National Mission for Clean Ganga, Ministry of Water Resources, River Development and Ganga Rejuvenation, Govt. of India.

The project aims to contribute towards abatement of pollution and conservation of Ganga through youth and public participation in 2336 villages of 1203 Gram Panchayats along river Ganga in 29 districts of four states of Uttarakhand, Uttar Pradesh, Bihar and West Bengal.

**District Project Officer - (3 positions) on each at District NYKs, 1. Chamoli, 2. Haridwar, 3. Uttar Kashi under the project.**

**Roles and Responsibilities** (Being one of the key functionaries in the project at District level the project officer will have the following roles and responsibilities for the success of the project):-

- Planning, management & supporting implementation of the project in the respective district of Uttarakhand.
- Maintaining & collating data of mapping & survey of selected villages of selected Gram Panchayats in respective district of Uttarakhand.
- Acting as resource person in the training of spearhead team wherever required.
- Thorough understanding of the concept, objectives, strategy & programmes & activities of the project.
- Organising programmes and activities with consultation and guidance of concerned Officer of NYK, District Office of Uttarakhand.
- Recording day to day problems and raised queries of the district functionaries and providing solutions in consultation with District Youth Coordinator of the concerned district.
- Preparing reporting format and collecting data on programme and activities under the project in the district.
- Maintaining records of all programmes and activities of the district under the project.

- Planning & arrangements of programmes & activities & keeping records for presentation in the district.
- Whenever required, liaise with NYKS State Office, Dehradun, Uttarakhand, DYCs and other as required.
- Organization of review & planning meeting on regular basis.
- Compilation of all electronic data received from Youth clubs and Villages of the district and its reporting to NYKS State Office, Dehradun, Uttarakhand on regular basis (weekly)
- Preparing presentation (Power point) on achievements of the project and other aspects.
- Preparing physical & financial progress report of the project on monthly basis, quarterly and yearly basis of the district.
- Any other important issues pertaining to the successful implementation of the project.

**Type of Engagement:-** Initially three months extendable to another 9 months and subsequently to 2<sup>nd</sup> and 3<sup>rd</sup> year depending upon performance and availability of funds) under the project on consolidated Monthly remuneration. The work will be evaluated on monthly basis and if not found satisfactory the engagement may be terminated without notice.

**Educational Qualification:-** Masters degree in Social work (MSW), Social Sciences from recognized university

**Experience, Knowledge & Skills-**

- **Minimum 2 yrs working experience** on education and awareness generation programmes on cleanliness drive, water bodies, prevention of pollution of Water bodies (Preferably in River Ganga) & sanitation, Swachh Bharat Mission, motivating people for construction of toilets in their homes & behavior change communication etc. or similar social work experience.
- Good Working knowledge of MS office & internet.
- Strong management, liaison, documentation & communication skills.

**Age:-** 20-30 yrs (As on 01.01.2017)

**Language-** Good command over English & Hindi

**Honorarium-** Consolidated honorarium of Rs. 15,000/- per month

**Other requirement-** Preference will be given to local candidates with brilliant academic record & experience in relevant field.

**Reporting & duration of engagement:-** The District Project Officer will report to concerned NYC of the district, NYK. Deployment will be tentatively from September 2017.

**Selection Procedure:-** Eligible Candidate (after screening the applications) will be called for Written Test and Personal Interview.

Completed application of eligible candidates must reach to the State Director, Nehru Yuva Kendra Sangathan, Kargi Chowk, Near SBI, PO Banjarwala, Dehradun, Uttarakhand-248001 and at email [sdnyksuttrakhand@gmail.com](mailto:sdnyksuttrakhand@gmail.com) by 22.08.2017.

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**NEHRU YUVA KENDRA SANGATHAN**

**APPLICATION FORM**

**Project Assistant- State Hqrs (Uttarakhand)**

**Under the project "Involvement of Youth in Namami Gange Programme "**

**Supported by National Mission for Clean Ganga (NMCG)**

**Ministry of Water Resources, River Development and Ganga Rejuvenation, GoI**

<b>1. PERSONAL INFORMATION</b>		<b>(Paste your recent Passport size photo)</b>
<b>Name</b>		
<b>Date of Birth</b>		
<b>Age as on 01.01.2017</b>		
<b>Gender</b>		
<b>Father's Name</b>		
<b>PresentAddress</b>		
<b>Place of Domicile with Name of District</b>		
<b>Mobile number</b>		
<b>Landline number</b>		
<b>Email</b>		
<b>Whether SC/ST/OBC/PH</b>		
<b>Currently working</b>	<b>Yes/ No</b>	

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

**3. LANGUAGES KNOWN - Tick as appropriate**

<b>Languages</b>	<b>Understand</b>	<b>Speak</b>	<b>Read</b>	<b>Write</b>
English				
Hindi				
Others (            )				
Others (            )				

**4. WORK EXPERIENCE**

<b>Name and Address of the Organisation</b>	<b>Position held</b>	<b>Summary of role &amp; key achievements</b>	<b>Dates (from - to)</b>	<b>Years of Experience</b>

**5. REFERENCES**

<b>S. No</b>	<b>Name</b>	<b>Position Held</b>	<b>Organization</b>	<b>Contact Information</b>



**Attested copy of documents submitted:**

- |  |         |
|--|---------|
| 1. Copy of Class X & XII <sup>th</sup> 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 AADHAR Card   | 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 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:

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(Signature)

Complete Name:

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**NEHRU YUVA KENDRA SANGATHAN**

**APPLICATION FORM**

**District Project Officer (Uttarakhand)**

**Under the project "Involvement of Youth in Namami Gange Programme "**

**Supported by National Mission for Clean Ganga (NMCG)**

**Ministry of Water Resources, River Development and Ganga Rejuvenation, GoI**

<b>1. PERSONAL INFORMATION</b>		(Paste your recent Passport size photo)
<b>Name</b>		
<b>Date of Birth</b>		
<b>Age as on 01.01.2017</b>		
<b>Gender</b>		
<b>Father's Name</b>		
<b>Present Address</b>		
<b>Place of Domicile with Name of District</b>		
<b>Mobile number</b>		
<b>Landline number</b>		
<b>Email</b>		
<b>Whether SC/ST/OBC/PH</b>		
<b>Currently working</b>	Yes/ No	

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

**3. LANGUAGES KNOWN - Tick as appropriate**

<b>Languages</b>	<b>Understand</b>	<b>Speak</b>	<b>Read</b>	<b>Write</b>
English				
Hindi				
Others (            )				
Others (            )				

**4. WORK EXPERIENCE**

<b>Name and Address of the Organisation</b>	<b>Position held</b>	<b>Summary of role &amp; key achievements</b>	<b>Dates (from - to)</b>	<b>Years of Experience</b>

**5. REFERENCES**

<b>S. No</b>	<b>Name</b>	<b>Position Held</b>	<b>Organization</b>	<b>Contact Information</b>

**Attested copy of documents submitted:**

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|--|---------|
| 1. Copy of Class X & XII <sup>th</sup> 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 AADHAR Card   | 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 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:

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(Signature)

Complete Name:

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