



NEHRU YUVA KENDRA SANGATHAN

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

Youth Partnership in Ganga Rejuvenation Project

RECRUITMENT NOTICE

Applications are invited from eligible candidates in prescribed format for the post of One State Project officer and One Project Assistant at State Office, Nehru Yuva Kendra Sangathan, Lucknow, Uttar Pradesh and 17 District Project Officers, one each at district NYKs, 1. Bijnor, 2. Meerut, 3. Bulandshahar, 4. Muzaffarnagar, 5. Kannauj, 6. Farukhabad, 7. Shahjahanpur, 8. Kanpur Nagar, 9. Unnao, 10. Fatehpur, 11. Raibareilly, 12. Pratapgarh, 13. Allahabad, 14. Mirzapur, 15. Varanasi, 16. Gazipur and 17. Ballia under the Project entitled Youth Partnership in Ganga Rejuvenation 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 Completed applications of eligible candidates must reach to the State Director, Nehru Yuva Kendra Sangathan, 2/112, Vishalkhand-2, Gomti Nagar, Lucknow, Uttar Pradesh-226010 and at email sdnyksuttarpradesh@gmail.com by 10-08-2017.

State Director NYKS-UP

Nehru Yuva Kendra Sangathan

Involvement of Youth in Namami Gange Programme

Terms of Reference (TOR)

State Project Officer at NYKS State Office, Lucknow, Uttar Pradesh

Applications are invited from eligible candidates for the position of State Project Officer at Nehru Yuva Kendra Sangathan, 2/112, Vishalkhand-2, Gomati Nagar, Lucknow, Uttar Pradesh-226010 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.

State Project Officer at NYKS, Lucknow, UP- (one position) at NYKS, Lucknow, Uttar Pradesh under the project.

Roles and Responsibilities Being one of the key functionaries in the project at NYKS State Office, Lucknow, Uttar Pradesh the project officer will have the following roles and responsibilities for the success of the project:-

- Thorough understanding of the concept, objectives, strategy, programmes & activities of the project.
- Planning, management, monitoring & supporting & supporting the implementation processes of the project in 17 districts of Uttar Pradesh.
- Maintaining & collating data from 1023 villages of 783 Gram Panchayats in 17 districts of Uttar Pradesh.

- Acting as resource person in the training of spearhead team, youth leaders and volunteers wherever required.
- Assisting concerned Officer of NYKS Hqtrs in the organization of workshops, facilitate in inviting VIPs, eminent personalities, stakeholders, partners, youth in different levels of Workshops.
- Recording day to day problems and raised queries of the district functionaries as well as providing solutions in consultation with designated NYKS officer
- Preparing reporting formats and collecting data on programmes and activities being undertaken by each of 17 districts of Uttar Pradesh under the project.
- Maintaining records of all programmes and activities
- Overseeing the planning & arrangements of programmes & activities of Uttar Pradesh & keeping records for presentation.
- Whenever required, liaise with NYKS Hqtrs and DYCs of 17 districts of Uttar Pradesh and other as required.
- Assist in organization of review & planning meeting at regular intervals.
- Compilation of all electronic data received from districts and reporting at regular intervals.
- Preparing presentation (Power point) of the project and other aspects.
- Preparing physical & financial progress report of the project on monthly basis, quarterly and yearly basis.
- Any other important issues pertaining to the successful implementation of the project.

Type of Engagement:- Initially for three months extendable to another 9 months and subsequently to 2nd and 3rd 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 4 yrs working experience** in Youth mobilization, strategies, awareness generation programmes, managing cleanliness drives, 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. 25,000/- per month

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

Reporting & duration of engagement:- The State Project Officer will report to concerned Officer, NYKS State Office, Lucknow, Uttar Pradesh. Deployment will be tentatively from August 2017.

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

Completed application of eligible candidate must reach State Director, Nehru Yuva Kendra Sangathan, 2/112, Vishalkhand-2, Gomati Nagar, Lucknow, Uttar Pradesh-226010 at email sdnyksuttarpradesh@gmail.com by 10/8/2017.

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Nehru Yuva Kendra Sangathan

Involvement of Youth in Namami Gange Programme

Terms of Reference (TOR)

District Project Officers in 17 districts of NYKs, Uttar Pradesh

Applications are invited from eligible candidates for the post of District Project Officer one each in 17 District NYKs, 1. Bijnor, 2. Meerat, 3. Bulandshahar, 4. Muzaffarnagar, 5. Kannauj, 6. Farukhabad, 7. Shahjahanpur, 8. Kanpur Nagar, 9. Unnao, 10. Fatehpur, 11. Raibareilly, 12. Pratapgarh, 13. Allahabad, 14. Mirzapur, 15. Varanasi, 16. Ghazipur and 17. Ballia 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 (17 positions) at District NYKs, 1. Bijnor, 2. Meerat, 3. Bulandshahar, 4. Muzaffarnagar, 5. Kannauj, 6. Farukhabad, 7. Shahjahanpur, 8. Kanpur Nagar, 9. Unnao, 10. Fatehpur, 11. Raibareilly, 12. Pratapgarh, 13. Allahabad, 14. Mirzapur, 15. Varanasi, 16. Ghazipur and 17. Ballia 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 Uttar Pradesh.
- Maintaining & collating data of mapping & survey of selected villages of selected Gram Panchayats in respective district of Uttar Pradesh.
- 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 Uttar Pradesh.

- Recording day to day problems and raised a queries of the district functionaries as well as providing solutions in consultation with District Youth Coordinator of the concerned district.
- Preparing reporting formats and collecting data on programmes and activities under the project in the district.
- Maintaining records of all programmes and activities.
- Planning & arrangements of programmes & activities & keeping record for presentation in the district.
- Whenever required, liaise with NYKS State Office, Lucknow, Uttar Pradesh, DYCs and others 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 reporting at NYKS State Office, Lucknow, Uttar Pradesh at regular intervals.
- Preparing presentation (Power point) on achievements & progress 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 for three months extendable to another 9 months and subsequently to 2nd and 3rd 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** in youth mobilization strategies, education and awareness generation programmes managing cleanliness drives, 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 DYC of the district, NYK. Deployment will be tentatively from August 2017.

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

Completed applications of eligible candidate must reach State Director, Nehru Yuva Kendra Sangathan, 2/112, Vishalkhand-2, Gomati Nagar, Lucknow, Uttar Pradesh-226010 at email sdnyksuttarpradesh@gmail.com by 10/8/2017.

Nehru Yuva Kendra Sangathan

Involvement of Youth in Namami Gange Programme

Terms of Reference (TOR)

Project Assistant at NYKS State Office, Lucknow, Uttar Pradesh

Applications are invited from eligible candidates for the position of Project Assistant at Nehru Yuva Kendra Sangathan, State Office, 2/112, Vishalkhand-2, Gomati Nagar, Lucknow, Uttar Pradesh-226010 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, Lucknow, Uttar Pradesh under the project

Roles and Responsibilities:-

- Assist State Director, NYKS, Uttar Pradesh with the component of Project drafting, documentation, Reports and returns.
- Facilitating routine work of project implementation in coordination with 17 districts of Uttar Pradesh.
- 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 2nd and 3rd 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, Lucknow, Uttar Pradesh. Deployment will be tentatively from August 2017

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

Completed applications of eligible candidate must reach State Director, Nehru Yuva Kendra Sangathan, 2/112, Vishalkhand-2, Gomati Nagar, Lucknow, Uttar Pradesh-226010 at email sdnyksuttarpradesh@gmail.com by 10/8/2017

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NEHRU YUVA KENDRA SANGATHAN

APPLICATION FORM

State Project Officer

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

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 01.01.2017		
Gender		
Father's Name		
Present 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

3. LANGUAGES KNOWN - Tick as appropriate

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

4. WORK EXPERIENCE

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

5.REFERENCES				
S. No	Name	Position Held	Organization	Contact Information

Attested copy of documents submitted:

- | | |
|--|---------|
| 1. Copy of Class X & 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 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:

(Signature)

Complete Name:

NEHRU YUVA KENDRA SANGATHAN

APPLICATION FORM

District Project Officer (Uttar Pradesh)

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

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 01.01.2017		
Gender		
Father's Name		
Present 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

3. LANGUAGES KNOWN - Tick as appropriate

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

4. WORK EXPERIENCE

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

5. REFERENCES

S. No	Name	Position Held	Organization	Contact Information

Attested copy of documents submitted:

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|--|---------|
| 1. Copy of Class X & 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 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:

(Signature)

Complete Name:

NEHRU YUVA KENDRA SANGATHAN

APPLICATION FORM

Project Assistant- State Hqrs (Uttar Pradesh)

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

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 01.01.2017		
Gender		
Father's Name		
Present 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

3. LANGUAGES KNOWN - Tick as appropriate

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

4. WORK EXPERIENCE

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

5.REFERENCES				
S. No	Name	Position Held	Organization	Contact Information

Attested copy of documents submitted:

- | | |
|--|---------|
| 1. Copy of Class X & 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 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:

(Signature)

Complete Name:
