

HINDUSTAN TIMES, NEW DELHI  
SATURDAY, JULY 15, 2017

## **Nehru Yuva Kendra Sangathan**

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

### **Mobilizing Youth for Swachh Bharat Mission (Urban) Project**

Applications are invited from eligible candidates in prescribed format for the post of **01 Specialist (Communication & Social Media); 03 Social Media Specialist; 01 Monitoring and Evaluation Officer; 06 Project Officers & 03 Project Assistants** under the Project entitled Mobilizing Youth for Swachh Bharat Mission (Urban) supported by Ministry of Urban Development, GOI. For further details & application forms, please visit NYKS website; [www.nyks.org](http://www.nyks.org). Completed applications of eligible candidates must reach to the **State Director, Nehru Yuva Kendra Sangathan Complex, G T Karnal Road, Besides Swami Shradhanand College, Alipur (Delhi), Pin Code-s110036, Delhi** and at email [nyksalipur@yahoo.co.in](mailto:nyksalipur@yahoo.co.in), [alipurzd@gmail.com](mailto:alipurzd@gmail.com), by **7th August, 2017**.

**State Director  
Delhi State**

davp 47102/11/0011/1718

## Nehru Yuva Kendra Sangathan

### Youth Led Swachh Delhi NCR Project

#### Terms of Reference (TOR)

#### Specialist (Communication and Social Media)

The project aims to mobilize youth and undertake awareness generation activities to bring behavioral change regarding healthy sanitation and waste management practices by establishing a cadre of trained & motivated local youth to lead IEC & BCC activities under Swachh Bharat Mission in 5 ULB of Delhi and one each of Faridabad, Ghaziabad, Gautam Budh Nagar (Noida) and Gurgaon ULBs of NCR.

#### **Social Media Specialist-** (One post)

##### Roles and Responsibilities:-

- Leading team of Social Media Worker
- Training & guiding youth for demonstration of messages through popular media.
- Adopting of Videos, Short Films and IEC material on Swachhta from the site of Swachh Bharat Mission (Urban), Ministry of Urban Development, Govt. of India in the programmes and activities of the project.
- Publishing the works and outcome of the project on regular basis in the following social media sites/apps.
  - a. Whatsapp
  - b. Twitter
  - c. Facebook
  - d. Swachh Bharat Mission Urban dedicated Sites of MoUD, Govt of India
- Liaise with various Stakeholder viz. district administration, DYCs, Municipalities, Youth Club etc. in Delhi NCR.
- Map education and Skill building opportunities for District Youth Coordinator, District Project Officers, Social Media team & Spearhead Youth Leader in Social Media.
- Use review and planning meetings for capacity building on themes covered in the programme.
- Explore opportunities of partnership with other government departments/agencies/youth clubs
- Facilitating mapping of 240 venues in each city of Swachh Bharat Awareness Campaign.
- Facilitating designing & fabricating of Chariots for Swachh Bharat Awareness Campaign.
- Development of IEC material for behavioral change, communication and demonstration activities
- Development of educational plays, Nukkad Nataks, Skits on Swachh Bharat Thrust areas

- Development of motivational films/documents on Swachh Bharat Mission.
- Development of Theme based cultural programme scripts.

**Type of Engagement:-** (Fixed Term duration i.e. 2 months only) under the project on consolidated Monthly remuneration.

**Location:** Delhi.

**Educational Qualification:-** Masters degree/Ph.D in Social Sciences/ MBA in Marketing & Media, M-Tech (IT) from recognized university

**Experience-** Minimum 5 yrs working experience in relevant field viz. Social Media industry and development issues especially in designing & developing IEC material, pamphlets, posters and designing of Rath for awareness campaigning on behavioral change communication and demonstration activities in Swachh Bharat, Sanitation & related field.

**Age:-** 25-35 yrs (As on 01.01.2017)

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

**Honorarium-** Consolidated honorarium of Rs. 75,000/- per month

**Reporting -** Social Media Specialist will report to State Director, NYKS, Alipur, Delhi

**Selection Procedure:-** Eligible Candidates (after screening the applications) will be called for Personal Interview.

Completed applications of eligible candidates must reach to the State Director, Nehru Yuva Kendra Sangathan Complex, GT Karnal Road, Besides Swami Shradhanand College, Alipur (Delhi), Pin Code:110036, New Delhi and at email [nyksalipur@yahoo.co.in](mailto:nyksalipur@yahoo.co.in) , [alipurzd@gmail.com](mailto:alipurzd@gmail.com) by **7th August, 2017** .

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**Nehru Yuva Kendra Sangathan**  
**Youth Led Swachh Delhi NCR Project**

**Terms of Reference (TOR)**

**Social Media Specialists (3 Positions)**

The project aims to mobilize youth and undertake awareness generation activities to bring behavioral change regarding healthy sanitation and waste management practices by establishing a cadre of trained & motivated local youth to lead IEC & BCC activities under Swachh Bharat Mission in 5 ULB of Delhi and Faridabad, Ghaziabad, Gautam Budh Nagar (Noida) and Gurgaon ULBs of NCR

**Social Media Specialists - (3 positions)**

**Location: Delhi, NCR**

**Roles and Responsibilities:-**

- Training & guiding youth for demonstration of messages through popular media.
- Adopting of Videos, Short Films and IEC material on Swachhta from the site of Swachh Bharat Mission (Urban), Ministry of Urban Development, Govt. of India in the programmes and activities of the project.
- Publishing the works & outcome of the project on regular basis of the project in the following media sites/apps.
  - a. Whatsapp
  - b. Twitter
  - c. Facebook
  - d. Swachh Bharat
  - e. Mission Urban Dedicated site of MoUD, Govt. of India Liaise with various stakeholders viz. district administration, DYCs, Municipalities, Youth Clubs etc in Delhi NCR.
- Map education and skill building opportunities for district youth coordination, District Project officers, Spearhead Youth Leader in Social Media.
- Use review and planning meeting for capacity building on themes covered in the program.
- Explore opportunities of partnership with other government departments/agencies/Youth Clubs.
- Facilitating mapping of 240 Venues in each city for Swachh Bharat Awareness Campaign.
- Facilitating designing & fabrication of chariots for Swachh Bharat Awareness Campaign.

- Development of IEC material for behavioral change communication and demonstration activities.
- Development of educational plays, Nukkad Natak, Skits on Swachh Bharat Mission thrust areas.
- Development of motivational films/documents on Swachh Bharat Mission.
- Development of Theme based cultural programme scripts.

**Type of Engagement:-** (Fixed Term duration i.e. 2 months only) under the project on consolidated Monthly remuneration.

**Educational Qualification:-** Masters degree in Social Sciences/ MBA in Marketing & Media, M-Tech (IT) from recognized university

**Experience-** Minimum 2 yrs working experience in relevant field viz. Social Media industry and development issues especially designing & developing IEC material including short films, videos, posters, developing chariot (Rath) and on behavioral change communication and demonstration activities in Swachh Bharat, Sanitation & related field.

**Age:-** 25-35 yrs (As on 01.01.2017)

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

**Honorarium-** Consolidated honorarium of Rs. 25,000/- per month

**Reporting -** Social Media Specialists will report to State Director, NYKS, Alipur, Delhi.

**Selection Procedure:-** Eligible Candidates after screening the applications will be called for Personal Interview.

Completed applications of eligible candidates must reach to the State Director, Nehru Yuva Kendra Sangathan Complex, GT Karnal Road, Besides Swami Shradhanand College, Alipur (Delhi), Pin Code:110036, New Delhi and at email [nyksalipur@yahoo.co.in](mailto:nyksalipur@yahoo.co.in) , [alipurzd@gmail.com](mailto:alipurzd@gmail.com) by **7th August, 2017** .

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**Nehru Yuva Kendra Sangathan**  
**Youth Led Swachh Delhi NCR Project**

**Terms of Reference (TOR)**

**Monitoring and Evaluation Officer**

The project aims to mobilize youth and undertake awareness generation activities to bring behavioral change regarding healthy sanitation and waste management practices by establishing a cadre of trained & motivated local youth to lead IEC & BCC activities under Swachh Bharat Mission in 5 ULB of Delhi and Faridabad, Ghaziabad, Gautam Budh Nagar (Noida) and Gurgaon ULBs of NCR

**Monitoring and Evaluation Officer- (one post of Monitoring & Evaluation Officer under the project at Delhi.**

**Roles and Responsibilities:-**

- The monitoring & evaluation officer (MEO) will be responsible for overall Monitoring of project activities of 5 ULB of Delhi and Faridabad, Ghaziabad, Gautam Budh Nagar (Noida) and Gurgaon ULBs of NCR.
- MEO will be responsible for regular and detailed aspects of project monitoring in synergy with its objectives, activities & deliverables.
- MEO will monitor the project and provide the technical support in the areas of Monitoring & Evaluations aspects of the project.
- MEO will be responsible for preparing qualitative & analytical report on weekly fortnightly & monthly basis.
- MEO will be responsible for preparing final reports ( Substantive & financial), lesson learnt, best practices, success stories, communications & monitoring using Standard reporting format under the project.
- Identifying areas of priorities & for project support in consultation with all stakeholders within the broad programmatic theme of Swachh Bharat Campaign.
- Coordinate & collaborate with experts and resource organizations for providing technical support as and when required under the project.
- Monitor the project activities at National, State, ULB and Venue level and submission of weekly report on the implementation of the project.
- Coordinate reviews, thematic studies and impact assessment/evaluation & present report periodically.
- Providing regular monitoring reports & feedback on the implementation of the project at various levels.
- Preparing presentation and overview of the project & reports whenever required.
- Preparing feedback forum for evaluation of the project

- Conducting feedback of participants through videographs & recording in selected venues.
- Creation of Tool kits with necessary material so that the success of the initiative can be replicated across the other ULBs in the country.
- Assist in creating an enabling environment as a mechanism to bring about and sustain changes aimed at adoption of healthy sanitation practices.
- Providing report of project implementation to dedicated page on Swachh Bharat Urban Portal with weekly updating progress reports.
- Preparing updated material for fortnightly review meeting between the Mission Director & NYKS Officers in MoUD.
- Coordination with State Govt. of Delhi, UP & Haryana Municipal Corporations, DACYP for feedback & Assessment.
- Training to Spearhead team members, Project Officer on monitoring & evaluation aspects of the project.
- Preparing report on awareness and behavior change communication and demonstration activities in city at various locations on Monitoring and Evaluation point of view.
- Studying the impact of cleanliness drive and its reporting.
- Other important work & assignments pertaining to the successful implementation of the project.

**Type of Engagement:-** (Fixed Term duration i.e. 2 months only) under the project on consolidated Monthly remuneration.

**Educational Qualification:-** Masters degree in Social Science with specialization in Monitoring & Evaluation.

**Experience, knowledge & Skills-**

- Minimum 3 yrs working experience in Monitoring and Evaluation work on development issues especially on related to Swachh Bharat, Sanitation, Community development & Public health.
- 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.
- Good working knowledge of MS office (Word processor, spread sheet, power point etc.)

**Age:-** 25-35 yrs (As on 01.01.2017)

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

**Honorarium-** Consolidated honorarium of Rs. 40,000/- per month

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

**Reporting** - Monitoring and Evaluation Officer will report to State Director, NYKS, Alipur, Delhi.

**Selection Procedure:-** Eligible Candidates (after screening the applications) will be called for Personal Interview.

Completed applications of eligible candidates must reach to the State Director, Nehru Yuva Kendra Sangathan Complex, GT Karnal Road, Besides Swami Shradhanand College, Alipur (Delhi), Pin Code:110036, New Delhi and at email [nyksalipur@yahoo.co.in](mailto:nyksalipur@yahoo.co.in) , [alipurzd@gmail.com](mailto:alipurzd@gmail.com) by **7th August, 2017** .

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**Nehru Yuva Kendra Sangathan**  
**Youth Led Swachh Delhi NCR Project**

**Terms of Reference (TOR)**

**Project Officer (Six Positions)**

The project aims to mobilize youth and undertake awareness generation activities to bring behavioral change regarding healthy sanitation and waste management practices by establishing a cadre of trained & motivated local youth to lead IEC & BCC activities under Swachh Bharat Mission in 5 ULB of Delhi and one each of Faridabad, Ghaziabad, Gautam Budh Nagar (Noida) and Gurgaon ULBs of NCR.

**Project Officers - Six (one Post each in the 5 ULB of Delhi one in NYKS State Director Office at Alipur Delhi to assist State Director, NYKS, Delhi ).**

**Roles and Responsibilities** (Being of the key functionaries under the project, the project officer will have the following roles and responsibilities for the success of the project):-

- Planning, management & implementation of the project in the ULB.
- Selection, mapping & Survey of 240 locations in the ULB for Swachh Bharat Campaign.
- Selection & Training of 50 enthusiastic, reasonable, experienced in speaking, motivated and educated local youth with leadership skills in the ULB . Training & orientation of Spearhead Youth Team in a ULB on the thrust areas to undertake Awareness and motivational campaign. The training will also include subjects on project objectives, activities, strategies, approach, key messages & their roles and responsibilities etc.
- Planning, management and implementation of Swachh Bharat Campaign through fabricated Chariot (Rath) in selected location of the ULB.
- Assisting DYC to invite VIPs, eminent personalities, stakeholders, partners and youth from all walks of life in the launching function of the Swachh Bharat Campaign.
- During the programme, the support of all Stakeholders to be requested and plan of implementation to be shared by the PO.
- Making arrangements of four chariots with Banners and posters highlighting the messages of Swachh Bharat Mission as well as public address system for addressing the public on key issues, audio, videos to exhibit documentaries and IEC material for distribution during the awareness campaign.
- Allocating equal no. of trained spearhead youth team as resource team as part of Chariot for conduct of activities.
- Before undertaking the campaign, the city mohallas, religious places, tourist centres, hospitals, educational institutions, office locations, bazaars & public laces to be mapped and divided into 240 venues for the conduct of activities.

- The venues need to be selected in a manner that the spearhead team can organize the programme, chariot can be parked and where maximum number of citizens can attend and participate.
- The planning of visit of Chariots to cover 240 locations for awareness & behavior change communication and demonstration activities. Maintaining & collating data of mapping & survey of 240 locations of designated ULB mentioned above.
- Acting as resource person in the training of spearhead team wherever required.
- Thoroughly understanding the concept, objectives, strategy & programmes & activities of the project.
- Assisting to designated officer in the organization of National level workshop, inviting VIPs, eminent personalities, Stakeholders, partners, youth in the launching of Swachh Bharat Campaign in Delhi.
- Tracking record & maintaining data base of movement of Chariots in designated ULB & reporting in weekly basis in compiled form
- Tracking record & maintaining the programme & activities being organised under the project in designated ULB and reporting in weekly basis in compiled form.
- Recording day to day problem and queries of the district functionaries and providing solutions in consultation with designated NYKS officer
- Preparing reporting format and collecting data on programme and activities being undertaken in designated ULBs
- Collating the data on programmes & activities being undertaken in designated ULB and reporting the compiled data in weekly basis.
- Maintaining records of all programmes and venues in designated ULB.
- Overseeing the planning & arrangements of programmes & activities in designated ULB and keeping record for presentation.
- Preparing & reporting the progress of the project activities on monthly basis to MoUD & MoYAS.
- Assisting in organization of review & planning meeting on regular basis.
- Compilation of all electronic data received from districts (venue wise) and its reporting on regular basis (weekly)
- Preparing presentation (Power point) for MoUD & MoYAS on achievements & progress of the project.
- Preparing physical & financial progress report of the project in monthly basis.
- Any other important issues pertaining to the successful organization of the project.

**Type of Engagement:-** (Fixed Term duration i.e. 2 months only) under the project on consolidated Monthly remuneration.

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

**Experience, Knowledge & Skills-**

- Minimum 3 yrs working experience on awareness generation programmes on cleanliness & sanitation, Swachh Bharat Mission, motivating people for construction of toilets in their homes & behavior change communication.
- Good Working knowledge of MS office & internet.
- Strong management, liaison, documentation & communication skills.

**Age:-** 25-35 yrs (As on 01.01.2017)

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

**Honorarium-** Consolidated honorarium of Rs. 40,000/- per month

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

**Reporting -** Five Project Officer will report to concerned District Youth Coordinators and one Project Officer will report to State Director, NYKS, Alipur, Delhi.

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

Completed applications of eligible candidates must reach to the State Director, Nehru Yuva Kendra Sangathan Complex, GT Karnal Road, Besides Swami Shradhanand College, Alipur (Delhi), Pin Code:110036, New Delhi and at email [nyksalipur@yahoo.co.in](mailto:nyksalipur@yahoo.co.in) , [alipurzd@gmail.com](mailto:alipurzd@gmail.com) by **7th August, 2017**.

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## Nehru Yuva Kendra Sangathan

### Youth Led Swachh Delhi NCR Project

#### Terms of Reference (TOR)

##### Project Assistant

The project aims to mobilize youth and undertake awareness generation activities to bring behavioral change regarding healthy sanitation and waste management practices by establishing a cadre of trained & motivated local youth to lead IEC & BCC activities under Swachh Bharat Mission in 5 ULB of Delhi and one each of Faridabad, Ghaziabad, Gautam Budh Nagar (Noida) and Gurgaon ULBs of NCR.

**Project Assistant- (Three post of Project Assistant: One for Accounts, one for Programme implementation and one for Monitoring and Evaluation) under the project.**

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

- Assist the designated officer, Project Officer & MEO with the component of Project drafting, Project documents.
- Facilitating routine work of project implementation in coordination with 9 ULBs of Delhi NCR under the project of Youth Mobilisation for Swachh Bharat.
- Assisting in delivery of Project inputs and ensuring participation of national counterparts in training activities and other project activities.
- Collect, register and maintain all relevant information on project activities, contributing to the preparation of progress reports by providing information, preparing tables, compilation of weekly, fortnightly & monthly data for report submission.
- Assist in ensuring relevant project monitoring and follow up, preparation for review meetings, preparing status of programme implementation and progress reports.
- Assist in program procurements and ensure procurement is in accordance with NYKS procurement procedures.
- Assist in preparing documents necessary for programme & project implementation including power point presentation, Spreadsheet, day to day financial recording & upkeep of important files & registers, maintaining accounts, returns, balance sheet etc of the project.
- Provide logistic support to programme activities (Monitoring visits, trainings, conferences and workshop etc. including travel arrangements accommodation, collecting support documents & venues for programme organization.
- Collecting Utilization Certificate and its compilation.
- Maintain contact details of NYKS Nodal Officer for Hqtrs & concerned DYCs, Project Officers, MoUD officers, MoYAS etc.

- Contribute to the creation and sharing of knowledge by synthesizing and documenting findings and lessons learnt success stories and best practices, strategies and approach of SBM and drafting relevant material for dissemination.
- 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.
- Provide logistic support of the project for the organization of meetings, special meetings/conferences, Seminars and Workshops, Follow up on participation, on site facilitation tasks and related follow up actions, coordinate with other colleagues in the section to facilitate efficient workflow, participate in relevant meetings and undertake follow up measures.
- Within 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 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:-** (Fixed Term duration i.e. 2 months only) under the project on consolidated Monthly remuneration..

**Location:** Delhi

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

**Experience, Knowledge & Skills-**

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

**Age:-** 25-35 yrs (As on 01.01.2017)

**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:-** Project Assistant will report to State Director, NYKS, Alipur, Delhi.

**Selection Procedure:-** Eligible Candidates (after screening the applications) will be called for Personal Interview.

Completed applications of eligible candidates must reach to the State Director, Nehru Yuva Kendra Sangathan Complex, GT Karnal Road, Besides Swami Shradhanand College, Alipur (Delhi), Pin Code:110036, New Delhi and at email [nyksalipur@yahoo.co.in](mailto:nyksalipur@yahoo.co.in) , [alipurzd@gmail.com](mailto:alipurzd@gmail.com) by **7th August, 2017** .

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**NEHRU YUVA KENDRA SANGATHAN**  
**APPLICATION FORM**  
**Specialist (Communication & Social Media)**  
**Under Youth Led Swachh Delhi NCR Project**  
**Supported by Ministry of Urban Development, GoI**

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 1 <sup>st</sup> Jan, 2017		
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

<b>3. LANGUAGES KNOWN - Tick as appropriate</b>				
<b>Languages</b>	<b>Understand</b>	<b>Speak</b>	<b>Read</b>	<b>Write</b>
English				
Hindi				
Others (            )				
Others (            )				

<b>4. WORK EXPERIENCE</b>				
<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>

<b>5. REFERENCES</b>				
<b>S. No</b>	<b>Name</b>	<b>Position Held</b>	<b>Organization</b>	<b>Contact Information</b>



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**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<br>Yes/ No |         |
| 5. Copy of AADHAR Card  | Yes/ No |
| 6. Copy of Work experience certificate, if any                              | Yes/ No |
| 7. Copy of certificate of SC/ST/OBC, if applicable<br>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  
Social Media Specialist  
Under Youth Led Swachh Delhi NCR Project  
Supported by Ministry of Urban Development, GoI**

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 1 <sup>st</sup> Jan, 2017		
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

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

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**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 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**  
**Monitoring and Evaluation Officer**  
**Under Youth Led Swachh Delhi NCR Project**  
**Supported by Ministry of Urban Development, GoI**

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 1 <sup>st</sup> Jan, 2017		
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

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

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**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 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 Officer**  
**Under Youth Led Swachh Delhi NCR Project**  
**Supported by Ministry of Urban Development, GoI**

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 1 <sup>st</sup> Jan, 2017		
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

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

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**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<br>Yes/ No |         |
| 5. Copy of AADHAR Card  | Yes/ No |
| 6. Copy of Work experience certificate, if any                              | Yes/ No |
| 7. Copy of certificate of SC/ST/OBC, if applicable<br>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 Youth Led Swachh Delhi NCR Project**  
**Supported by Ministry of Urban Development, GoI**

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 1 <sup>st</sup> Jan, 2017		
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

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

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**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<br>Yes/ No |         |
| 5. Copy of AADHAR Card  | Yes/ No |
| 6. Copy of Work experience certificate, if any                              | Yes/ No |
| 7. Copy of certificate of SC/ST/OBC, if applicable<br>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:

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(Signature)

Complete Name:

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