

नेहरू युवा केन्द्र, फरीदाबाद

(युवा कार्यक्रम एवं खेल मंत्रालय, भारत सरकार के अधीन स्वायत्तशासी संस्था)

स्वच्छ भारत मिशन (शहरी) परियोजना हेतु युवाओं को संगठित करना

शहरी विकास मंत्रालय, भारत सरकार द्वारा समर्थित स्वच्छ भारत मिशन (शहरी) परियोजना के तहत युवाओं को संगठित करने हेतु परियोजना अधिकारी के पद हेतु पात्र उम्मीदवारों के आवेदन निर्धारित प्रपत्र पर आमंत्रित किये जाते हैं। अधिक जानकारी एवं आवेदन प्रपत्र के लिए कृपया एन.वाई.के.एस. की वेबसाइट www.nyks.org पर जाएं। पात्र उम्मीदवारों के पूर्ण आवेदन दिनांक 07 अगस्त, 2017 को सायं 5:00 बजे तक नेहरू युवा केन्द्र, फरीदाबाद, डी-2/107 निकट राजस्थान भवन, सेक्टर 10 फरीदाबाद - 121006 को और ईमेल द्वारा nykfaridabad123@gmail.com पर प्राप्त हो जाये।

मो. 9312250709
फोन नं. 0129-2221842

जिला युवा समन्वयक
नेहरू युवा केन्द्र, फरीदाबाद

कर्मचारी राज्य बीमा निगम

Nehru Yuva Kendra Sangathan
Youth Led Swachh Delhi NCR Project

Terms of Reference (TOR)

Project Officer (one Position)

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 Officer - One (Faridabad).

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 for
- 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 -Project Officer will report to concerned District Youth Coordinator.

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

Completed applications of eligible candidates must reach to the District Youth Coordinator, Nehru Yuva Kendra , D-2/107, Near Rajasthan Bhawan, Sector-10, Faridabad-121006 and at email nykfaridabad123@gmail.com by 7th Aug, 2017 .

NEHRU YUVA KENDRA SANGATHAN
APPLICATION FORM
Project Officer - ULB
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 st 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:

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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 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:
