

August 10, 2017, Thursday

**नेहरू युवा केन्द्र संगठन**

युवा कार्यक्रम और खेल मंत्रालय, भारत सरकार

**गंगा संरक्षण परियोजना में  
युवा सहभागिता**

राष्ट्रीय स्वच्छ गंगा मिशन, जल संसाधन, नदी विकास और गंगा संरक्षण मंत्रालय, भारत सरकार की सहायता प्राप्त गंगा संरक्षण में युवा सहभागिता नाम्ना परियोजना के अन्तर्गत नेहरू युवा केन्द्र संगठन (एनवाईकेएस) मुख्यालय, दिल्ली में एक राष्ट्रीय परियोजना अधिकारी, एक परियोजना सहायक तथा एक डाटा एन्ट्री ऑपरेटर के पद हेतु ग्राह्य प्रत्याशियों से निर्धारित प्रारूप (फॉर्मेट) में आवेदन आमंत्रित किए जाते हैं। और अधिक विस्तृत विवरण तथा आवेदन प्रपत्र के लिए कृपया नेहरू युवा केन्द्र संगठन (एनवाईकेएस) की वेबसाइट [www.nyks.org](http://www.nyks.org) पर विजिट करें। ग्राह्य प्रत्याशियों के परिपूरित आवेदन सहायक निदेशक (विशेष परियोजनाएं), नेहरू युवा केन्द्र संगठन (एनवाईकेएस), कोर-IV, दूसरी मंजिल, स्क्वेप मीनार, लक्ष्मी नगर डिस्ट्रिक्ट सेन्टर, विकास मार्ग, दिल्ली, पिनकोड: 110092 के पास तथा ईमेल [project.nyks@gmail.com](mailto:project.nyks@gmail.com), [arjun03\\_2000@yahoo.com](mailto:arjun03_2000@yahoo.com) पर प्रस्तुत विज्ञापन के प्रकाशन की तिथि से 21 दिन के भीतर अवश्य पहुंच जाने चाहिए।

डीएवीपी 47102/11/0010/1718

10<sup>th</sup> Aug 2017, Thursday



## NEHRU YUVA KENDRA SANGATHAN

Ministry of Youth Affairs and Sports, Govt of India

### Youth Partnership in Ganga Rejuvenation Project

Applications are invited from eligible candidates in prescribed format for the post of One National Project Officer, One Project Assistant and One Data Entry Operator at NYKS Hqtrs, Delhi 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](http://www.nyks.org). Completed applications of eligible candidates must reach to the Assistant Director (Special Projects), Nehru Yuva Kendra Sangathan, Core -IV, 2nd Floor, Scope Minar, Laxmi Nagar District Centre, Vikas Marg, Delhi, Pin Code:110092 and at email [project.nyks@gmail.com](mailto:project.nyks@gmail.com), [arjun03\\_2000@yahoo.com](mailto:arjun03_2000@yahoo.com), within 21 days from the date of publication of this advertisement.

davp 47102/11/0010/1718

## **Nehru Yuva Kendra Sangathan**

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

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

#### **National Project Officer at Hqtrs**

Applications are invited from eligible candidates for the position of National Project Officer at Nehru Yuva Kendra Sangathan, Hqtrs 2nd Floor, Core-IV, Scope Minar, District Centre Laxminagar, Delhi 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.

**National Project Officer at Hqtrs- (one position) at NYKS Hqtrs, New Delhi under the project.**

**Roles and Responsibilities** Being one of the key functionaries in the project at Hqtrs the National 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 the implementation processes of the project in 29 districts of four states of Uttarakhand, Uttar Pradesh, Bihar and West Bengal.
- Maintaining & collating data from 2336 villages of 1203 Gram Panchayats in 29 districts of four states of Uttarakhand, Uttar Pradesh, Bihar and West Bengal.
- 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 State and 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 under the project.
- Maintaining records of all programmes and activities
- Overseeing the planning & arrangements of programmes & activities & keeping records for presentation.
- Whenever required, liaise with State Director, NYKS, Uttarakhand, Uttar Pradesh, Bihar, West Bengal and others 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) on achievements 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 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, Environment, Forests and related field from recognized university

**Experience, Knowledge & Skills-**

- **Minimum 6 yrs working experience** in youth mobilizations 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:-** 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 & duration of engagement:-** The National Project Officer will report to concerned Officer, NYKS Hqtrs (Spl. Projects). 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 candidate must reach Assistant Director (Spl. Project), Nehru Yuva Kendra Sangathan, 2<sup>nd</sup> Floor, Core -IV, Scope Minar, Laxminagar, Delhi-110092 at email, [project.nyks@gmail.com](mailto:project.nyks@gmail.com) [arjun03\\_2000@yahoo.com](mailto:arjun03_2000@yahoo.com) by within 21 days from the date of publication of the advertisement.

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## **Nehru Yuva Kendra Sangathan**

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

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

#### **Project Assistant at Hqtrs**

Applications are invited from eligible candidates for the position of Project Assistant at Nehru Yuva Kendra Sangathan, Hqtrs 2nd Floor, Core-IV, Scope Minar, District Centre Laxminagar, Delhi 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 Hqtrs, New Delhi under the project.**

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

- Assist the Concerned Officer of NYKS Hqtrs, National Project Officer with drafting, documentation, Reports and returns.
- Facilitating routine work of project implementation in coordination with 29 districts of four states of Uttarakhand, Uttar Pradesh, Bihar and West Bengal.
- 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.
- Responsible for 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:-** 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-**

- **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 and internet
- Good writing and understanding of English & Hindi

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

**Honorarium-** Consolidated honorarium of Rs. 20,000/- 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 Hqtrs (Spl. Projects). 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 candidate must reach Assistant Director (Spl. Project), Nehru Yuva Kendra Sangathan, 2<sup>nd</sup> Floor, Core -IV, Scope Minar,

Laxminagar, Delhi-110092 at email, [project.nyks@gmail.com](mailto:project.nyks@gmail.com),  
[arjun03\\_2000@yahoo.com](mailto:arjun03_2000@yahoo.com) within 21 days from the date of publication of the  
advertisement.

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## **Nehru Yuva Kendra Sangathan**

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

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

#### **Data Entry Operator at Hqtrs**

Applications are invited from eligible candidates for the position Data Entry Operator at Nehru Yuva Kendra Sangathan, Hqtrs 2nd Floor, Core-IV, Scope Minar, District Centre Laxminagar, Delhi 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.

**Data Entry Operator- (One post) at NYKS Hqtrs, New Delhi under the project.**

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

- Undertaking all the Data Entry work of the project at National level including documentation of reports and returns.
- Facilitating routine work of project implementation.
- Assist in preparing documents necessary for programme & project implementation including power point presentation, Spreadsheet, day to day financial recording & upkeep of important files & registers.
- Assist in collecting Utilisation Certificate and physical reports.
- Assist in maintaining and regular updating books of Accounts, release of funds and facilitate Audit.
- Assist and manage of maintain files & all documents scientifically & systematically.
- Compose type and send routine communications, including email. 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. Typing speed should be between 40-50 wpm in English and 20 wpm in Hindi.

**Experience, Knowledge & Skills-**

- **Minimum one year working experience** in comparable position.
- Organisational abilities.
- Proven typing and drafting abilities in English & Hindi
- 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 Data Entry Operator will report to concerned Officer, NYKS Hqtrs (Spl. Projects). Deployment will be tentatively from September 2017.

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

Completed applications of eligible candidate must reach Assistant Director (Spl. Project), Nehru Yuva Kendra Sangathan, 2<sup>nd</sup> Floor, Core -IV, Scope Minar, Laxminagar, Delhi-110092 at email, [project.nyks@gmail.com](mailto:project.nyks@gmail.com) [arjun03\\_2000@yahoo.com](mailto:arjun03_2000@yahoo.com) within 21 days from the date of publication of the advertisement.

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**NEHRU YUVA KENDRA SANGATHAN**

**APPLICATION FORM**

**National 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**

<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

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 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-Hqrs

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**

<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>



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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 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

Data Entry Operator-Hqrs

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

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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 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:

\_\_\_\_\_