

## Nehru Yuva Kendra Sangathan

Nehru Yuva Kendra Sangathan (NYKS) is an autonomous body of the Ministry of Youth Affairs & Sports, Government of India. It mobilizes youth through Youth Clubs and involves them in nation building activities and inculcate in them such values and skills that they become productive, responsible citizens of a modern, secular, democratic & technological India. Presently NYKS has 623 district offices called Nehru Yuva Kendra and 29 Zonal Offices, in India. A Nehru Yuva Kendra is headed by a district level officer called District Youth Coordinator. A District Youth Coordinator is assisted by an Accounts Clerk cum Typist (ACT).

NYKS is proposing to fill up the vacancies for persons with disabilities (minimum 40% disability) in the posts of District Youth Coordinators and Accounts Clerk cum Typists as indicated below.

Post	Total
District Youth Coordinator	09
Accounts Clerk cum Typist	06

Out of the nine posts of District Youth Coordinators, three posts are reserved for Orthopedically Handicapped and three posts are reserved for Hearing Impairment. And the remaining three posts are reserved for the Visually Handicapped. Similarly out of the six posts of Accounts Clerk cum Typists, two posts are reserved for Orthopedically Handicapped; two posts are reserved for Hearing Impairment, and the remaining two posts are reserved for the Visually Handicapped. Physical requirements and functional classifications for these categories are as under:

S.No	Name of the Post	Categories for which identified	Functional classification	Physical requirements
1	District Youth Coordinator	Visually Handicapped	LV	S.ST.W.SE.RW.H. C
		Hearing Handicapped	HH	S.ST.W.SE.RW.H. C
		Orthopedically Handicapped	OL.BL. OA.	S.ST.W.SE.RW.H. C
2	Accounts Clerk cum Typist	Visually Handicapped	LV. MW	S.W.MF.SE.RW.H.C
		Hearing Handicapped	HH	S.W.MF.SE.RW.H.C
		Orthopedically Handicapped	OL.BL.	S.W.MF.SE.RW.H.C

OL=One Leg; BL=Both Legs; OA=One Arm; HH=Hearing Handicapped; LV=Low Vision; MW=Muscular Weakness

S=Sitting; ST=Standing; W=Walking; SE=Seeing; RW=Reading & Writing; H=Hearing/speaking; C=Communication; MF=Manipulation by finger

## **SERVICE CONDITIONS**

1. Place of posting on selection of the candidate will be at the District Headquarters, anywhere in India.
2. The candidate should learn the regional/ local language of the place of their posting at the earliest reasonable time.
3. The appointment being in an autonomous body, regularization on the post is not assured.
4. There shall be no pension scheme, as in any other Government organization.

Candidates agreeable to these conditions only need to apply.

## **DUTIES AND RESPONSIBILITIES OF DISTRICT YOUTH COORDINATOR:**

Maintaining close liaison with District Administration, developmental departments, NGOs, promotion of self-reliant Youth Clubs, determining training needs of Youth Club functionaries and organizing training programmes ; assessment of needs and problems of various sections of youth in the district; preparation of Annual Action Plan of programmes and activities; proper implementation of programmes as per Annual Action Plan; monitoring and evaluation of programmes and activities; assisting Youth Clubs/ NGOs in the formulation of project proposals under Schemes of Financial Assistance of Central Government Departments/ Agencies; preparation of village, block and district profiles; preparation, documentation and circulation of supportive and publicity material; maintenance of records and reports; conducting periodic meetings of District Advisory Committee for Youth Programmes, National Youth Corps and Youth Club members; Proper maintenance of NYK office including personnel administration; general administration, financial management, legal and vigilance management, coordination with publicity media for image building of NYK Sangathan.

## **DUTIES AND RESPONSIBILITIES OF ACCOUNTS CLERK CUM TYPIST:**

ACT is the ministerial support to the District Youth Coordinator. Responsible to maintain accounts and relevant registers and to attend to such other administrative work assigned by the District Youth Coordinator from time to time. He is responsible to maintain cash book, bank book, stock registers, ledgers etc. and other accounts books. He/ She is also supposed to assist the District Youth Coordinator in organizing programmes and activities of the Kendra.

## **ELIGIBILITY**

### **A. For District Youth Coordinator:**

#### Essential:

Post Graduate Degree in any discipline from a recognized university or equivalent

#### Desirable:

Three years' experience in Youth Activities / Rural Development/ other social sectors including voluntary work in a reputed organization

#### Age limit:

38 Years. (Relaxable by 5 years for SC/ST and 3 years for OBC candidates). Cutoff date for age limit will be as on 1<sup>st</sup> of January 2015.

### **B. For Accounts Clerk cum Typist:**

#### Essential:

- 1) B.Com of a recognized university Or
- 2) Degree of a recognized University or equivalent with 2 year experience in Accounts work
- 3) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi.
- 4) Knowledge of Computer application

#### Desirable:

1. Experience of two years as National Service Volunteer (NSV)/ Rashtriya Sadbhavana Yojana (RSY) Volunteer or National Youth Corps (NYC) Volunteer
2. PG Degree of Rajiv Gandhi National Institute of Youth Development (RGNIYD) in various courses will be an added advantage

#### Age limit:

38 Years. (Relaxable by 5 years for SC/ST and 3 years for OBC candidates). Crucial date for determining the age limit shall be the closing date for receipt of application (Other than those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak division of J&K State, Lahul-Spiti district and Panji subdivision Chamba district of Himachal Pradesh, A&N Islands and Lakshadweep)

**EMOLUMENTS:**

1	District Youth Coordinator	Selected candidates will be placed in the pay band of PB-3, 15600-39100 GP-Rs.5400 at the Basic Pay of Rs.21000/-. On successful selection, the candidates will be posted on probation for 2 years.
2	Accounts Clerk cum Typist	Selected candidates will be placed in the pay band of PB-1, 5200-20200 GP-Rs.2400 at the Basic Pay of Rs.7600/-. On successful selection, the candidates will be posted on probation for 2 years.

**RESERVATIONS:**

Reservations for SC/ST/OBC (Non Creamy Layer) categories as per Government Directives are applicable.

- The OBC candidates who belong to “CREAMY LAYER” are not entitled for OBC concession and such candidates have to indicate their category as “General”. The OBC (Non Creamy Layer) candidates are required to submit requisite certificate (latest) in the prescribed format of Government of India issued by Competent Authority at the time of Interview, if called for the same. The name of the Caste and Community indicated in the OBC (NCL) Certificate must appear in the Central List of Other Backward Classes.
- Further, OBC (NCL) candidates will have to give a self undertaking indicating that they belong to OBC (Non Creamy Layer) category at the time of Interview, if called for the same.

**HOW TO APPLY**

At present, the eligible candidates may apply in the prescribed format (given below) to the Director General, Nehru Yuva Kendra Sangathan, Core-4, 2<sup>nd</sup> Floor, Scope Minar, Laksmi Nagar District Centre, Lakshminagar, Delhi – 110092. The shortlisted candidates will be later guided to apply again online of which the procedures and further details like payment of fees, online examination, method of selection etc will be informed separately.

**CLOSING DATE FOR RECEIPT OF APPLICATION**

The applications, in the prescribed format should be sent in such a way that it reaches the Director General, Nehru Yuva Kendra Sangathan on or before 20<sup>th</sup> of October, 2015

**NEHRU YUVA KENDRA SANGATHAN**

APPLICATION FOR RECRUITMENT OF DISTRICT YOUTH COORDINATOR/ ACCOUNTS CLERK CUM  
TYPIST FROM PERSONS WITH DISABILITIES

Affix latest  
passport size  
photograph

Name of the Post Applied for: -----

1	Name in full (in Block letters)	
2	Father's/ Husband's Name	
3	Present Address (PIN Code is compulsory)	House No./ Name
		Street/ Locality
		Village
		City/ Town
		District
		State
		PIN Code
	Email Address:	
	Mobile phone number:	
4	Date of Birth (In figures and words as recorded in SSC/HSC certificate (Attach attested copy of relevant certificate)	
5	Age as on crucial date	Years ----- Months ----- Days -----
6	Whether SC/ST/ OBC (Mention caste and attach attested copy of certificate issued by competent authority in the prescribed format)	
7.	Category of Physical Handicap with sub category  (attach attested copy of certificate issued by the competent authority/ Medical Board)	

8.	Nationality						
9.	Educational Qualification:						
	Sl No	Examination passed	Name of the examination	Year of passing	Marks obtained	Percentage	Name of the Board/ University
	i	SSC					
	ii	10+2 or 12 <sup>th</sup> Class					
	iii	Graduation					
	iv	Post Graduation					
10.	Experience:						
	Sl No	Employer	Designation	Nature of work	From	To	Reason for leaving
11.	Typing Speed (in case for Accounts Clerk cum Typist)		Hindi ----- English -----				
12.	Any other relevant Information						

a) "I ----- hereby declare that all the information given above are true to the best of my knowledge and belief. I understand that if any information is found to be false at a later stage, I am liable to be punished and my appointment will be terminated".

b) "I ----- being physically handicapped understand that my selection is liable to be cancelled if it is found later, on medical examination by the competent authority that I do not come under the category of physically handicapped as defined in the relevant order".

Place:

Date:

(Signature of the Candidate)

Note:

1. Application and the envelope should be clearly superscribed indicating the post for which applied.
2. Application should be sent by registered post or speed post only. Applications sent by any other means or by hand will not be accepted.