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NEWSPAPER ADVERTISEMENT



**GOVERNMENT OF INDIA
MINISTRY OF YOUTH AFFAIRS AND SPORTS**

VACANCY CIRCULAR

Filling up of the post of Executive Director in Nehru Yuva Kendra Sangathan (NYKS) an autonomous body under the administrative control of Ministry of Youth Affairs and Sports.

Ministry of Youth Affairs & Sports invites applications for appointment to one post of Executive Director in Nehru Yuva Kendra Sangathan (NYKS) in the Pay Band PB-4 ₹ 37400-67000/- + GP ₹ 8700/- (level 13 of pay matrix as per 7th CPC) on Deputation basis from among the officers under the Central/State Govt./Autonomous bodies/Universities holding analogous posts on regular basis or with 5 years regular service in the pay band of PB-3 ₹ 15600-39100 GP - 7600 (Level 12 of pay matrix as per 7th CPC) or with 10 years regular service in the pay band of PB-3 ₹ 15600-39100 + GP-6600 (Level 11 of pay matrix as per 7th CPC).

Last date for receipt of application is 30 days from publication of this vacancy Circular in the Employment News.

For details please see Nehru Yuva Kendra Sangathan's website <http://www.nyks.org/> as well as Ministry of Youth Affairs and Sports' website <http://www.yas.nic.in/>

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Harish
14.6.2019

Services-II Branch
Diary No. 80850
Date 24/06/19

A-35021/2/2019-NYKS
Government of India
Ministry of Youth Affairs & Sports
Department of Youth Affairs

New Delhi the 14th June, 2019

VACANCY CIRCULAR

Subject: Filling up of the post of Executive Director (ED) in NYKS, Delhi in the Pay band PB-4, Rs. 37400 – 67000/- + GP Rs. 8700/- (Level 13 of pay matrix as per 7th CPC) on deputation basis – reg.

It is proposed to fill up one post of Executive Director in Nehru Yuva Kendra Sangathan, Delhi in the Pay band PB-4, Rs. 37400 – 67000/- + GP Rs. 8700/- (Level 13 of pay matrix as per 7th CPC) on deputation basis. The eligibility criterion, maximum age limit etc. are given in **Annexure –I.**

2. Nehru Yuva Kendra Sangathan (NYKS) is an autonomous body under the administrative control of the Ministry of Youth Affairs and Sports. It is the largest youth based organization in the country, having 623 Kendras, 29 State offices and over 1.15 lakh village based Youth Clubs with enrolment of about 2.8 million volunteers. It is the largest grass-root level organization; one of the kind in the world. The aim is to form village level voluntary action groups of youth at the grassroots level and harness this huge potential for nation building activities. The administration and management of the NYKS vests with a Board of Governors under the chairpersonship of the Union Minister for Youth Affairs and Sports.
3. Applications of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data in the proforma at **Annexure-II**; (ii) clear photocopies of the up-to-date CR dossiers of the officer for the last five years, duly attested by a Group 'A' officer (iii) cadre clearance; (iv) clearance from vigilance and disciplinary angle; and (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years. The job requirement / description of duties and other relevant details are given at **Annexure III.**

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4. All the Ministries/Departments of the Government of India and the State Governments/UTs are requested to forward the applications of willing and eligible officers in the prescribed proforma to the Under Secretary (NYKS), Ministry of Youth Affairs & Sports, Room No. 518, C Wing, Shastri Bhawan, New Delhi – 110001, so as to reach this office within 30 days of publication of the advertisement in the Newspaper/ Employment news.

5. The applications of only those officers may be forwarded who, in the event of their selection, would be available to immediately join the duties of the post, and whom the concerned authorities would be in a position to relieve immediately. Applications received after the prescribed date or not accompanied with the required certificates/documents will not be entertained.

Manish
14.6.2019

(Manish Kishan)

Under Secretary to the Government of India

Telephone. 23386312/23073206

Email: m.kishan@nic.in

To,

- i) Secretaries of the Ministries/Departments of Government of India
- ✓ ii) Chief Secretaries of States/ UTs
- iii) The Resident Commissioners of all States/UTs
- iv) All Cadre Controlling Authorities

Copy to:

1. Technical Director, NIC for uploading the circular on this Ministry's website, immediately.
2. DG (NYKS), Jeevan Deep Building, New Delhi for uploading the circular on NYKS website immediately

Annexure I

Eligibility Criterion for the post of Executive Director (ED) in NYKS

- I. Name of Post (s) :** Executive Director
- II. Scale of Pay:** Pay band PB-4, Rs. 37400 – 67000/- + GP Rs. 8700/-(Level 13 of pay matrix as per 7th CPC)
- III. Eligibility:** Officers under the Central/State Govt./Autonomous bodies/Universities holding analogous posts on regular basis **OR** with 5 years regular service in the pay band of PB-3 Rs. 15600-39100 GP-7600(Level 12 of pay matrix as per 7th CPC) **OR** with 10 years regular service in the pay band of PB-3 Rs. 15600-39100 GP-6600(Level 11 of pay matrix as per 7th CPC).
- IV. Desirable:** (i) Masters degree in Sociology/Anthropology/Social Work, Post Graduate Diploma in Social Development Youth Work/Rural Development or equivalent. (ii) 5 years experience in rural development or social work or voluntary work or allied areas in Govt./Semi Govt./Recognized Institution.
- V. Period of deputation:** The period of deputation would be for 3 years, which is extendable under rules.

Note:- The NYKS is not an entitled office for Govt. accommodation under the General Pool of Govt. accommodation.

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Annexure II

Proforma for submitting application for the post of Executive Director (ED) in NYKS

1. Name and address (in block letters):
and the service to which belong –
2. Date of Birth:
3. Date of retirement under Central Govt. Rules
4. Educational qualifications:
5. Experience possessed in: -

Field of experience	Nature of duties	Period of Experience	Organisation in which the relevant experience was gained
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- a) Administrative
- b) Vigilance
- c) Establishment
- d) Financial matters
- e) Youth and Social Work

6. Please indicate the following particulars of the present post held

- a) Present post held with date
- b) Whether regular / Adhoc
- c) Scale of pay
- d) Present basic pay

7. Position held

S.No.	Name of office/organisation where employed	Post held	From	To	Pay scale
(1)	(2)	(3)	(4)	(5)	(6)

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8. Additional information, if any, which you would like to mention in support of your application for the post

(Signature of the candidate)

Telephone/Mobile Number

Address -

Date -

To be filled by the forwarding authority

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that no disciplinary proceedings are either pending or contemplated against the officer.
3. List of punishment awarded, if any, during the last 10 years attached.
4. Integrity certificate is attached.
5. CR Dossier attached or Photocopies of up-to-date CR dossiers of the officer for the last five years, duly attested, attached.
6. Certificate to the effect in the event of selection, he will be relieved of his duties immediately.

Signature

Name & designation of the forwarding officer with seal and Telephone No.

Yauish
10.6.2013

Duties and Responsibilities:

- To supervise all administrative matters, sanctioned disbursement as per the delegated powers;
- To evaluate performances of Deputy Directors/Assistant Directors and State Directors/Joint Director;
- To process report on confidential notes of State Directors promotions and other personnel matters;
- To initiate disciplinary action and recommend appropriate action on the recommendation of Director Vigilance;
- To recommend transfer of employees in the level of AD upwards;
- To grant all kind of leave to staff of Headquarters and State Directors;
- To supervise the maintenance of service book and personnel records;
- Formulate, evaluate forwarding of project proposals of financial assistance of funding agencies to supervise programmes and schemes with various Govt. and semi Govt. bodies;
- To liaise with agencies/Govt. to pursue the objectives of Nehru Yuva Kendra Sangathan;
- To monitor resource mobilization;
- To supervise functioning of all subordinate officials;
- To exercise all powers as delegated by the Director General, Chairperson/BOG from time to time;
- To supervise coordination and training matters;
- To recommend budgets for publication related matters;
- To conduct studies, monitor and evaluate effectiveness of the programmes of NYKS and recommend improvements to process report from confidential notes and other performance related parameters of employees to attend and communicate on parliamentary questions and VIP references;
- To coordinate with publicity media for image building;
- To supervise implementation of official language policy of Govt. of India;
- To supervise all financial and related matters;
- To operate bank account as one of the signatories to release payment as per the sanctions;
- To supervise maintenance of accounts related records;
- To depute, appoint, supervise internal auditors and auditing of accounts of NYKS;
- To coordinate audit teams of DGACR/CAG;
- To supervise the status of various budgetary requirements;
- To prepare annual budget estimates, revised estimates and submission of accounts.

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