

No. 49/47/2014-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 9th June, 2014.

To

All concerned IAS / HCS Officers.

Subject: Filling up of the post of Director General (DG) in NYKS, Delhi in the Pay band PB - 4, Rs. 37,400-67000/- + GP Rs. 10,000/- on deputation basis - reg.

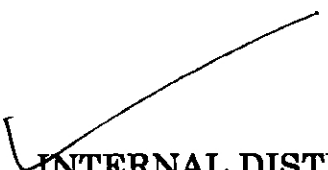
Madam/ Sir,

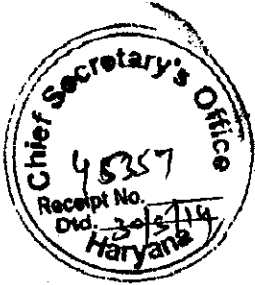
I am directed to refer to the subject cited above and to say that a copy of letter No.1-22/2014-NYKS, dated 2nd May, 2014 received from Government of India, Ministry of Youth Affairs & Sports, Department of Youth Affairs, New Delhi is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(PAWAN SHARMA)

Under Secretary, Administration,


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F.No.1-22/2014-NYKS
Government of India
Ministry of Youth Affairs & Sports
Department of Youth Affairs

New Delhi, the 2nd May, 2014.

B.O.

VACANCY CIRCULAR

PS/CS
29-5-14

Subject: Filling up of the post of Director General (DG) in NYKS, Delhi in the Pay band PB - 4, Rs. 37,400-67000/- + GP Rs. 10,000/- on deputation basis - reg.

S/S

It is proposed to fill up one post of Director General (DG) in the Pay Band PB-4, Rs. 37400 - 67000/- + GP Rs. 10000/- in the Nehru Yuva Kendra Sangathan (NYKS), an autonomous body under the Ministry of Youth Affairs and Sports through the process of Search-cum-Selection Committee. DG, NYKS is the administrative head of the organisation. He assists the Department of Youth Affairs in the policy formulation and implementing programmes/activities of the Department relating to youth matters.

2. Nehru Yuva Kendra Sangathan (NYKS) has 623 Kendras, 28 Zonal offices and over 3.05 lakh village based Youth Clubs with enrolment of about 8 million volunteers. It is the largest grassroot level voluntary organization; one of the kind in the world. It channelizes the power of youth who are in the age group of 15-29 years on the principle of voluntarism, self-help and participation. The administration and management of the NYKS vests with a Board of Governors under the chairmanship of the Union Minister of Youth Affairs and Sports.

3. The person should have leadership qualities and experience and flair of working in the area of youth development, sports and culture.

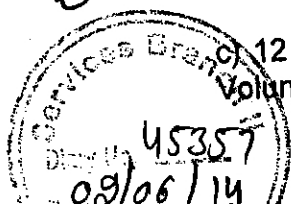
4. Eligibility:

a) Officers under Central Govt./State Govt./ Public Sector Undertakings/Statutory, Semi - Govt. or Autonomous Organisation:

- Holding analogous post on regular basis
- With 3 years of regular service in post with Pay Structure PB-4 Rs. 37,400-67,000 + GP Rs. 8700.

b) Post Graduate Degree from a recognized University .

c) 12 years experience in leadership position in the field of Youth development, Voluntary action, Social & Youth mobilization, awareness campaign.



Rajni Salhotra

(The period of deputation including period of deputation in another ex-cadre post in the same or other organisation shall not exceed three years.)

5. Age Limit: Preferably below 50 years of age

(Relaxable for Govt. servants by 5 years in accordance with the instructions issued by Government of India from time to time.)

Note:- The crucial date for determining the age limit shall be the closing date for receipt of application from the candidates

5. The job descriptions and eligibility criteria are given at Annexure –I
6. Application proforma is given at Annexure –II . The application has to be forwarded through proper channel and accompanied with;
- clear photocopies of the up-to-date CR dossiers of the officer for the last five years, duly attested by a Group 'A' officer (if original ACRs could not be sent);
 - cadre clearance;
 - clearance from vigilance and disciplinary angle; and
 - statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.
7. The applications of only those officers 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 may be forwarded.
8. The applications must reach: to the Under Secretary (NYKS), Ministry of Youth Affairs & Sports, Room No. 15, C Wing, Shastri Bhawan, New Delhi – 110001, Tel. No. 011-23073206, e-mail : rajive.sabharwal@nic.in, Website : www.yas.nic.in latest by 05.06.2014.

Rajive Sabharwal
(Rajive Sabharwal)
Under Secretary
Telephone No. 23073206

To

- Secretaries of the Ministries/Departments of Government of India (By name)
- Chief Secretaries of States/ UTs (By name)
- The Resident Commissioners of all States/UTs (By Name)
- All Cadre Controlling Authorities

Copy to: Technical Director, NIC for uploading the circular on this Ministry's web site immediately.

Annexure I

Job description and Eligibility Criterion for the post of Director General In NYKS

I. Name of Post (s) : Director General

II. Scale of Pay : Pay Band PB-4, Rs. 37,400-67,000+GP Rs. 10,000/-
The post carries allowances and benefits as admissible to this grade in Govt. of India.

III. Duties and responsibilities:

- To supervise and manage all administrative matters and sanctioned disbursement;
- To prescribe duties to all employees of the Sangathan;
- To exercise supervision and disciplinary control over the work and conduct of all employees of the Sangathan;
- To co-ordinate and exercise general supervision over all the activities of the Sangathan;
- To execute all contracts, deeds and other instruments on behalf of the Sangathan, after authorization by the Board of Governors;
- To exercise all administrative and financial powers as have been conferred on him under the Rules of the Sangathan and such of the powers as may be delegated to him from time to time;
- To authorize any other officer of the Sangathan in writing to sign and verify pleading on his behalf;
- To delegate such of his powers as he considers necessary to the officers below him in the Sangathan;
- To issue notices of the meetings of the Sangathan Society and its Board of Governors and keeping or causing to be kept minutes of the proceeding of the Sangathan Society and the Board of Governors;
- To keep or cause to be kept all records of the Sangathan at its office or any other place if so determined by the Board of Governors;
- To exercise financial powers as per the financial byelaws of the organisation;
- To formulate project proposals for financial assistance from funding agencies. To supervise programmes and schemes in collaboration 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 coordinate with publicity media for image building;
- To supervise implementation of official language policy of Govt. of India; and
- To supervise all financial and related matters.

Rajiv Ramesh

Annexure II

Proforma for submitting application for the post of Director General in NYKS

1. Name and address (in block letters):
and the service to which belong
(in case of organized service)

2. Date of Birth:

3. Date of superannuation:
(in case of organized service)

4. Educational qualifications:

5. Experience possessed :

Field of experience	Nature of duties	Period of Experience	Organisation in which the relevant experience was gained
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6. Please indicate the following particulars of the present post held:

- a) Present post held with date
- b) Whether regular / Ad-hoc
- c) Scale of Pay
- d) Present Basic Pay

7. Position held

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

DECLARATION TO BE SIGNED BY THE CANDIDATE

I hereby certify and declare that (i) I am an Indian National (ii) I have read the provisions given in the Advertisement, (iii) All statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the exam/interview or appointment, action can be taken against me by the department and my candidature/appointment shall automatically stand cancelled/terminated, (iv) further declare that I fulfil all the conditions of eligibility regarding age, educational, professional qualifications, etc. prescribed for the post applied for (v) In case my application is not received

by the department within the stipulated date due to postal delay or otherwise, the department will not be responsible for such delay. (vi) I have enclosed the testimonials duly self-attested along with the said application. (vii) All original certificates in respect of qualification/experience/age/ caste will be submitted for verification as and when called for.

Place :

Date

(Signature of the candidate)

CERTIFICATE

(To be filled up by the Head of Organisation/Institute where the applicant is currently employed) (Wherever applicable)

(For candidates serving in Central Govt./State Govt./ Public Sector undertaking/Autonomous bodies)

Name of the Office and address _____

It is certified that the applicant Mr./Ms. _____ is working as _____ in this Institution/Organisation, which is Government/Semi Government/State Government/Govt. recognized/Autonomous Aided since _____ and that entries made by the applicant have been checked and verified from the service records. This Institution/Organisation has no objection to the candidature of the applicant being considered for the post applied for. No disciplinary/vigilance action is pending/contemplated against him/her at the time application. The integrity of the Officer is certified.

Place
Date

Signature :
Name:
Designation:
Seal :

To be filled by the forwarding authority (as applicable)

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 being contemplated against the officer.
3. List of punishment awarded, if any, during the last 10 years is attached.
4. Integrity certificate is attached.
5. CR Dossiers attached or photocopies of up-to-date CR dossiers of the officer for the last five years, duly attested, attached.
6. 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.

Raj. Samund