



F.No. 1-18/2015-NYKS
Government of India
Ministry of Youth Affairs & Sports
Department of Youth Affairs

New Delhi the 17th July, 2015

VACANCY CIRCULAR

B.O.

PS/CS
31-7-15

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/- 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/- 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 Zonal offices and over 2.85 lakhs village based active youth clubs with enrolment of about 8.1 million volunteers. 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. It is proposed NYKS to the remaining 122 districts of the country during the XII Plan period.

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 (if original ACRs could not be sent); (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.

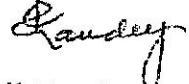
4. All the Ministries/Departments of the Government of India and the State Governments/UTs are requested to forward the applications of willing and eligible officers in the prescribed proforma to the Under Secretary (NYKS), Ministry of Youth Affairs & Sports, Room No. 15, C Wing, Shastri Bhawan, New Delhi - 110001, so as to reach this office latest by 31st

August, 2015.

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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.



(S.K. Pandey)

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

Copy to: Technical Director, NIC for uploading the circular on this Ministry's web site, 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. 37,400-67000/+GP Rs. 8700/-

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 **OR** with 10 years regular service in the pay band of PB-3 Rs. 15600-39100 GP-6600.

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.

VI. Age Limit: The maximum age limit for appointment by deputation shall not exceed 50 years as on the closing date of the receipt of applications.

Note:- The employees of NYKS are not entitled 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 Number with STD code-

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. 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.

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Duties and Responsibilities:

- To supervise all administrative matters, sanctioned disbursement as per the delegated powers;
- To evaluate performances of Deputy Directors/Assistant Directors and Zonal Directors/Joint Director;
- To process report on confidential notes of Zonal 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 Zonal 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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