



No. A-35021/2/2020-NYKS  
Government of India  
Ministry of Youth Affairs & Sports  
Department of Youth Affairs



Shashtri Bhawan, New Delhi  
Dated 11<sup>th</sup> January, 2021

**VACANCY CIRCULAR**

**Subject: Recruitment to the posts of Executive Director (ED) in Nehru Yuva Kendra Sangathan (NYKS), an autonomous organization under the Government of India on deputation basis (Pay Level 13 of pay matrix as per 7<sup>th</sup> CPC) – reg.**

Nehru Yuva Kendra Sangathan (NYKS) is an autonomous body under the administrative control of the Ministry of Youth Affairs and Sports. Nehru Yuva Kendras were established in the year 1972 with the objective of providing rural youth avenues to take part in the process of nation building as well providing opportunities for the development of their personality and skills. NYKS is fully funded from Grant in Aid from Government of India.

2. Applications are invited for filling up of two (2) posts of ED in NYKS on Deputation basis. Applicants must be Officers under the Central/State Govt./Autonomous bodies/Universities: holding analogous posts on regular basis OR with 5 years regular service in the post with pay level 12 in the pay matrix, Rs. 78800-209200 OR with 10 years regular service in the post with pay level 11 in the pay matrix, Rs. 67700-208700.

3. The appointment will be made on deputation basis initially for a period of three years and will be governed by the instructions issued by DOPT vide OM No. 6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time. The maximum age limit for appointment on deputation basis shall not be exceeding 56 years as on closing date of receipt of applications by this department.

4. The post of ED under NYKS is not an entitled office for Govt. accommodation under the General Pool of Govt. accommodation. Medical reimbursement is admissible as per the NYKS Service Rules. This is in lieu of CGHS benefits which are not admissible to the employees of NYKS.

5. Details of the vacant posts are given at **Annexure I**, Proforma for submitting Applications at **Annexure II** and Job Descriptions/ Role & Responsibilities and other relevant details are listed at **Annexure III**. All the Ministries/Departments of the Government of India and the State Governments/UTs are requested to forward applications of willing and eligible officers in the prescribed proforma, duly forwarded so as to reach within 45 days of publication of the advertisement in the Employment news to the following address:

The Under Secretary (NYKS), Ministry of Youth Affairs & Sports, Room No. 518, C Wing, Shastri Bhawan, New Delhi – 110001

Services-II Branch  
Diary No 8587  
Date 29/01/21



6. 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. This recruitment notice has been uploaded on Nehru Yuva Kendra Sangathan's website <https://nyks.nic.in/> as well as Ministry of Youth Affairs and Sports' website <http://www.yas.nic.in/>

**\*\*Note:** Incomplete applications or applicants without the supporting Documents or Advance applications or applications received after the last date will be summarily rejected & no communication will be made/ entertained in this regard.

*Manish*  
(Manish Kishan)

Under Secretary to the Government of India  
Telephone. 23382560/23386312  
Email: [m.kishan@nic.in](mailto: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, MoYAS 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.
- 3. The Director (CS), Department of Personnel & Training, North Block, New Delhi, with request to get this Vacancy Circular placed on DOPT website.

1. **Name of Post:** Executive Director
2. **Number of Vacancies:** 2 (Two)
3. **Mode of Recruitment:** Deputation basis
4. **Pay:** Pay Level 13 of pay matrix as per 7<sup>th</sup> CPC. The fixation of pay/ Deputation(Duty) allowance shall be governed by instruction issued by DOPT from time to time on the subject.
5. **Educational Qualifications, and Experience:**
  - I. **Essential Qualification:** Officers under the Central/State Govt./Autonomous bodies/Universities: 1) holding analogous posts on regular basis OR 2) with 5 years regular service in the post with pay level 12 in the pay matrix, Rs. 78800-209200 OR 3) with 10 years regular service in the post with pay level 11 in the pay matrix, Rs. 67700-208700
  - II. **Desirable:** (a.) Masters degree in Sociology/Anthropology/Social Work, Post Graduate Diploma in Social Development Youth Work/Rural Development or equivalent. (b.) 5 years experience in rural development or social work or voluntary work or allied areas in Govt./Semi Govt./Recognized Institutions.
6. **Period of Deputation:**  
The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the central Govt. shall ordinarily not exceed three years.
7. **Age and Crucial Date for determining Eligibility:**  
The maximum age limit shall be not exceeding 56 years as on the closing date of receipt of application.
8. For one of the posts of ED, it will be desirable if officers have experience of handling financial and accounting work or are from any of the financial and accounting services.

Applications of only such officers will be considered which 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.

**\*\*NOTE:**

**\*\*** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**\*\*** NYKS is not an entitled office for Govt. accommodation under the General Pool of Govt. accommodation.

**\*\*** Medical reimbursement is admissible as per the NYKS Service Rules. This is in lieu of CGHS benefits which are not admissible to the employees of NYKS.



**Proforma for application for post of  
Executive Director in NYKS**

Reference No. A-35021/2/2020-NYKS



1.	Name in Full (IN BLOCK LETTERS)	
2.	Post Applied For	
3.	Date of Birth (DD/MM/YYYY)	
4.	Initial date of appointment in Govt. service	
5.	Date of superannuation (DD/MM/YYYY)	
6.	Service to which you belong	
7.	Status of your present employer (Pl. specify whether central Govt./State Govt./ Autonomous / University/others)	
8.	Office address with Telephone No.	
9.	Residential Address with Telephone No.	
10.	Email Id:	
11.	Whether Educational and other Qualifications required for the post are satisfied.(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
12.	Experience/ Qualifications required as mentioned in the Vacancy Circular:	Experience/ Qualifications possessed by the Officer (to be mentioned by the applicant clearly)
	Officers under the Central/State Govt./Autonomous bodies/ Universities: 1) holding analogous posts on regular basis OR 2) with 5 years regular service in the post with pay level 12 in the pay matrix, Rs.	

	78800-209200 OR 3) with 10 years regular service in the post with pay level 11 in the pay matrix, Rs. 67700-208700.																					
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13.	Please mention experience of handling work relating to budgeting/ accounting etc, if any:																					
14.	Please state clearly whether in the light of entries made by you above, you meet the requisite Qualifications and Work Experience of the post.																					
15.	<b>Details of employment in chronological order (If needed, enclose a separate sheet duly authenticated by your signature in the format given below):</b>																					
	<table border="1"> <thead> <tr> <th>Name of Office/ Institution</th><th>Post held on regular Basis</th><th>From</th><th>To</th><th>Level in the Pay Matrix of the post held on regular Basis</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of Office/ Institution	Post held on regular Basis	From	To	Level in the Pay Matrix of the post held on regular Basis																
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	<b>Important:</b> Level in the Pay Matrix granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned in the above table. Only level in the Pay Matrix of the post held on regular basis to be mentioned therein. Details of ACP/ MACP with present Level in Pay Matrix where such benefits have been drawn by the Candidate, may be indicated below:																					
	<table border="1"> <thead> <tr> <th>Office/ Institution</th><th>Level in the Pay Matrix under ACP/ MACP Scheme</th><th>From</th><th>To</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Office/ Institution	Level in the Pay Matrix under ACP/ MACP Scheme	From	To																	
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16.	Nature of present employment i.e. Permanent / Ad-hoc/Temporary)																					
	Present post held, along with Pay Level and present Basic Pay/Pay Scale/Pay Band and Grade Pay of the post held:																					



17.	In case the present employment is held on deputation, please state:		
	a) The date of initial appointment.		
	b) Period of appointment		
	c) Name of the parent office/ organization.		
	d) Name & Pay of the post held in substantive capacity in the parent organization:		
	<p>NOTE: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>NOTE: Information under Column 17(c) &amp; 17(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a line in his parent cadre/organisation.</p>		
	<p>Additional details about present employment:</p> <p>Please state whether working under</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organisation</p> <p>d) Government Undertaking</p> <p>e) Universities</p> <p>f) others</p>		
18.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
19.	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
	Total emoluments per month drawn at present:		
	Basic Pay	Level in the Pay Matrix	Total Emoluments
20.	In case the applicant belongs to an organization which is not following the Central Government Pay- Scale OR not according to new Pay Matrix, the latest salary issued by the organization showing the following details may be enclosed.(Please enclose supporting Documents)		
	Basic Pay with Level of Pay Matrix and Rate of increment	Dearness Pay/ Interim relief/ Other Allowances etc.(detailed break up)	Total Emoluments

- |     |  |  |
|-----|--|--|
| 21. | Additional information, if any, relevant to the post you applied for in support of your suitability for the post.<br>(This among other things may provide information with regard to:<br>(i) additional academic qualification<br>(ii) professional training and<br>(ii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)<br>(Note: Enclose a separate sheet duly signed, if the space is insufficient) |  |
|-----|--|--|

I have carefully gone through the vacancy circular / advertisement and I am well aware that the curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:-

Signature:

Date:-

Name:



(Certificate to be furnished by the Employer/Head of office/Forwarding authority)

Certified that the information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:-

- i. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/ Smt./Ms. \_\_\_\_\_
- ii. That his / her integrity is certified.
- iii. That his / her CR / APAR dossier in original is enclosed / photocopies of the ACRs/ APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. That no major / minor penalty has been imposed on him / her during that last ten years or A list of major / minor penalties imposed on his / her during the last ten years is enclosed (as the case may be)
- v. That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature \_\_\_\_\_

Name and Designation \_\_\_\_\_

Tel. No. \_\_\_\_\_

Office Seal

Place:

Date:

List of enclosures:

1.

2.

3.

4.

5.



Duties and Responsibilities:

- To supervise all administrative matters, performing duties 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
- To recommend transfer of employees in the level of Ads and above;
- 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 matters 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;
- To supervise scrutiny of audit reports/ reply of audit paras.

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