

A-35021/3/2019-NYKS-part(2)
Government of India
Ministry of Youth Affairs & Sports
Department of Youth Affairs

New Delhi, the 24th January, 2022.

VACANCY CIRCULAR

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

It is proposed to fill up one post of Director General (DG) in the Pay Band PB-4, Rs. 37400 - 67000/- + GP Rs.10000/-(pre-revised) by direct recruitment/ deputation basis including short term contract(ISTC) in 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/She 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 has 623 Kendras, 29 State offices and over 2.54 lakh village based Youth Clubs with enrolment of about 5 million volunteers. It is the largest grass-root level 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 volunteerism, self-help and participation. The administration and management of NYKS vests with Board of Governors under chairpersonship of the Union Minister for Youth Affairs and Sports.

3. Eligibility/Qualifications required for the post are given at Annexure-I; Job description / Duties and responsibilities are given at Annexure-II and Application proforma is given at Annexure-III. The applicants applying for deputation should submit the application through proper channel and accompanied with:

- JS(A) - on election duty*
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- (i) 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);
 - (ii) cadre clearance;
 - (iii) clearance from vigilance and disciplinary angle; and
 - (iv) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.
 - (v) Certificates for proof of date of Birth, educational Qualification and experience in the relevant field.

The applicants applying for Direct Recruitment/ Short Term Contract should submit their application along with certificates of proof of Date of Birth, Educational Qualification and experience in the relevant field. **Applicants, who have applied in response to vacancy circular dated 01.07.2021 for the post of DG (NYKS), need not to apply again as their application would be considered alongwith the fresh applicant.**

4. Mere submission of application and documents does not entitle the selection of the candidate for the post. The appointment will be subject to the recommendation of Search-Cum-Selection Committee and final approval of Appointments Committee of the Cabinet.

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5. All the Ministries/Departments of the Government of India and the State Governments/UTs along with candidates applying for direct recruitment/ISTC basis are requested to forward the applications of willing and eligible officers in the prescribed proforma to: **“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 45 days of publication of the advertisement in the Employment News.

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 and not accompanied with the required certificates/documents will be rejected.

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24.1.2022

(Manish Kishan)

Under Secretary to Government of India

Tele. No. 011-23382560

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
- v) Technical Director, NIC for uploading the circular on this Ministry's web site immediately.

Eligibility Criteria for the post of Director General in Nehru Yuva Kendra Sangathan.

I. Direct Recruitment

Education and other qualification:

- a) Post Graduate Degree from a recognized University.
- b) 12 years experience in leadership position in the field of Youth development, Voluntary action, Social & Youth mobilization, awareness campaign.

Note:- The qualification regarding experience is relaxable at the discretion of the competent authority for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Age Limit for Direct Recruitment: Preferably below 55 years of age. Relaxable for Govt. servants by 5 years in accordance with the instructions issued by Government of India from time to time. The crucial date for determining the age limit shall be the closing date for receipt of application from the candidates.

II. Deputation/ Including Short Term Contract (ISTC)

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

- (a) (i) Holding analogous post on regular basis; (ii) with 3 years of regular service in post with Pay Structure PB-4 Rs.37,400-67,000+ GP Rs.8700/-
- (b) Possessing the qualifications prescribed for direct recruit (i.e.- Post Graduate Degree from a recognized University & 12 years experience in leadership position in the field of Youth development, Voluntary action, Social & Youth mobilization, awareness campaign.)

Note: The period of deputation including period of deputation in another ex-cadre post in the same or other organization shall not exceed three years.

Age Limit for Deputation(ISTC): The maximum age limit for appointment on deputation shall be "Not exceeding 55 years" on closing date of receipt of applications.

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ANNEXURE-II

Job description and Duties & responsibilities for the post of Director General in Nehru Yuva Kendra Sangathan.

I. Scale of Pay:

- Pay Band PB-4, Rs.37,400-67,000 + GP Rs.10,000/- (level-14 Basic pay ₹ 144200 to ₹ 218200/- as per 7th CPC). The post carries allowances and benefits as admissible to this grade in Govt. of India.

II. Duties & 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.

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Annexure III

Application Proforma for the post of
Director General, Nehru Yuva Kendra Sangathan
No. A-35021/3/2019-NYKS-part(2)

1.	Name in Full (IN BLOCK LETTERS)	
2.	Father's Name	
3.	Mother's Name	
4.	Email ID	
5.	Date of Birth	
6.	Date of superannuation (in case of organized service)	
7.	Residence address with telephone number	
8.	Service to which belong (in case of organized service)	
9.	Office address with telephone number	
10.	Educational qualifications (certificates to be enclosed)	

11. Relevant Experience (certificates to be enclosed)

Field of experience	Nature of duties	Period of Experience	Organisation in which the relevant experience was gained

Handwritten signature
24/1/2022

Please fill following details (in case of organized service)

12. Position held

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

13. Please indicate the following particulars of the present post held:

- Present post held with date
- Whether regular / Ad-hoc
- Scale of Pay
- Present Basic Pay

14. 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 fulfill 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)

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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.

Signature :

Name:

Designation:

Seal :

Place

Date

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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.

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24.1.2022*

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