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NEHRU YUVA KENDRA SANGATHAN

**Projects on Preventive Education and Awareness
against Drug Abuse & Alcoholism in Punjab**

Applications are invited from eligible candidates for appointment on the post of **Monitoring and Evaluation Officer (1 Post)**, **Data Entry Operator (1 Post)** and **Project Assistant (1 Post)** purely on contract basis under the project. For further details and application forms, please visit www.nyks.org Complete application in all respect must reach **Joint Director (Spl. Projects)**, Nehru Yuva Kendra Sangathan, Core IV, 2nd Floor, Scope Minar, Laxmi Nagar District Centre, Vikas Marg, Delhi-92 on or before 09th March 2015.

davp 47102/11/0004/1415

दैनिक जागरूकता

21.2.15

नेहरू युवा केंद्र संगठन

पंजाब में मादक पदार्थों के सेवन और शराबखोरी के खिलाफ जागरूकता एवं निरोधात्मक शिक्षण परियोजना

परियोजना के अंतर्गत पूर्णतः अनुबंध आधार पर मॉनीटरिंग एवं ईवैलुएशन आफिसर (1 पद), डाटा एन्ट्री आपरेटर (1 पद) एवं परियोजना सहायक (1 पद) के पद पर नियुक्ति हेतु पात्र उम्मीदवारों से आवेदन आमंत्रित किया जाता है। विवरण एवं आवेदन प्रपत्र के लिए कृपया www.nyks.org देखें। सभी पदों से परिपूर्ण आवेदन अनिवार्य रूप से 09 मार्च, 2015 को या उससे पहले संयुक्त निदेशक (स्पेशल प्रोजेक्ट्स), नेहरू युवा केंद्र संगठन, कोर IV, दूसरा तल, स्कोप मीनार, लक्ष्मी नगर जिला केंद्र, विकास मार्ग, दिल्ली-92 के पास पहुंच जाना चाहिए।

डीएवीपी 47102/11/0004/1415



Nehru Yuva Kendra Sangathan (NYKS)
an autonomous body of Ministry of Youth Affairs & Sports, Government of India

Date of Issue: 21st Feb 2015
Closing Date: 09th March 2015

Post Title	:	Monitoring and Evaluation Officer
No. of Position	:	One (Purely on contract basis)
Organization	:	Nehru Yuva Kendra Sangathan, Hqtrs office of Asst Director (Spl. Projects) "Preventive Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab" and "Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in 10 districts of State of Punjab" supported by Ministry of Social Justice and Empowerment, Government of India.
Supervisor	:	Assistant Director
Duty Station	:	Nehru Yuva Kendra Sangathan, Headquarter, (Spl. Projects) Second Floor, Core-4, Scope Minar, Laxmi Nagar District Centre, Vikas Marg, Delhi-110092
Remunerations	:	Rs. 30, 000 per month consolidated
Duration	:	Purely on Contract basis up to 31 st Dec, 2015 or till the project period whichever is earlier.
Age	:	Not exceeding 40 years as on 1 st January, 2015

Project Background

In a national survey conducted by Ministry of Social Justice and Empowerment (MoSJE), it was estimated that about 73.2 million persons were alcohol, and drugs abusers. Nearly, 22% of them were found to be addicted and the number is increasing. The upward trend of alcoholism and substance abuse is a signal towards the crippling of the society in general and the adolescents and youth in particular; who are primarily exposed owing to their age to vulnerability, peer pressure and nature of experimentation. **Punjab** State is in proximity to international drug trafficking zone called 'Golden Crescent'. Punjab accounts for three times the national average of drug abuse.

Brief Project Description

After successful completion of the pilot project entitled Sustaining Project in 10 district of Punjab on Preventive Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab" and "Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in 10 districts of the State of Punjab" supported by Ministry of Social Justice and Empowerment, Government of India

The Project would be implemented by NYKS under the overall supervision and guidance of Director General, Jt. Director (Projects) and Asst. Director (Spl. Projects) at NYKS Hq level in coordination with National Institute of Social Defence (NISD) and concerned officials from MoSJE at National level; respective State Government Departments,

District Administration & their Hospitals and identified referral Units, Integrated Rehabilitation Centre for Addicts (IRCA), Rehabilitation and Research Training Centre (RRTC) and Gram Panchayats.

Brief Project Aim & Deliverables

The Monitoring and Evaluation Officer will be deployed up to 31st Dec, 2015 or till the project period whichever is earlier. There are two projects which will be implemented in Punjab state. 1. "Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab" supported by Ministry of Social Justice and Empowerment, Government of India and 2. Preventive Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab"

The projects aim to undertake situation analyses, generate awareness, educate adolescents, youth and their peer groups as well as teachers, parents and members of the village communities about the consequences and impact of alcohol and drug abuse on health, psychological & socio-economic conditions and methods of prevention.

It is also to identify high risk groups/individuals and provide them necessary support and guidance for de-addiction as well as sensitize and develop skills of parents and teachers to understand the psychology of the youth and to help them to keep away from alcoholism and substance abuse.

It is emphasized in the project to strengthen the village advisory committee and form the village action groups for prevention of drug abuse and alcoholism which include identifying high risk groups/individuals and provide them necessary support and guidance for de-addiction as well as sensitize and develop skills of parents and teachers to understand the psychology of the youth and to help them to keep away from alcoholism and substance abuse.

The idea is to develop a holistic approach towards prevention of drugs and alcohol abuse with the objective of adolescents, youth & community empowerment for the sustainability of the project activities. At the end of the project impact assessment would be carried out for ascertaining the outcome.

The mission intends to achieve the improvement in the level of knowledge, awareness, practices, attitude and behaviour towards Drug Abuse and Alcoholism of adolescents and youth as well as facilitate the affected persons for weaning away or put through counselling, de-addiction or rehabilitation process.

The proposed position will support the implementation of this new initiative.

Summary of Key Functions

The Monitoring and Evaluation Officer (MEO) will be responsible for overall monitoring of project activities under the direct supervision and guidance of Assistant Director, NYKS Headquarters. MEO will be responsible for regular and detailed aspects of project monitoring in synergy with its objectives, activities and deliverables. Under the guidance and supervision of the Assistant Director, s/he will monitor the Project & provide the technical support in the areas of research and Evaluation aspects required for the project. She/he will be responsible for preparing monthly reports, quarterly reports, and final reports of the project. MEO will be assisted by the Project Management team including, Project Assistant, and Data Entry Operator.

Duties and Responsibilities

The incumbent will carry out the following tasks:

- Overall monitoring of the project.
- Prepare and submit to reports/ documents viz. Annual and Quarterly Work Plans, Monthly, Quarterly and Final Progress Reports (substantive and financial), Lessons Learnt, Best Practices, Communications and Monitoring using standard reporting format to be provided by NYKS.
- Identify areas and priorities for project support in consultation with all stakeholders within the broad programmatic theme of Drug Abuse and Alcoholism.
- Procure the services of experts and resource organizations for providing technical support as and when required by the project.
- Coordinate collaborations among other departments in the field of Drug Abuse and Alcoholism implementing units and other stakeholders
- Monitor the project activities at National, State, District and Village levels.

- Coordinate reviews, thematic studies and impact assessment/ evaluations
- Prepare presentation and overview of the project and reports whenever required.

Recruitment Qualifications - Education, Experience, Knowledge and Skills

- Masters degree in Social Work/Social Science/Public Health/Sociology/Communication or related fields from recognized universities/ academic institutions.
- Minimum 06 years experience in Monitoring and Evaluation work on development issues especially on related to youth development and empowerment, community development with focus on Awareness Generation, Education, Counselling, for Prevention of Drug Abuse & Alcoholism, HIV/AIDS/ youth/public health related issues.
- Able to provide research, data collection, analysis, report writing and technical support for operationalising project and also for monitoring, evaluation and documentation of the project.
- Preference will be given to prior experience of working on Drug Abuse & Alcoholism at community level projects with the government, international development agencies and/ or national NGOs.
- Computer skills (word processor, spreadsheet, power point)
- Preference will be given to Ph.D holder candidate in Social Work with work experience in a reputed national organization.

Language Requirements

Good command over English & Hindi, including excellent writing skills.

Note: The candidate should be willing to work and travel extensively. The application should have complete information about date of birth / educational and professional qualification, experience and telephone number and e-mail (if any).

Note: The above mentioned position is project based and purely on contract basis up to project period only i.e. up to 31st Dec, 2015 or till the project period whichever is earlier only from the date of deployment. Interested candidates should submit their bio-data along with filled in prescribed application so as to reach on or before 09th March 2015 by email to: arjun03_2000@yahoo.com / project.nyks@gmail.com or by post

To,
 Joint Director (Special Projects)
 Nehru Yuva Kendra Sangathan
 Core-4, 2nd Floor, Scope Minar,
 Laxmi Nagar, Vikas Marg, Delhi-110092
 Ph. No: 011-22402841, 22402800



Nehru Yuva Kendra Sangathan (NYKS)
an autonomous body of Ministry of Youth Affairs & Sports, Government of India

Date of Issue: 21st Feb 2015
Closing Date: 09th March 2015

Post Title	:	Data Entry Operator
No. of Position	:	One (Purely on contract basis)
Organization	:	Nehru Yuva Kendra Sangathan, Hqtrs office of Asst Director (Spl. Projects),“ Preventive Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab” and “Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in 10 district of the State of Punjab” supported by Ministry of Social Justice and Empowerment, Government of India”
Supervisor	:	Assistant Director
Duty Station	:	Nehru Yuva Kendra Sangathan, Headquarter, Second Floor, Core-4, Scope Minar, Laxmi Nagar District Centre, Vikas Marg, Delhi-110092
Remunerations	:	Rs. 15,000 per month consolidated
Duration	:	Purely on Contract basis up to 31 st Dec, 2015 or till the project period whichever is earlier.
Age	:	Not exceeding 35 years as on 1 st January, 2015

Project Background

In a national survey conducted by Ministry of Social Justice and Empowerment (MoSJE), it was estimated that about 73.2 million persons were alcohol, and drugs abusers. Nearly, 22% of them were found to be addicted and the number is increasing. The upward trend of alcoholism and substance abuse is a signal towards the crippling of the society in general and the adolescents and youth in particular; who are primarily exposed owing to their age to vulnerability, peer pressure and nature of experimentation. **Punjab** State is in proximity to international drug trafficking zone called ‘Golden Crescent’. Punjab accounts for three times the national average of drug abuse.

Brief Project Description

After successful completion of the pilot project entitled “Sustaining Project in 10 district of Punjab on “Preventive **Education and** Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab” and “Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab” supported by Ministry of Social Justice and Empowerment, Government of India.

The Project would be implemented by NYKS Zonal Director under the overall supervision and guidance of Director (Programs) and Jt. Director (Projects) at NYKS Hq level in coordination with National Institute of Social Defence (NISD) and concerned officials from MoSJE at National level; respective State Government Departments, District Administration & their Hospitals and identified referral Units, Integrated Rehabilitation Centre for Addicts (IRCA), Rehabilitation and Research Training Centre (RRTC) and Gram Panchayats.

Brief Project Aim & Deliverables

The NYKS engagement in this project is envisaged to be for till the project period whichever is earlier. The project aims to undertake situation analyses, generate awareness, educate adolescents, youth and their peer groups as well as teachers, parents and members of the village communities about the consequences and impact of alcohol and drug abuse on health, psychological & socio-economic conditions and methods of prevention.

It is also to identify high risk groups/individuals and provide them necessary support and guidance for de-addiction as well as sensitize and develop skills of parents and teachers to understand the psychology of the youth and to help them to keep away from alcoholism and substance abuse.

It is emphasized in the project to strengthen the village advisory committee and form the village action groups for prevention of drug abuse and alcoholism which include identifying high risk groups/individuals and provide them necessary support and guidance for de-addiction as well as sensitize and develop skills of parents and teachers to understand the psychology of the youth and to help them to keep away from alcoholism and substance abuse.

The idea is to develop a holistic approach towards prevention of drugs and alcohol abuse with the objective of adolescents, youth & community empowerment for the sustainability of the project activities. At the end of the project impact assessment would be carried out for ascertaining the outcome.

The mission intends to achieve the improvement in the level of knowledge, awareness, practices, attitude and behaviour towards Drug Abuse and Alcoholism of adolescents and youth as well as facilitate the affected persons for weaning away or put through counselling, de-addiction or rehabilitation process.

The proposed position will support the implementation of this new initiative.

Summary of Key Functions

The Data Entry Operator (DEO) will be responsible for overall Data Entry work of project activities under the direct supervision and guidance of Assistant Director, NYKS Headquarters. DEO will be responsible for regular up keeping of all the files and documents related to the project and will be responsible for all the typing work, data entry, Tabulation, spreadsheets, establishing data for reports under the project.

Duties and Responsibilities

The incumbent will carry out the following tasks:

- Data Entry and typing work related to the project.
- Prepare and submit data for reports viz. Annual and Quarterly Work Plans, Monthly, Quarterly and Final Progress Reports (substantive and financial), Lessons Learnt, Best Practices, Communications and Monitoring using standard reporting format to be provided by NYKS.
- Filing work and office work
- Preparing power point presentation, up keep of document, register, stationeries etc.
- Maintaining and keeping a computer and peripherals
- Any other work assigned for successful completion of the project.

Recruitment Qualifications - Education, Experience, Knowledge and Skills

- Graduate Degree from recognized universities/ academic institutions.
- Minimum 03 years experience in Data Entry and Typing work in reputed organization.
- Typing speed required 40 WPM in English
- Preference will be given to person who also know Hindi Typing (25 WPM)
- Computer skills (word processor, spreadsheet, power point, Excel)
- Person should be Internet Savvy and conversant with operating fax, scanner, photocopy & Multimedia machine, e-mail etc.

Language Requirements

Good command over English & Hindi, including excellent writing skills.

Note: The project requires hard work. The application should have complete information about date of birth / educational and professional qualification, experience and telephone number and e-mail.

Note: The above mentioned position is project based and purely on contract basis up to project period only i.e. up to 31st Dec, 2015 or till the project period whichever is earlier only from the date of deployment. Interested candidates should submit their bio-data along with filled in prescribed application so as to reach on or before 09th March 2015 by email to: arjun03_2000@yahoo.com / project.nyks@gmail.com or by post

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Nehru Yuva Kendra Sangathan (NYKS)

an autonomous body of Ministry of Youth Affairs & Sports, Government of India

Date of Issue: 21st Feb 2015

Closing Date: 09th March 2015

Post Title	:	Project Assistant
No. of Positions	:	one (Purely on contract basis)
Organization	:	Nehru Yuva Kendra Sangathan, Hqtrs office of Asst Director (Spl. Projects), Preventive Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab” and “Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in 10 districts of State of Punjab” supported by Ministry of Social Justice and Empowerment, Government of India.
Supervisor	:	Asst. Director (NYKS Hqtrs, Spl. Projects)
Duty Station	:	Delhi, NYKS Hqtrs
Remunerations	:	Rs. 10,000 per month consolidated
Duration	:	Purely on Contract basis up to 31 st Dec, 2015 or till the project period whichever is earlier.
Age	:	Not exceeding 30 years as on 1 st January, 2015

Project Background

In a national survey conducted by Ministry of Social Justice and Empowerment (MoSJE), it was estimated that about 73.2 million persons were alcohol, and drugs abusers. Nearly, 22% of them were found to be addicted and the number is increasing. The upward trend of alcoholism and substance abuse is a signal towards the crippling of the society in general and the adolescents and youth in particular; who are primarily exposed owing to their age to vulnerability, peer pressure and nature of experimentation. **Punjab** State is in proximity to international drug trafficking zone called ‘Golden Crescent’. Punjab accounts for three times the national average of drug abuse.

Brief Project Description

Nehru Yuva Kendra Sangathan has taken up a pilot project entitled Preventive Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab” and “Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab” supported by Ministry of Social Justice and Empowerment, Government of India.

The Project would be implemented by NYKS Zonal Director under the overall supervision and guidance of Director (Programs) and Jt. Director (Projects) at NYKS Hq level and State Project Officer at State level in coordination with National Institute of Social Defence (NISD) and concerned officials from MoSJE at National level; respective State Government Departments, District Administration & their Hospitals and identified referral Units, Integrated Rehabilitation Centre for Addicts (IRCA), Rehabilitation and Research Training Centre (RRTC) and Gram Panchayats.

Brief Project Aim & Deliverables

The NYKS engagement in the pilot project is envisaged to be for till the project period whichever is earlier. The project aims to undertake situation analyses, generate awareness, educate adolescents, youth and their peer groups as well as teachers, parents and members of the village communities about the consequences and impact of alcohol and drug abuse on health, psychological & socio-economic conditions and methods of prevention.

It is also to identify high risk groups/individuals and provide them necessary support and guidance for de-addiction as well as sensitize and develop skills of parents and teachers to understand the psychology of the youth and to help them to keep away from alcoholism and substance abuse.

It is emphasized in the project to strengthen the village advisory committee and form the village action groups for prevention of drug abuse and alcoholism which include identifying high risk groups/individuals and provide them necessary support and guidance for de-addiction as well as sensitize and develop skills of parents and teachers to understand the psychology of the youth and to help them to keep away from alcoholism and substance abuse.

The idea is to develop a holistic approach towards prevention of drugs and alcohol abuse with the objective of adolescents, youth & community empowerment for the sustainability of the project activities. At the end of the project impact assessment would be carried out for ascertaining the outcome.

The mission intends to achieve the improvement in the level of knowledge, awareness, practices, attitude and behaviour towards Drug Abuse and Alcoholism of adolescents and youth as well as facilitate the affected persons for weaning away or put through counselling, de-addiction or rehabilitation process.

The proposed position will support the implementation of this new initiative.

Major Duties and Responsibilities:-

The Project Assistant will work under the direct supervision and guidance of Assistant Director (Spl. Projects), NYKS Hqtrs and overall supervision of Joint Director (Spl. Projects), NYKS Hqtrs, Delhi.

- Carry out routine admin and finance functions as delegated by the supervisor.
- Assist the supervisor(s) and other staff in the preparation of reports/documentation to facilitate the Project implementation function of the State Office.
- Provide logistic support for the organization for meetings, special events/ conferences, seminars and workshops, follow-up on participation, on-site facilitation tasks, and related follow-up action. Coordinate with other colleagues in the office to facilitate efficient workflow, participate in relevant meetings and undertake follow-up.
- Within the office-wide system, responsible for the filing/retrieval and reminder systems, relevant to the Project functions plus any assigned programmes/projects.
- Arrange and keep track of appointments, meetings, other important events for supervisor(s); take and transcribe minutes of in house or external meetings as required;
- Compose, type and send routine communications, including E-mail, in accordance with established procedures, and respond to routine verbal/written enquiries. Draft correspondence from oral instructions, previous correspondence or other available information for supervisor's signature.
- Type documents, reports, statements, letters etc. using standard Computer software. Ensure judicious use of communication channels, collate and update data/statistics related to Project for preparing presentations, and reports, using available computer software, for in-house and external use.
- Any other duties assigned by the Supervisor

Recruitment Qualifications - Education, Experience, Knowledge and Skills

- At least a Graduate degree with additional training in secretarial skills, including computer based applications.
- Minimum 03 years experience in a comparable position.
- Organizational abilities
- Proven Typing and drafting abilities in English
- Proven computer skills, preferably in Windows-based applications.

- Good writing & understanding of English & Hindi
- Preference will be given to Ex- National Service Volunteer, National Youth Corps Volunteer, Youth Club Leader
- Applicant must be a resident of Delhi.

Note: The application should have complete information about date of birth / educational and professional qualification, experience and telephone number and e-mail.

Note: The above mentioned position is project based and purely on contract basis up to project period only i.e. up to 31st Dec, 2015 or till the project period whichever is earlier only from the date of deployment. Interested candidates should submit their bio-data along with filled in prescribed application so as to reach on or before 09th March 2015 by email to: arjun03_2000@yahoo.com / project.nyks@gmail.com or by post

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Laxmi Nagar, Vikas Marg, Delhi-110092
Ph. No: 011-22402841, 22402800

**NEHRU YUVA KENDRA SANGATHAN
APPLICATION FORM
Monitoring and Evaluation Officer
Under**

1. "Prevention Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab" and
2. "Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab" supported by Ministry of Social Justice and Empowerment, Government of India.

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 1 st Jan 2015		
Gender		
Father's Name		
Contact Address		
Place of Domicile with Name of District		
Mobile number		
Landline number		
Email		
Whether SC/ST/OBC/PH		
Currently working	Yes/ No	

2. EDUCATION (in chronological order from 12th Standard onwards)				
School/College/University attended	Subject	Duration (From- To)	Percentage of marks	Division/ Grade

4. LANGUAGES KNOWN – Tick as appropriate

Languages	Understand	Speak	Read	Write
English				
Hindi				
Others ()				
Others ()				

3. WORK EXPERIENCE

Name and Address of the Organisation	Position held	Summary of role & key achievements	Dates (from – to)	Years of Experience

4. REFERENCES

S. No	Name	Position Held	Organization	Contact Information

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Attested copy of documents submitted:

- | | |
|--|---------|
| 1. Copy of Class XII th Certificate | Yes/ No |
| 2. Copy of Degree Certificates | Yes/ No |
| 3. Copy of Post Graduate Degree Certificates | Yes/ No |
| 4. Copy of Other Professional Qualification Certificates, if any | Yes/ No |
| 5. Copy of Voter's ID/Other ID cards | Yes/ No |
| 6. Copy of Work experience certificate, if any | Yes/ No |
| 7. Copy of Domicile Certificate | Yes/ No |
| 8. Copy of certificate of SC/ST/OBC, if applicable | Yes/ No |

I confirm that the information given in this application is to the best of my knowledge and beliefs are true and complete.

I understand that any false statement may disqualify me from deployment.

Place:

Date:

(Signature)

Complete Name: _____

NEHRU YUVA KENDRA SANGATHAN
APPLICATION FORM
Data Entry Operator
Under

1. "Prevention Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab" and
2. "Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab" supported by Ministry of Social Justice and Empowerment, Government of India.

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 1 st Jan 2015		
Gender		
Father's Name		
Contact Address		
Place of Domicile with Name of District		
Mobile number		
Landline number		
Email		
Whether SC/ST/OBC/PH		
Currently working	Yes/ No	

2. EDUCATION (in chronological order from 12th Standard onwards)				
School/College/University attended	Subject	Duration (From- To)	Percentage of marks	Division/ Grade

4. LANGUAGES KNOWN – Tick as appropriate

Languages	Understand	Speak	Read	Write
English				
Hindi				
Others ()				
Others ()				

3. WORK EXPERIENCE

Name and Address of the Organisation	Position held	Summary of role & key achievements	Dates (from – to)	Years of Experience

4. REFERENCES

S. No	Name	Position Held	Organization	Contact Information

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Attested copy of documents submitted:

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| 1. Copy of Class XII th Certificate | Yes/ No |
| 2. Copy of Degree Certificates | Yes/ No |
| 3. Copy of Post Graduate Degree Certificates | Yes/ No |
| 4. Copy of Other Professional Qualification Certificates, if any | Yes/ No |
| 5. Copy of Voter's ID/Other ID cards | Yes/ No |
| 6. Copy of Work experience certificate, if any | Yes/ No |
| 7. Copy of Domicile Certificate | Yes/ No |
| 8. Copy of certificate of SC/ST/OBC, if applicable | Yes/ No |

I confirm that the information given in this application is to the best of my knowledge and beliefs are true and complete.

I understand that any false statement may disqualify me from deployment.

Place:

Date:

(Signature)

Complete Name: _____

**NEHRU YUVA KENDRA SANGATHAN
APPLICATION FORM
Project Assistant
Under**

1. "Prevention Education and Awareness Generation Programme against Alcoholism and Substance Abuse in the remaining 11 districts of Punjab" and
2. "Project for Sustaining the Pilot Project of Awareness and Education for the Prevention of Drug Abuse & Alcoholism in the State of Punjab" supported by Ministry of Social Justice and Empowerment, Government of India.

1. PERSONAL INFORMATION		(Paste your recent Passport size photo)
Name		
Date of Birth		
Age as on 1 st Jan 2015		
Gender		
Father's Name		
Contact Address		
Place of Domicile with Name of District		
Mobile number		
Landline number		
Email		
Whether SC/ST/OBC/PH		
Currently working	Yes/ No	

2. EDUCATION (in chronological order from 12th Standard onwards)				
School/College/University attended	Subject	Duration (From- To)	Percentage of marks	Division/ Grade

4. LANGUAGES KNOWN – Tick as appropriate

Languages	Understand	Speak	Read	Write
English				
Hindi				
Others ()				
Others ()				

3. WORK EXPERIENCE

Name and Address of the Organisation	Position held	Summary of role & key achievements	Dates (from – to)	Years of Experience

4. REFERENCES

S. No	Name	Position Held	Organization	Contact Information

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Attested copy of documents submitted:

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| 1. Copy of Class XII th Certificate | Yes/ No |
| 2. Copy of Degree Certificates | Yes/ No |
| 3. Copy of Post Graduate Degree Certificates | Yes/ No |
| 4. Copy of Other Professional Qualification Certificates, if any | Yes/ No |
| 5. Copy of Voter's ID/Other ID cards | Yes/ No |
| 6. Copy of Work experience certificate, if any | Yes/ No |
| 7. Copy of Domicile Certificate | Yes/ No |
| 8. Copy of certificate of SC/ST/OBC, if applicable | Yes/ No |

I confirm that the information given in this application is to the best of my knowledge and beliefs are true and complete.

I understand that any false statement may disqualify me from deployment.

Place:

Date:

(Signature)

Complete Name: _____