

Duties and Responsibilities of various posts in NYKS as per approved Cadre Restructuring

S.No	Designation	Job Profile
1.	Director	<p>Supervise all Administrative matters, performing duties as per the delegated powers, to evaluate performances of DD, AD and SD/JD, to process report on confidential notes of SDs 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 SDs, 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 NYKS, 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, recommend budgets for publication related matters, 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, coordinate audit teams of DGACR/CAG, to supervise the status of various budgetary requirements, prepare annual budget estimates, revised estimates and submission of accounts, supervise scrutiny of audit reports/reply of audit paras.</p> <p>Those Directors posted at 06 PAOs will be designated as Regional Director and incumbent on deputation in the rank of Director will be designated as Executive Director.</p> <p>The Regional Directors will supervise and monitor all SDs, DDs, DYOs working under their jurisdiction.</p>

Duties and Responsibilities of various posts in NYKS as per approved Cadre Restructuring

2.	Joint Director / State Director	<p>To supervise Financial and Administrative matters pertaining to State Office and Deputy Director under his charge, operate bank accounts of State Office as one of the signatories, sanction all budget and payments for State office, evaluate performance of Deputy Director and District Youth Officer (DYO), recommend promotions, increments and other performance related parameters, recommend necessary disciplinary action in case of District Youth Officer (DYO), Deputy Director, permit transfer of funds from one Kendra to another within the Zone, permit deviation of original programme in the case of emergency and reallocation of head accordingly, recommend special and large programmes in the zone, recommend transfer of Deputy Director and Youth Coordinators in genuine cases, grant all types of leave to State Office staff and Deputy Director and exercise all other powers delegated by the Director General from time to time.</p> <p>Joint Director at the Headquarters will assist the Director in carrying out his responsibilities. Shall scrutinize the notes of Deputy Director/ Assistant Director, finally dispose-off important cases, take intermediate routine actions, record, wherever necessary, a note setting out own comments or suggestions for final disposal on policy matters.</p>
3.	Deputy Director	<p>Supervise financial and administrative matters of the Kendras, consider and approve extra programme reallocation of budget in genuine and appropriate cases, permit deviation of original programmes at the time of emergency and reallocate heads within budget, recommend transfer of fund from one Kendra to the other within the region, recommend appropriate disciplinary actions against erring Assistant Directors and submit papers to the State Director, take measures against erring APAs, MTS in consultations with concerned DYOs, recommend transfer of DYOs and APAs in genuine cases, sanction leaves to DYOs and staff under his direct control and accord permission to leave headquarters outside the district, countersign the TA bills of DYOs, act as Chairperson of the panel for deployment of NYVs and countersign the Utilization Certificates submitted by the DYOs. DD will be the Wing Head at the Headquarters who will assist the Executive Director/ Director/ Joint Director, as the case may be, in carrying out their duties and responsibilities. DD will sanction all kinds of leave to the employees under them. Recommend and forward reports and returns.</p> <p>The DDs posted in 89 District-Level Nodal Kendras will also work as that of DYO of that Kendra in addition to monitoring/supervision of Districts under them.</p>

Duties and Responsibilities of various posts in NYKS as per approved Cadre Restructuring

4.	Assistant Director / District Youth Officer	<p>Maintenance of close liaison with District Administration, developmental departments, NGOs, promotion of self-reliant Youth Clubs, determining training needs of Youth Club functionaries and organizing training programmes, assessment of needs and problems of various sections of youth in the district, preparation of Annual Action Plan of programmes and activities, proper implementation of programmes as per Annual Action Plan, monitoring and evaluation of programmes and activities, assisting Youth Clubs/NGOs in the formulation of project proposals under Schemes of Financial Assistance of Central Government Departments/Agencies, preparation of village, block and district profiles, preparation, documentation and circulation of supportive and publicity material, maintenance of records and reports, conducting periodic meetings of DAC, NYVs and Youth Clubs and proper maintenance of NYK office including personnel administration, coordination with publicity media for image building of NYK Sangathan.</p> <p>Assistant Director will be posted at the Headquarters who will assist the Deputy Director in carrying out his duties and responsibilities. Recommend leave of members of staff working under him. Compiles data and reports received from field offices. Prepare and recommend course of action for proposals received from State Offices. Shall scrutinize the notes of section officers, finally dispose-off routine cases, take intermediate routine actions, record, wherever necessary notes setting out own comments or suggestions, submit the case to appropriate higher authority.</p>
5.	Assistant Director (Official Language)	<p>AD(OL) will be responsible to implement the official language policy of the Government and circulate instructions, guidelines to all State offices, Regional offices and Kendras. AD(OL) shall process for submission of reports to the Government. Recommend employees eligible for getting incentives for the promotion of Hindi as official language, recommend employees to undergo training in Hindi etc. AD(OL) will be responsible for organizing Meetings /Seminars/ Conferences/ Workshops etc. for promotion of Hindi. AD(OL) will also prepare literature and documents etc for the same.</p>
6.	Accounts Officer (AO)	<p>AO will be overall in charge of the office and section under the Joint Director / State Director or Dy. Director as the case may be. They will control monitor and supervise the work of staff working under them. They will report to Joint Director / State Director or Dy. Director as the case may be and responsible for ensuring</p>

Duties and Responsibilities of various posts in NYKS as per approved Cadre Restructuring

		compliance of work under the Section.
7.	Section Officer (SO) (02 SO may be assigned the work of PS)	SO will be overall in charge of the office and section under the Joint Director / State Director or Dy. Director as the case may be. They will control monitor and supervise the work of staff working under them. They will report to Joint Director / State Director or Dy. Director as the case may be and responsible for ensuring compliance of work under the Section. In case of PS, they will be working with DG and Chairman BOG and will be directly reporting to them. They will perform duty as Personal Secretary on the direction of DG and Chairman BOG.
8.	Sr.Hindi Translator	Sr.Hindi Translator will work for Rajbhasha Section to implement Official Language Act Provision.
9.	Assistant Section Officer (ASO)	ASO will supervise work of Administrative Assistant and will be responsible to get the work done in the Section / Office. Assistant Section Officer will report to Section Officer. Among ASO 30 will be assigned additional work as Junior Hindi Translator and will be posted in Hqrs/State Offices/PAO.
10.	Accounts & Programme Supervisor (APS)	APS will be posted in the Kendra headed by the Deputy Director (Nodal District) and also in the State Offices. Those posted in the Nodal Districts will be performing exactly the same role as that of Accounts & Programme Assistant in District level Kendra. In addition to this APS will also assist Deputy Director in monitoring and supervision of attached Kendra. APS posted in State Office will be taking care of verification of Utilization bill, medical bill, TA bill and other accounts related matter and other assignment as and when assigned by the supervisor.
11.	Accounts & Programme Assistant (APA)	APA will be co-signatory in operation of office bank accounts. APA will take all work like maintenance of accounts, maintenance of records and correspondence work on behalf of District Youth Officer and meet youths in the office coming for information and submitting reports. APA will assist DYO in holding meeting at difference level. APA will also assist DYO in organising programme.
12.	Administrative Assistant (AA)	Administrative Assistant will perform all clerical work assigned to them. In current scenario they are expected to have better working proficiency in MS Office and Internet work. They will make all kind of Data Entry, putting file, collection information and compiling data, preparing reports, maintaining files and records related to desk assigned to them. Their posting will at Nodal

Duties and Responsibilities of various posts in NYKS as per approved Cadre Restructuring

		District Kendra, State Office and Headquarter. They will be responsible to deal with the day to day official correspondence being dealt in different sections at the Hqrs, collect data and information to prepare notes and statements at the initial stage for submission, will compile data in given forms, open files, maintain current files and internal movements, send routine reminders, maintain standing notes, guard files, card indices and other information.
13.	Driver	Responsible for driving the vehicles allotted. Maintenance of the vehicle in good condition, maintenance of logbook and other details regarding change of spare parts and maintenance carried out from time to time.
14.	Multi-Tasking Staff (MTS)	MTS will ensure cleanliness of the office premises; will make entry of in and out post and also deliver local posts. MTS will carry files and documents to and fro local offices. MTS will assist Accounts & Programme Assistant in keeping files and records. MTS will also be responsible to deal with day to day official work as assigned to MTS, such as Typing etc. They are supposed to dispose-off the DAK and maintain charts and registers etc. of the office/wing and acquaint themselves with latest rules and regulations. They will compile data in given forms, open files, maintain current files and internal movements, send routine reminders, maintain standing notes, guard files, card indices and other information. MTS will assist the officer attached to in movement of files, up keeping of office/ section, cleanliness of office and maintenance of the room in a proper and neat manner.

Note: The above list is not exhaustive, duties assigned may vary depending upon the workload/requirement of organisational goals/delegation of powers by the Director General, Chairperson/BOG, NYKS.