

NEHRU YUVA KENDRA SANGATHAN
An Autonomous Body of the Ministry of Youth Affairs & Sports
Government of India
Ground Floor, Jeevan Deep Building, 4 Parliament Street, New Delhi – 110001

CORRIGENDUM

On approval of the Cadre Restructuring in NYKS by MoYAS , GOI, various posts are merged and re-designated as notified vide Letter No. 11022/NYKS/Pers:crc/1482/2020 dated 03.12.2020. A Corrigendum with reference No: Davp 47102/11/0002/2021 for revised terms and conditions for the posts advertised earlier vide Advt. No: 11023/NYKS/Pers:Rect/2019, dated: 31.05.2019, was published in Newspaper on 10.12.2020. The details of the Corrigendum may be read as follows:

S. No.	Advertised Designation	Advertised Pay Level	Designation after the Cadre Restructuring	Revised Pay Level after the Cadre Restructuring	Nature of Duties
1	Assistant	Level 6: 35400- 112400	Assistant Section Officer (ASO)	Level 6: 35400 -112400	Assistant Section Officer (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.
2	Junior Computer Programmer	Level 7: 44900- 142400	Section Officer (SO)	Level 7: 44900 - 142400	Section Officer (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.
3	Computer Operator	Level 5: 29200- 92300	Administrative Assistant	Level 4: 25500 - 81100	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 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.
4	Stenographer Grade II	Level 4: 25500-81100	Administrative Assistant	Level 4: 25500 - 81100	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 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.
5	Lower Division Clerk	Level 2: 19900-63200	Administrative Assistant	Level 2: 19900-63200**	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 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.

Note:** The Post of Lower Division Clerk (LDC) has been re-designated as Administrative Assistant but the Appointment will be at Pay Level-2 (19900-63200). The suitability of the Candidates will be assessed as per the extant rules of GOI and DoPT guidelines for the up gradation to Pay Level-4 (25500 – 81100).

NYKS reserves all the rights to amend or cancel all or part of the advertisement at any time without assigning any reason whatsoever. All Disputes are subject to Jurisdiction of Courts in Delhi Only. As regards, all other matters, shall be governed by the conditions laid down under Rules and Instructions issued in this regard by the Government of India.