

National level Terms of Reference
Nehru Yuva Kendra Sangathan
Involvement of Youth in Namami Gange Programme
Terms of Reference (TOR)
Project Assistant at Delhi

Application are invited from eligible candidates for the following position under Involvement of Youth in Namami Gange Project supported by National Mission for Clean Ganga, Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga Rejuvenation, Govt. of India at Nehru Yuva Kendra Sangathan, Hqtrs, New Delhi.

The project aims to contributing towards abatement of pollution and conservation of Ganga through youth and public participation in 2336 villages of 1203 Gram Panchayats along river Ganga in 29 districts of four states of Uttarakhand, Uttar Pradesh, Bihar and West Bengal.

Project Assistant- (One post of Project Assistant) at NYKS Hqtrs, New Delhi under the project.

Roles and Responsibilities:-

- Assist the Concerned Officer of NYKS Hqtrs, New Delhi with the components of Project drafting, Project documents, Reports and returns.
- Facilitating routine work of project implementation in coordination with 29 districts of four states of Uttarakhand, Uttar Pradesh, Bihar and West Bengal.
- Collecting Utilization Certificates and their compilation.
- Maintaining and regular updating books of Accounts (budget register), release of funds and facilitate Audit.
- Ensure quality and completeness of filling of programme documents.
- Manage and maintain files & all documents scientifically & systematically.
- Within 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 supervisors, take & transcribe minutes of in house or external meetings as required.
- Compose type and send routine communications, including email, 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.
- Typing of document, 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.

Type of Engagement:- (Fixed Term duration i.e. 20 Months only -initially three months extendable to another 5 months and subsequently to next 1 year depending upon performance) under the project on consolidated Monthly remuneration. The work will be evaluated on monthly basis and if not found satisfactory the engagement may be terminated with one month notice in advance or one month remuneration in lieu of notice.

Educational Qualification:- Graduate degree in Commerce/Arts/Science with additional training/experience in Secretarial Skills, including computer based applications.

Experience, Knowledge & Skills-

- Minimum 3 yrs working experience in comparable position and nature of work.
- Organizational abilities.
- Proven typing and drafting abilities in English
- Proven Computer Skills, preferably in windows based applications

- Good writing and understanding of English & Hindi

Age:- Maximum 35 yrs (As on 01.07.2019)

Honorarium- Consolidated honorarium of Rs. 35,000/- per month with increment of 10% after 1 year.

Other requirement- Preference will be given to local candidates with brilliant academic record & experience in relevant field and work.

Reporting & date of engagement: - The Project Assistant will report to Deputy Director (Spl. Projects), NYKS Hqtrs. Deployment will be tentatively from 1st September 2019.

Selection Procedure:- Eligible Candidate (after screening the applications) will be called for Personal Interview.

Completed applications of eligible candidate must reach Deputy Director (Spl. Project), Nehru Yuva Kendra Sangathan, 4- Jeevan Deep Building, Ground Floor, Parliament Street, New Delhi - 110001 at email, project.nyks@gmail.com by 09.08.2019

Nehru Yuva Kendra Sangathan
Involvement of Youth in Namami Gange Programme

Terms of Reference (TOR)

Data Entry Operator at Hqtrs, New Delhi

Application are invited from eligible candidates for the following position under Involvement of Youth in Namami Gange Programme supported by National Mission for Clean Ganga, Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga Rejuvenation, Govt. of India at Nehru Yuva Kendra Sangathan, Hqtrs, New Delhi.

The project aims to contributing towards abatement of pollution and conservation of Ganga through youth and public participation in 2336 villages of 1203 Gram Panchayats along river Ganga in 29 districts of four states of Uttarakhand, Uttar Pradesh, Bihar and West Bengal.

Data Entry Operator - (One post of Data Entry Operator) at NYKS Hqtrs, New Delhi under the project.

Roles and Responsibilities:-

- Undertaking all the Data Entry and Compilation work of the project at National level including Project drafting, Project documents, Reports and returns.
- Facilitating routine work of project implementation in coordination with 29 districts of four states of Uttarakhand, Uttar Pradesh, Bihar and West Bengal.
- Assist in preparing documents necessary for programme & project implementation including power point presentation, Spreadsheet, day to day physical and financial recording & upkeep of important files & registers, returns, balance sheet etc of the project.
- Assist and Collecting Physical Reports and Utilization Certificate and their compilation.

- Assist in maintaining and regular updating budget control registers, release of funds.
- Assist in maintaining files & documents.
- Compose type and send routine communications, including email, 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.
- Typing of document, 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.

Type of Engagement:- (Fixed Term duration i.e. 20 Months only -initially three months extendable to another 5 months and subsequently to next 1 year depending upon performance) under the project on consolidated Monthly remuneration. The work will be evaluated on monthly basis and if not found satisfactory the engagement may be terminated with one month notice in advance or one month remuneration in lieu of notice.

Educational Qualification:- Graduate degree in Commerce/Arts/Science with additional training/experience in Secretarial Skills, including computer based applications. Typing speed should be 50 wpm in English and 20 wpm in Hindi.

Experience, Knowledge & Skills-

- Minimum 1 yrs working experience in comparable position.
- Organisational abilities.
- Proven typing and drafting abilities in English & Hindi
- Proven Computer Skills, preferably in windows based applications
- Good writing and understanding of English & Hindi

Age:- Maximum 35 yrs (As on 01.07.2019)

Honorarium- Consolidated honorarium of Rs. 20,000/- per month with an increment of 10% after 1 year.

Other requirement- Preference will be given to local candidates with brilliant academic record & experience in relevant field.

Reporting & duration of engagement:- The Data Entry Operator will report to Deputy Director (Special Projects), NYKS Hqtrs. Deployment will be tentatively from 1st September 2019.

Selection Procedure:- Eligible Candidate (after screening the application) will be called for Typing Test and Personal Interview

Completed applications of eligible candidate must reach Deputy Director (Spl. Project), Nehru Yuva Kendra Sangathan, 4- Jeevan Deep Building, Ground Floor, Parliament Street, New Delhi - 110001 at email, project.nyks@gmail.com by 09.08.2019
