



Nehru Yuva Kendra Sangathan
नेहरू युवा केन्द्र संगठन
साथ साथ
कल की ओर...



नेहरू युवा केन्द्र संगठन Nehru Yuva Kendra Sangathan

स्वायत्तशासी संस्था
युवा कार्यक्रम एवं खेल मंत्रालय
भारत सरकार

*an Autonomous Body under the
Ministry of Youth Affairs & Sports
Government of India*



Ref. No. 11029/NYKS/PERS: rctmnt: Dept/ 2021/ 221

Date: 8th February, 2021

VACANCY CIRCULAR

Subject: Recruitment to the post of Assistant Director (Security) in Nehru Yuva Kendra Sangathan (NYKS), an autonomous organization under the Government of India by deputation basis (Grade Pay 5400, Pay Level 10 of pay matrix as per 7th CPC) - reg.

Nehru Yuva Kendra Sangathan (NYKS) is an autonomous body under the administrative control of the Ministry of Youth Affairs and Sports. Nehru Yuva Kendras were established in the year 1972 with the objective of providing rural youth avenues to take part in the process of nation building as well providing opportunities for the development of their personality and skills. NYKS is fully funded from Grant in Aid from Government of India.

2. Applications are invited for filling up of one (1) post of AD (Security) in NYKS on Deputation basis. Applicants must be an Officer from Central Armed Police Force: holding analogous posts on regular basis OR with 3 years regular service in the post having Grade Pay 4600 (Pay Level 7 of the pay matrix as per 7th CPC) or with 8 years regular service in the post having Grade Pay 4200 (Pay Level 6 of the pay matrix as per 7th CPC).

3. The appointment will be made on deputation basis initially for a period of one year and will be governed by the instructions issued by DoP&T vide OM No. 6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time. The maximum age limit for appointment on deputation basis shall not be exceeding 56 years as on closing date of receipt of applications by this department.

4. The post of AD under NYKS is not an entitled office for Govt. accommodation under the General Pool of Govt. accommodation. Medical reimbursement is admissible as per the NYKS Service Rules. This is in lieu of CGHS benefits which are not admissible to the employees of NYKS.

5. Details of the vacant post(s) are given at **Annexure I**, Proforma for submitting Applications at **Annexure II** and Job Description/ Role & Responsibilities and other relevant details are listed at **Annexure III**. All the Ministries/Departments of the Government of India and the State Governments/UTs are requested to forward applications of willing and eligible officers in the prescribed Proforma, duly forwarded so

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भूतल, 4 जीवन दीप भवन, संसद मार्ग, नई दिल्ली-110001
Ground Floor, 4 Jeevan Deep Building, Parliament Street, New Delhi-110001

Phone : 011-23442800 / 23740725

Visit us at <http://www.nyks.nic.in>

as to reach within 14 days of publication of the advertisement in the Newspaper to the following address:

The Executive Director (NYKS), Ground Floor, 4, Jeevan Deep Building, Parliament Street, New Delhi – 110001

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 or not accompanied with the required certificates/documents will not be entertained. This recruitment notice is being uploaded on Nehru Yuva Kendra Sangathan's website <https://nyks.nic.in/>

****Note:** Incomplete applications or applicants without the supporting Documents or Advance applications or applications received after the last date will be summarily rejected & **no communication will be made/ entertained in this regard.**


(Lt. Col. Arun Kumar Singh)
Executive Director, NYKS
Telephone: 011-23442810
Email: ednyks2019@gmail.com

To: Secretary, Ministry of Home Affairs, Government of India.

Copy to:

- PPS to Secretary, Youth Affairs, MoYA&S.
- PS to Joint Secretary, Youth Affairs, MoYA&S
- PS to Director General, NYKS
- Director (EDP), NYKS, Hqrs, New Delhi- *for uploading the circular on NYKS website immediately.*

1. **Name of Post:** Assistant Director (Security)
2. **Number of Vacancies:** 1 (One)
(Note- Vacancies are liable to change without notice)
3. **Mode of Recruitment:** Deputation basis
4. **Pay:** Grade Pay 5400 (Pay Level 10 of pay matrix as per 7th CPC). The fixation of pay/ Deputation (Duty) allowance shall be governed by instruction issued by DoP&T from time to time on the subject.
5. **Eligibility Criteria:** Officers from Central Armed Police Force: holding analogous posts on regular basis OR with 3 years regular service in the post having Grade Pay 4600 (Pay Level 7 of the pay matrix as per 7th CPC) or with 8 years regular service in the post having Grade Pay 4200 (Pay Level 6 of the pay matrix as per 7th CPC).
6. **Educational Qualifications:**

Essential: Graduate Degree in any discipline from a recognized University or equivalent.
7. **Period of Deputation:**

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the Central Govt. shall ordinarily not exceed one year.
8. **Age and Crucial Date for determining Eligibility:**

The maximum age limit shall be not exceeding 56 years as on the closing date of receipt of application.
9. **Place of Posting:** Officer selected shall be posted at NYKS, Headquarter, New Delhi.

Applications of only such officers will be considered which are routed through proper channel and are accompanied with (i) bio-data in the proforma at **Annexure-II**; (ii) clear photocopies of the up-to-date CR dossiers of the officer for the last five years, duly attested by a Group 'A' officer (iii) cadre clearance; (iv) clearance from vigilance and disciplinary angle; and (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.

****NOTE:**

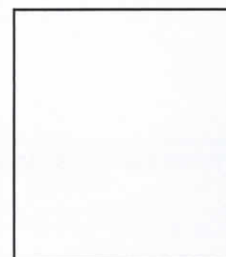
** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

** NYKS is not an entitled office for Govt. accommodation under the General Pool of Govt. accommodation.

** Medical reimbursement is admissible as per the NYKS Service Rules. This is in lieu of CGHS benefits which are not admissible to the employees of NYKS.

**Proforma for application to the post of
AD (Security) in NYKS**

Ref. No.11029/NYKS/PERS:rctmnt:Dept/2021/ 221



1.	Name in Full (IN BLOCK LETTERS)	
2.	Post Applied For	
3.	Date of Birth (DD/MM/YYYY)	
4.	Initial date of appointment in Govt. service	
5.	Date of superannuation (DD/MM/YYYY)	
6.	Service to which you belong	
7.	Status of your present employer (Pl. specify whether central Govt./State Govt./ Autonomous / University/others)	
8.	Office address with Telephone No.	
9.	Residential Address with Telephone No.	
10	Email Id:	
11	Whether Educational and other Qualifications required for the post are satisfied.(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
12	Experience / Qualifications required as mentioned in the Vacancy Circular: Eligibility Criteria: Officers from Central Armed Police Force: 1) holding analogous posts on regular basis OR 2) with 3 years regular service in the post having Grade Pay 4600 (Pay Level 7 of the pay matrix as per 7th CPC) or with 8 years regular service in the post having Grade Pay 4200 (Pay Level 6 of the pay matrix as per 7th CPC).	Experience/ Qualifications possessed by the Officer (to be mentioned by the applicant clearly)

	Essential Qualification: Graduate Degree in any discipline from a recognized University or equivalent.																																	
13	Please state clearly whether in the light of entries made by you above, you meet the requisite Qualifications and Work Experience of the post.																																	
14	<p>Details of employment in chronological order (If needed, enclose a separate sheet duly authenticated by your signature in the format given below):</p> <table border="1"> <thead> <tr> <th>Name of Office/ Institution</th> <th>Post held on regular Basis</th> <th>From</th> <th>To</th> <th>Level in the Pay Matrix of the post held on regular Basis</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Important: Level in the Pay Matrix granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned in the above table. Only level in the Pay Matrix of the post held on regular basis to be mentioned therein. Details of ACP/ MACP with present Level in Pay Matrix where such benefits have been drawn by the Candidate, may be indicated below:</p> <table border="1"> <thead> <tr> <th>Office/ Institution</th> <th>Level in the Pay Matrix under ACP/ MACP Scheme</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Name of Office/ Institution	Post held on regular Basis	From	To	Level in the Pay Matrix of the post held on regular Basis																Office/ Institution	Level in the Pay Matrix under ACP/ MACP Scheme	From	To								
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15	<p>Nature of present employment i.e. Permanent / Ad-hoc/Temporary)</p> <p>Present post held, along with Pay Level and present Basic Pay/Pay Scale/Pay Band and Grade Pay of the post held:</p>																																	
16	<p>In case the present employment is held on deputation, please state:</p> <p>a) The date of initial appointment.</p> <p>b) Period of appointment</p> <p>c) Name of the parent office/ organization.</p> <p>d) Name & Pay of the post held in substantive capacity in the parent organization:</p> <p>NOTE: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. NOTE: Information under Column 17(c) & 17(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a line in his parent cadre/organisation.</p> <p>Additional details about present employment: Please state whether working under</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) others</p>																																	

17	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
18	Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
Total emoluments per month drawn at present:			
	Basic Pay	Level in the Pay Matrix	Total Emoluments
19	In case the applicant belongs to an organization which is not following the Central Government Pay- Scale OR not according to new Pay Matrix, the latest salary issued by the organization showing the following details may be enclosed.(Please enclose supporting Documents)		
	Basic Pay with Level of Pay Matrix and Rate of increment	Dearness Pay/ Interim relief/ Other Allowances etc.(detailed break up)	Total Emoluments
20	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to: (i)additional academic qualification (ii)professional training and (ii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet duly signed, if the space is insufficient)		

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of services attached to the post.

Place:-

Signature:

Date:-

Name:

(Certificate to be furnished by the Employer/Head of office/Forwarding authority)

Certified that the information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:-

- i. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/ Smt./Ms. _____
- ii. That his / her integrity is certified.
- iii. That his / her CR / APAR dossier in original is enclosed / photocopies of the ACRs/ APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. That no major / minor penalty has been imposed on him / her during that last ten years or A list of major / minor penalties imposed on his / her during the last ten years is enclosed (as the case may be)
- v. That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature: _____

Name: _____

Designation: _____

Tel. No. _____

Office Seal:

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

Duties and Responsibilities:

- To provide and/or implement security and security protocols for all assigned facilities and information systems of NYKS, Headquarter.
- To conduct regular walk-through and security inspections for assigned facilities.
- To provide specialized security and monitor access to limited and restricted access areas such as inventory areas, network equipment areas, employee files and confidential records.
- To write and submit security reports.
- To look out for suspicious persons, vandalism or hazards.
- To ensure all security systems, like the burglar alarms and CCTV are working properly.
- To oversee the daily workflow, schedules, and assignments of security staff including security guards and desk clerks.
- To take proactive steps to provide a safe and secure working environment to staff and visitors.
- To monitor the security related issues of the Training Centre, NYKS, Alipur, Delhi.
- To supervise/provide training to the NSS Volunteers in Republic Day Parade Camp for participation of the volunteers in Republic Day Parade.
- To perform any other duties and responsibilities delegated by the Competent Authority from time to time.