

**State level Terms of Reference (Uttarakhand)**

**Nehru Yuva Kendra Sangathan**

**Involvement of Youth in Namami Gange Programme**

**Terms of Reference (TOR)**

**Project Assistant at Uttarakhand**

Application are invited from eligible candidates for the following position under the project 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, Kargi Chowk,, Near SBI, PO Banjarwala, Dehradun, Uttarakhand-248001.

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, Dehradun, Uttarakhand under the project**

**Roles and Responsibilities:-**

- Assist State Director, NYKS, Uttarakhand with the component of Project drafting, Project documents, Reports and returns.
- Facilitating routine work of project implementation in coordination with of 3 districts of Uttarakhand.
- Collecting Utilisation Certificate and its compilation.
- Maintaining and regular updating books of Accounts, release of funds and facilitate Audit.
- Ensure quality and completeness of filling of programme documents.
- Manage and maintain files & all documents scientifically & systematically.

- 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 in computer based applications.

**Experience, Knowledge & Skills-**

- 3 yrs working experience in comparable position.
- Organisational 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. 30,000/- 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.

**Reporting & duration of engagement:-** The Project Assistant will report to concerned Officer, NYKS State Office, Dehradun, Uttarakhand. Deployment will be tentatively from 1<sup>st</sup> September 2019.

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

Completed applications of eligible candidate must reach State Director, Nehru Yuva Kendra Sangathan, Kargi Chowk,, Near SBI, PO Banjarwala, Dehradun, Uttarakhand-248001 at email [sdnyksuttrakhand@gmail.com](mailto:sdnyksuttrakhand@gmail.com) by 22.07.2019

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**State level (Uttarakhand) Terms of Reference**

**Nehru Yuva Kendra Sangathan**

**Involvement of Youth in Namami Gange Programme**

**Terms of Reference (TOR)**

**District Project Officers in 3 districts NYKs, Uttarakhand**

Applications are invited from eligible candidates for the post of District Project Officer in 3 District NYKs, 1. Chamoli, 2. Haridwar, 3. Uttar Kashi under the project 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.

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.

**District Project Officer at District NYKs, Uttarakhand- (3 position of District Project Officer) at 3 District NYKs, 1. Chamoli, 2. Haridwar, 3. Uttar Kashi under the project.**

**Roles and Responsibilities** (Being one of the key functionaries in the project at District level the project officer will have the following roles and responsibilities for the success of the project):-

- Planning, management & supporting the implementation of the project in the respective district of Uttarakhand.
- Maintaining & collating data of mapping & survey of selected villages of selected Gram Panchayats in respective district of Uttarakhand.
- Acting as resource person in the training of spearhead team wherever required.

- Thoroughly understanding the concept, objectives, strategy & programmes & activities of the project.
- Organising programmes and activities with consultation and guidance of concerned Officer of NYK, District Office of Uttarakhand.
- Recording day to day problem a queries of the district functionaries and providing solutions in consultation with District Youth Coordinator of the concerned district.
- Preparing reporting format and collecting data on programme and activities under the project in the district.
- Collating the data on programmes & activities under the project in the district.
- Maintaining records of all programmes and activities of the district under the project.
- Planning & arrangements of programmes & activities & keeping record for presentation in the district.
- Whenever required, liaise with NYKS State Office, Dehradun, Uttarakhand, NYCs and Youth Clubs etc.
- Preparing & reporting the progress of the project activities on monthly basis to NYKS State Office, Dehradun, Uttarakhand.
- Organization of review & planning meeting on regular basis.
- Compilation of all electronic data received from Youth clubs and Villages of the district and its reporting to NYKS State Office, Dehradun, Uttarakhand on regular basis (weekly)
- Preparing presentation (Power point) for NYKS State Office, Dehradun, Uttarakhand on achievements & progress of the project.
- Preparing physical & financial progress report of the project on monthly basis, quarterly and yearly basis of the district.
- Any other important issues pertaining to the successful organization of the project.

**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:-** Masters degree in any discipline from recognized university.

**Experience, Knowledge & Skills-**

- Minimum 2 yrs working experience on education and awareness generation programmes on cleanliness drive, water bodies, prevention of pollution of Water bodies (Preferably in River Ganga) & sanitation, Swachh Bharat Mission, motivating people for construction of toilets in their homes & behavior change communication etc.
- Good Working knowledge of MS office & internet.
- Strong management, liaison, documentation & communication skills.

**Age:-** Maximum 35 yrs (As on 01.07.2019)

**Language-** Good command over English & Hindi

**Honorarium-** Consolidated honorarium of Rs. 30,000/- 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.

**Reporting & duration of engagement:-** The District Project Officer will report to concerned DYC of the district, NYK. Deployment will be tentatively from 1<sup>st</sup> September 2019.

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

Completed applications of eligible candidates must reach to the State Director, Nehru Yuva Kendra Sangathan, Kargi Chowk, Near SBI, PO Banjarwala, Dehradun, Uttarakhand-248001 and at email [sdnyksuttrakhand@gmail.com](mailto:sdnyksuttrakhand@gmail.com) by 22.07.2019.

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