

**Nehru Yuva Kendra Sangathan**  
**Involvement of Youth in Namami Gange Programme**  
**Terms of Reference**  
**Project Assistant at NYKS Hqtrs, Delhi**

Applications are invited from eligible candidates for the (01) post of Project Assistant at National Level 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 River Ganga through youth and public participation in 2935 villages along river Ganga in 26 Districts of Five States of Uttarakhand, Uttar Pradesh, Bihar, Jharkhand 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 26 districts of five States of Uttarakhand, Uttar Pradesh, Bihar, Jharkhand 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 documents, reports, statements, letters, etc using standard computer softwares. 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 till December, 2021 only 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.

**Merit List-** In case selected candidate resigns or does not join within the stipulated time period, candidate from merit list/Waiting list will be considered.

**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 01.01.2021)

**Honorarium- Consolidated honorarium of Rs. 35,000/- per month.**

**Other requirement-** Preference will be given to local candidates with good/excellent academic record & experience in relevant field.

**Reporting -** The Project Assistant will report to Asst. Director (Programme), NYKS Hqtrs.

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

Completed applications of eligible candidate must reach Director (programme), Nehru Yuva Kendra Sangathan, 4- Jeevan Deep Building, Ground Floor, Parliament Street, New Delhi - 110001 within 20 days from the date of publication of advertisement. For any query you may contact Asst. Director (programme), NYKS at 011-23442865.

\* Note- Incomplete applications without supporting documents/ applications received after the last date will be rejected and no communication will be made/ entertained in this regard.

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