

F. No. A-12030/3/2022-NSS  
Government of India  
Ministry of Youth Affairs & Sports  
Department of Youth Affairs  
(NSS Section)

Shastri Bhawan, New Delhi.  
Dated the 15<sup>th</sup> July, 2022

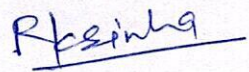
**OFFICE MEMORANDUM**

**Subject: Filling up of five (5) posts of Assistant Programme Adviser General Central Service Group 'A' Gazetted (Non-Ministerial) in the Pay Band-3, Rs.15600-39100 + Grade Pay of Rs.6600 through deputation in the National Service Scheme (NSS) a Sub-Ordinate Office under the Ministry of Youth Affairs & Sports – reg.**

The undersigned is directed to say that the services of suitable officer are required to fill the post of Assistant Programme Adviser (Group 'A' Gazetted) in the scale of Rs. 15600-39100 + Grade pay Rs. 6600/-(as per 6th CPC) or 'Pay Matrix Level 11' (as per 7th CPC), in National Service Scheme (NSS), Regional Directorate (list enclosed where Assistant Programme Adviser post has been sanctioned) and Directorate of NSS, New Delhi. Job description, eligibility condition required to be met by the applicant and the proforma (Annexure-'I') in which the application are required to be filled and submitted may be seen at the following URL of this Ministry's Website <http://yas.nic.in/youth-affairs/career-opportunities>.

2. Interested and eligible officer may send their application (in duplicate) in the prescribed proforma (Annexure-'I'), alongwith their up-to-date certified copy of ACR/APAR (last 5 years) vigilance clearance certificate, integrity certificate and major/minor penalty certificate during last 10 years to the Under Secretary (NSS), Ministry of Youth Affairs and Sports, Room No. 15-C, Shastri Bhawan, New Delhi-110001, through proper channel, within sixty days from the date of publishing of this advertisement.
3. Applications not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
4. The soft copies of the applications (scanned in PDF format) may also be forwarded at email address [Sinha.rks1976@gov.in](mailto:Sinha.rks1976@gov.in) followed by hard copy.
5. The candidate once selected for the post, will not be allowed to withdraw his candidature under any circumstance. Selected candidates may be posted in any of the Regional Directorate on need basis. Incomplete application will not be entertained.

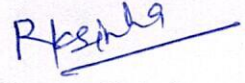
Encl: as above

  
(Ravi Kumar Sinha)  
Under Secretary to the Government of India



To

1. All Ministries/Departments of Government of India.
2. Union Public Service Commission, Dholpur House, Shajahan Road, New Delhi – 110011.
3. The Director, Directorates of NSS, New Delhi.
4. The Head of all NSS Regional Directorates.
5. NIC is also requested to upload this OM along with all the enclosures on the website of Ministry of Youth Affairs & Sports under the career-opportunities.



(Ravi Kumar Sinha)

Under Secretary to the Government of India



F. No. A-12030/3/2022-NSS  
Government of India  
Ministry of Youth Affairs & Sports  
Department of Youth Affairs  
(NSS Section)

**Subject: Filling up of five (5) posts of Assistant Programme Adviser in the National Service Scheme (NSS) a Sub-Ordinate Office under the Ministry of Youth Affairs & Sports – reg.**

Ministry of Youth Affairs & Sports invites applications for filling up five posts of Assistant Programme Adviser in National Service Scheme (NSS), Regional Directorates located in most of the State Capitals and Directorate of NSS, New Delhi on Deputation (including short-term contract) basis for a period ordinarily not exceeding four years including the period of deputation in any other ex-cadre post held immediately preceding this appointment.

2. The candidate selected under deputation may be posted/transferred either in Directorate of NSS, New Delhi or anyone of the 11 Regional Directorates of NSS viz. Ahmedabad, Bhopal, Bhubaneshwar, Chandigarh, Delhi, Jaipur, Kolkata, Lucknow, Patna, Pune and Thiruvananthapuram depending on the vacancy during that period. Applications for posting at a particular place will not be considered.

3. The pay of the selected officer will be regulated in accordance with the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010.

4. The eligibility conditions, scale of pay, essential qualifications etc. attached to the post are as under:-

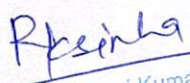
**Post: Assistant Programme Adviser, General Central Service Group 'A' Gazetted (Non-Ministerial)**

**Scale of pay: Pay Band-3, Rs.15600-39100 + Grade Pay of Rs.6600 (as per 6<sup>th</sup> CPC)**

**Eligibility:** Officers of the Central Government/State Government/Union territories/Autonomous Organisations (including universities):-

- (i) Holding analogous posts on a regular basis; or
- (ii) Officers with five years regular service in the Pay Band 2 Rs.9300-34800 with grade pay of Rs. 5400; or
- (iii) Officers with seven years regular service in posts in the Pay Band 2 Rs.9300-34800 with grade pay of Rs.4600.

**Essential Qualifications:** Master's Degree from a recognized university

  
रवि कुमार सिन्हा / Ravi Kumar Sinha  
अवर सचिव / Under Secretary  
युवा कार्यक्रम एवं खेल मंत्रालय  
M/o Youth Affairs & Sports  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi



## Experience:

(i) Five years experience in organizing programmes relating to youth work or youth welfare including National Cadet Corps or National Service Scheme or National Service Volunteers Scheme or sports or cultural and educational activities including camping.

**Note 1:** 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 (period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment on deputation (including short-term contract) shall be, not exceeding 56 years, as on the closing date of receipt of applications).

**Note 2 :** Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed four years'. The maximum age limit for appointment by deputation (including Short Term Contract) shall be, not exceeding 56 years, as on the closing date of applications).

**Note 3:** For the purpose of appointment on deputation (including short-term contract) basis, the service rendered on a regular basis by an officer prior to 1.1.2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one per-revised scale of pay into one grade with a common grade pay or pay scale, and where the benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

5. The applications (in duplicate) in the prescribed proforma (Annexure-I) alongwith complete and up-to-date annual confidential Reports of Officers who could be spared in the event of their selection may be sent to this office within 60 days of the publication of this advertisement.


6. Application received after the last date or without the Annual Confidential Reports or otherwise found incomplete may not be considered. While forwarding the applications it may be verified and certified that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against them.

*Rpsinha*  
रवि कुमार सिन्हा / Ravi Kumar Sinha  
अवर सचिव / Under Secretary  
युवा कार्यक्रम एवं खेल मंत्रालय  
M/o Youth Affairs & Sports  
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Govt. of India, New Delhi



**List of Regional Directorate where Assistant Programme Adviser post has been sanctioned. All listed RDs has only one each post of Assistant Programme Adviser.**

1. Directorate of NSS, New Delhi.
2. Regional Directorate, Ahmedabad.
3. Regional Directorate, Bhopal.
4. Regional Directorate, Bhubaneswar.
5. Regional Directorate, Chandigarh.
6. Regional Directorate, Delhi.
7. Regional Directorate, Jaipur.
8. Regional Directorate, Kolkata.
9. Regional Directorate, Lucknow.
10. Regional Directorate, Patna.
11. Regional Directorate, Pune.
12. Regional Directorate, Thiruvananthapuram

  
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अवर सचिव / Under Secretary  
युवा कार्यक्रम एवं खेल मंत्रालय  
Min Youth Affairs & Sports  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi



**BIO-DATA/ CURRICULUM VITAE PROFORMA**

1.Name and Address (in Block Letters)		
2.Date of Birth (in Christian era)		
3.i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4.Educational Qualifications		
5. 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)		
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer	
Essential	Essential	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
Desirable	Desirable	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.		
<p><b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>		



7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay , Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

9. In case the present employment is held on deputation/contract basis, please state-

a) The date of initial appointment

b) Period of appointment on deputation/contract

c) Name of the parent office/organization to which the applicant belongs.

d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

**9.1 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.

**9.2 Note:** Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation



<b>10.</b> If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
<b>11. Additional details about present employment:</b>  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
<b>12.</b> Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
<b>13.</b> 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		
<b>14. Total emoluments per month now drawn</b>		
Basis Pay in the PB	Grade Pay	Total Emoluments
<b>15.</b> In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief /other Allowances etc., (with break-up details)	Total Emoluments
<b>16.A Additional information,</b> 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 qualifications (ii)		



<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Date \_\_\_\_\_



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**Certification by the Employer/ Cadre Controlling Authority**

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 the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)



**Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]**

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. ie., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19<sup>th</sup> Jan. 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.



**Duties of Deputy Programme Advisor/  
Assistant Programme Advisor**

1. To liaise with the State Government, Universities and other institutions for proper Implementation of National Service Scheme and other youth Programmes in the State(s) falling under jurisdiction of the Zonal/ Regional Centre.
2. To help remove bottlenecks in the implementation of the Scheme in consultation with State Governments/ Universities authorities.
3. To act as Head of Office in respect of concerned N.S.S. Offices/ Centres.
4. To act as Controlling officer in respect of the Staff in N.S.S. Offices.
5. To ensure due publicity for various youth Programmes.
6. To furnish periodical information regarding implementation of youth programmes to Central Government.
7. To act as member of the Selection Committees at the State/ University level when requested for.
8. To act as member of the State/ University level Coordination and Advisory Committees for N.S.S. and other youth Programmes
9. To examine and analyse the reports and returns received from the universities etc. to ensure that the scheme is being implemented in accordance with the guidelines issued by the Ministry.
10. To keep the Ministry informed of all developments in the implementation of youth programmes in the State(s) concerned.
11. To undertake tours as prescribed by the Ministry.
12. To act as Drawing & Disbursing officer, whenever necessary.