

# NEHRU YUVA KENDRA SANGATHAN

An Autonomous Body of the Ministry of Youth Affairs & Sports

Government of India

Ground Floor, Jeevan Deep Building, 4 Parliament Street, New Delhi – 110001

## GUIDELINES

Recruitment of 101 District Youth Coordinator, 75 Accounts Clerk cum Typist & 52 Multi Tasking Staff (MTS)  
(Vacancies are provisional and may increase or decrease, depending on the actual requirement and appointments will be made strictly on need basis)

Date of commencement of Online Application: 15.12.2018

Last date for submission of On-line application: 31.12.2018

Last date for Receipt of Examination Fee On-line in the Bank: 31.12.2018

Nehru Yuva Kendra Sangathan (NYKS) is an autonomous body of the Ministry of Youth Affairs & Sports, Government of India. It mobilizes youth through Youth Clubs and involves them in nation building activities and inculcate in them such values and skills that they become productive, responsible citizens of a modern, secular, democratic & technological India. Presently NYKS has 623 district offices called Nehru Yuva Kendra and 29 State Offices, in India. A Nehru Yuva Kendra is headed by a district level officer called District Youth Coordinator.

NYKS is looking for committed, vibrant and passionate youth for filling up vacancies as indicated below

Post	UR	SC	ST	OBC	PWD*	ESM*	Total
District Youth Coordinator	51	15	8	27	4	-	101
Accounts Clerk cum Typist	37	11	5	20	3+2	7	75
Multi Tasking Staff (MTS)	26	8	4	14	2	5	52

\* (Age relaxable for Govt. Servants/Departmental Candidates employees upto 5 years and for SC/ST/OBC/PwD/ESM and their specified categories, in accordance with the instructions issued by Govt. of India from time to time)

### ELIGIBILITY FOR THE POST OF DISTRICT YOUTH COORDINATOR: As on 01.01.2018

#### Essential:

- Post Graduate Degree in any discipline from a recognized University or equivalent

#### Desirable

- Three years experience in Youth activities / Rural Development/ other social sectors including voluntary work in a reputed organization

### ELIGIBILITY FOR THE POST OF ACCOUNTS CLERK-CUM-TYPIST: As on closing date of receipt application.

#### Essential:

1. B.Com of a recognized university or
2. Graduate Degree of a recognized University or equivalent with 2 year experience in Accounts work
3. Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi.
4. Knowledge of Computer application

**Desirable:**

1. Experience of two years as National Service Volunteer (NSV)/ Rashtriya Sadbhavana Yojana (RSY) Volunteer or National Youth Corps (NYC) Volunteer
2. PG Degree of Rajiv Gandhi National Institute of Youth Development (RGNIYD) in various courses will be an added advantage

**ELIGIBILITY FOR THE POST OF MULTI TASKING STAFF (MTS): As on closing date of receipt application.****Essential:**

- Matriculation or equivalent

**Desirable:**

- Worked as NSV/RSY/NYC for a minimum period of one year.
- “Training in Basic and Refresher course in Home Guard and Civil defense”

**AGE**

S.No.	District Youth Coordinator	Accounts Clerk cum Typist	Multi Tasking Staff (MTS)
1	28 years as on 1.1.2018 Relaxable for Govt. servants/departmental candidates employees upto 5 years and for Scheduled Castes, Scheduled Tribes, Other Backward Castes, Physically challenged, Ex Service Men and their specified categories in accordance with the instructions issued by Government from time to time.	28 years as on 31-12-2018 Relaxable for Govt. servants/departmental candidates employees upto 5 years and for Scheduled Castes, Scheduled Tribes, Other Backward Castes, Physically challenged, Ex Service Men and their specified categories in accordance with the instructions issued by Government from time to time.	Between 18-25 years of age – As on 31-12-2018 Relaxable for Govt. servants/departmental candidates employees upto 5 years and for Scheduled Castes, Scheduled Tribes, Other Backward Castes, Physically challenged, Ex Service Men and their specified categories in accordance with the instructions issued by Government from time to time.

1. **Reservation:** The reservation for SC / ST / OBC / PWD/ ESM shall be admissible in accordance with the provisions of relevant Govt. of India Rules. A candidate claiming for the benefit of reservation / age relaxation must obtain, in support of their category; a certificate issued by competent authority on the proforma available on Appendix and shall submit the same when asked for. Candidates claiming reservation/age relaxation in more than one category will be entitled to only one concession, whichever is more beneficial to them. It is mandatory for the candidates to enclose print out of online application form, self-attested copies of all the certificates in support of the claim made by them in their application forms regarding eligibility and category / sub category, failing which their claim shall not be entertained.

2. **Marital Status:** Male candidates who are married and have more than one wife living and female candidates who have married a person already having a wife, shall not be eligible.

3. **EMOLUMENTS:**

**For District Youth Coordinator (DYC):**

Selected candidates will be placed in the **level-10 (56100-177500)**. During two year training cum probation, they will be paid salary & other allowances attached to the post as being paid to other employees of the Sangathan. On successful completion of their Probation Period, they will be absorbed in the same level-10 (56100-177500) Pay Index-III.

Other Benefits: Medical facility, group insurance, house building advance, Personal Computer advance, Leave Travel Concession, Children Education Allowance, etc.

**For the Post of Accounts Clerk cum Typist (ACT):**

Selected candidates will be placed in the **level-4 (25500-81100)**. During two year training cum probation, they will be paid salary & other allowances attached to the post as being paid to other employees of the Sangathan. On successful completion of their Probation Period, they will be absorbed in the same level-4 (25500-81100).

Other Benefits: Medical facility, group insurance, house building advance, Personal Computer advance, Leave Travel Concession, Children Education Allowance, etc.

**For the Post of Multi Tasking Staff (MTS):**

Selected candidates will be placed in the **level-1 (18000-56900)**. During two year training cum probation, they will be paid salary & other allowances attached to the post as being paid to other employees of the Sangathan. On successful completion of their Probation Period, they will be absorbed in the same level-1 (18000-56900).

Other Benefits: Medical facility, group insurance, house building advance, Personal Computer advance, Leave Travel Concession, Children Education Allowance, etc.

4. **EXAMINATION SYLLABUS DETAIL / SELECTION CRITERIA:**

**For District Youth Coordinator (DYC):**

Sr. No	Name of Test	No. of Questions	Maximum Marks	Version	Duration	Penalty	Passing marks
1.	Reasoning	40	40	Hindi & English	120 minutes	Yes	No pre-determined passing
2.	General Knowledge	40	40	Hindi & English			

3.	English Language	40	40	English			
4.	General Paper on understanding of Indian Economic, social, cultural, legal and political environment, understanding community & youth development programme.	40	40	Hindi & English			
5.	Quantitative Aptitude.	40	40	Hindi & English			

The candidates qualified in the written test shall be called for an interview. Marks weightage proportion for written test and interview will be 80:20.

**For the Post of Accounts Clerk cum Typist (ACT):**

Sr. No	Name of Test	No. of Questions	Maximum Marks	Version	Duration	Penalty	Passing marks
1.	Reasoning	40	40	Hindi & English	120 minutes	Yes	No pre-determined passing
2.	Accountancy Knowledge	40	40	Hindi & English			
3.	English Language	40	40	English			
4.	Computer Knowledge	40	40	Hindi & English			
5.	Quantitative Aptitude.	40	40				

**For the Post of Multi Tasking Staff (MTS):**

Sr. No	Name of Test	No. of Questions	Maximum Marks	Version	Duration	Penalty	Passing marks
1.	Reasoning	25	25	Hindi & English	120 minutes	Yes	No pre-determined passing
2.	General Awareness	50	50	Hindi & English			
3.	General English	50	50	English			
4.	Quantitative Aptitude	25	25	Hindi & English			

### **DUTIES AND RESPONSIBILITIES OF DISTRICT YOUTH COORDINATOR:**

Maintaining close liaison with District Administration, developmental departments, NGOs, promotion of self-reliant Youth Clubs, determining training needs of Youth Club functionaries and organizing training programmes ; assessment of needs and problems of various sections of youth in the district; preparation of Annual Action Plan of programmes and activities; proper implementation of programmes as per Annual Action Plan; monitoring and evaluation of programmes and activities; assisting Youth Clubs/ NGOs in the formulation of project proposals under Schemes of Financial Assistance of Central Government Departments/ Agencies; preparation of village, block and district profiles; preparation, documentation and circulation of supportive and publicity material; maintenance of records and reports; conducting periodic meetings of District Advisory Committee for Youth Programmes, National Youth Corps and Youth Club members; Proper maintenance of NYK office including personnel administration; general administration, financial management, legal and vigilance management, coordination with publicity media for image building of NYK Sangathan.

### **DUTIES AND RESPONSIBILITIES OF ACCOUNTS CLERK CUM TYPIST:**

ACT is the ministerial support to the District Youth Coordinator. She/he is responsible to maintain accounts and relevant registers and to attend to such other administrative work assigned by the District Youth Coordinator from time to time. She/ He is responsible to maintain cash book, bank book, stock registers, ledgers etc. and other accounts books. She/ He is also supposed to assist the District Youth Coordinator in organizing programmes and activities of the Kendra.

### **DUTIES AND RESPONSIBILITIES OF MULTI TASKING STAFF (MTS):**

1. Physical maintenance of records of office/section.
2. General cleanliness & upkeep of the office/Section.
3. Carrying of files & other papers in the office/within section.
4. Photocopying etc.
5. Other non-clerical work in the office/Sections.
6. Assisting in routine office work like diary, dispatch etc. including on computer.
7. Delivering of Dak (inside & outside the office)
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Any other work assigned by superior authority.

The above list of duties is only illustrative and not exhaustive.

### **THE KNOWLEDGE, SKILLS AND ATTITUDES REQUIRED FOR SATISFACTORY JOB PERFORMANCE OF A DISTRICT YOUTH COORDINATOR:**

#### **Knowledge**

The incumbent must have knowledge in the following areas:

- the legislation, regulations, policies and procedures for program development and implementation
- the legislation, regulations, policies and procedures for involving youth in community/ youth development programs

- office administration
- an understanding about basic rules and regulations of Government of India
- an understanding of the Indian economic, cultural and political environment situations

### **Skills**

The incumbent must demonstrate the following skills:

- ability to administer youth programs
- team building skills
- analytical and problem solving skills
- decision making skills
- effective verbal, presentation and listening, communications skills
- effective negotiation and mediation skills
- effective written communications skills
- basic counseling skills
- computer skills including the ability to operate computerized accounting, spreadsheet, word-processing and graphics at a highly proficient level
- stress management skills
- time management skills

### **Personal Attributes**

The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity

5. IBPS shall hold online written exam at various centers of the country mentioned in Appendix for selecting suitable candidates. The selection will be made on the basis of total marks obtained by the candidate in online written exam having weightage of 80% and Personal Interview having weightage of 20% only in case of DYCs . The Date and Centre of Examination will be intimated to the candidates by means of their e-Admission Certificate.

### **6. EXAMINATION CENTRES :**

The examination will be conducted online in venues as given below:-

Andhra Pradesh - Vijayawada, Arunachal Pradesh –Naharlaun, Assam - Guwahati, Bihar - Patna, Chandigarh –Mohali, Chhatisgarh- Raipur, Dadar and Nagar Haweli - Surat, Daman and Diu, - Surat, Delhi - Delhi, Goa - Punji, Gujarat - Ahmedabad, Haryana - Karnal, Himachal Pradesh - Shimla, Jammu and Kashmir - Jammu, Jharkhand - Ranchi, Karnataka - Bangalore, Kerala - Kochi, Madhya Pradesh - Bhopal, Maharashtra – Mumbai/Thane/Navi Mumbai, Manipur – Imphal, Meghalaya - Shillong, Mizoram - Izwal, Nagaland - Kohima, Odisha - Bhubaneshwar, Pudducherry - Pudducherry, Punjab - Amritsar, Rajasthan - Jaipur, Sikkim – Bardang, Tamil Nadu - Chennai, Telangana - Hyderabad, Tripura - Agartala, Uttar Pradesh - Lucknow, Uttrakhand - Dehradun, West Bengal - Greater Kolkata

Note : The number of centers may be increased/decreased according to the decision of IBPS on the basis of final number of applications received.

## **7. SELECTION PROCESS AND HOW TO APPLY:**

### **IMPORTANT**

- i. Candidates can apply through a common online application form subject to meeting the requisite Eligibility Criteria
- ii. Candidates applying for the post of DYC will have to appear for Online Written exam and Personal Interview.
- iii. Candidates applying for the post of ACT will have to appear for Online written exam and Typing Skill Test.
- iv. Candidates applying for the post of MTS will have to appear for Online written exam.

Eligible and interested candidates would be required to apply online only through NYKS website: <http://nyks.nic.in> No other means/mode of application will be accepted.

### **HOW TO APPLY**

#### **DETAILED GUIDELINES/PROCEDURES FOR**

- A. APPLICATION REGISTRATION**
- B. PAYMENT OF FEES**
- C. DOCUMENT SCAN AND UPLOAD**

**Candidates can apply online only from 15.12.2018 to 31.12.2018 and no other mode of application will be accepted.**

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- (i) scan their :
  - photograph (4.5cm × 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below) ensuring that the all these scanned documents adhere to the required specifications as given in Annexure III to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –  
*“I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required.”*
- (v) The above mentioned hand written declaration has to be in the candidate’s hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot

write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

- (vi) **Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges**
- (vii) **Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.**

#### **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE: 15.12.2018 to 31.12.2018**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

##### **A. Application Registration**

1. Candidates to go to the NYKS website <http://nyks.nic.in> click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

##### **B. PAYMENT OF FEES: Fee Structure**

1. Unreserved/OBC (MALE) : Exam Fee Rs. 700/-
2. Unreserved/OBC (FEMALE) : Exam Fee Rs. 350/-



**ONLINE MODE**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

**SPECIAL NOTICE:** (a) Online applications will be accepted only when prescribed fee is deposited in the Bank upto prescribed last date for fee deposition. If the fee is deposited in Bank after the last date prescribed for fee deposition, the online application of the candidate will not be accepted and the fee deposited in the Bank will not be refunded in any condition. It will be the responsibility of the candidates to deposit fee in the Bank upto last date prescribed for fee deposition and 'submit' the application upto last date prescribed for submission of applications. It is also informed that less or more amount deposited in the form of examination fee shall not be refunded in any condition.

(b) In online application system, the candidates have to provide their Email ID & Mobile No. in prescribed column failing which their Basic Registration shall not be completed. All relevant information / instructions shall be sent through Email / SMS on that mobile.

**TERMS & CONDITIONS AND GENERAL INSTRUCTIONS:**

Request for change of Mailing address/ e-mail ID/ category/ discipline as declared in the online application will not be entertained.

Candidates should possess a valid e-mail ID. Candidates are advised to keep the e-mail ID (to be entered compulsorily in the online application form) active for at least one year. No change in the e-mail ID will be allowed once entered. All future correspondence with candidates shall be done through email only. Responsibilities of receiving, downloading and printing of information/ communication etc. will be of the candidate. NYKS will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate.

Category (SC/ST/OBC/PWD) once filled in the online application form will not be changed and no benefit of other category will be admissible later on. The reserved category candidates and PWD candidates are required to submit requisite caste/ tribe/PWD certificate in the prescribed format of Government of India, issued by Competent Authority, at the time of Interview, if called for the same.

The OBC candidates who belong to “CREAMY LAYER” are not entitled for OBC concession and such candidates have to indicate their category as “General”. The OBC (Non Creamy Layer) candidates are required to submit requisite certificate (latest) in the prescribed format of Government of India issued by Competent Authority at the time of Interview, if called for the same. The name of the Caste and Community indicated in the OBC (NCL) Certificate must appear in the Central List of Other Backward Classes.

Further, OBC (NCL) candidates will have to give a self undertaking indicating that they belong to OBC (Non Creamy Layer) category at the time of Interview, if called for the same.

Relaxations / Reservations for SC/ST/OBC (Non Creamy Layer)/ PWD (Degree of disability 40% and above) as per Government Directives are applicable.

Candidates employed in Central/ State Govt. / PSUs / Autonomous bodies must produce No Objection Certificate (NOC) at the time of Group Discussions and/or Interview from their present employer, if they qualify for Group Discussions and/or Interview. In case, the candidate fails to produce the NOC from his/her present employer at the time of Group Discussions and/ or Interview, his/her candidature will not be considered.

NYKS reserves the right to raise the minimum eligibility standards. The Management reserves the right to fill or not to fill all or any of the above positions without assigning any reason whatsoever. NYKS also reserves the right to cancel/ restrict/ enlarge/ modify/ alter the recruitment process, if need arises, without issuing any further notice or assigning any reason whatsoever.

The prescribed qualifications and other eligibility conditions are the minimum and mere possession of the same does not entitle a candidate to appear in the selection process. NYKS’s decision shall be final in this regard.

Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi Court only.

The terms & conditions of service will be as applicable at the time of service and subject to such amendments as the competent authority decides.

**CLOSING DATE FOR SUBMISSION OF APPLICATION:**

- 20 days from the date of activation of link to apply online.

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**OTHER GENERAL GUIDELINES / INSTRUCTIONS**

**DOWNLOAD OF CALL LETTER**

Candidates will have to visit the Nehru Yuva Kendra Sangathan’s website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the

relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

**CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

### **IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License is **not** valid id proof for this project.

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the names indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

### **RULES/INSTRUCTIONS FOR EXAM CENTRES:**

- **The examination will be conducted online in venues given in the respective call letters in the cities of the States identified for exam center.**
- **No request for change of centre/venue/date/session for Examination shall be entertained.**
- **Nehru Yuva Kendra Sangathan however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.**

- Nehru Yuva Kendra Sangathan **also reserves the right to allot the candidate to any centre other than the one he/she has opted for.**
- **Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Nehru Yuva Kendra Sangathan will not be responsible for any injury or losses etc. of any nature.**
- Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, Nehru Yuva Kendra Sangathan reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, Nehru Yuva Kendra Sangathan reserves the right to allot any other centre to the candidate.

### **GUIDELINES FOR PERSONS WITH DISABILITIES USING A SCRIBE**

- i. The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:
  - The candidate will have to arrange his/her own scribe at his/her own cost.
  - The scribe arranged by the candidate should not be a candidate for the same examination .If Violation of the above is detected at any stage of the process; candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
  - A person acting as a scribe for one candidate cannot be a scribe for another candidate.
  - Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.
  - The scribe may be from any academic stream. However for Specialist Officers' posts the scribe
  - Should be from an academic stream different from that prescribed for the post.
  - Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
  - Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
  - Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- (ii) Guidelines for Candidates with locomotors disability and cerebral palsy:  
A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotors disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).
- (iii) Guidelines for Visually Impaired candidates:

Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

## **OTHER CLAUSES**

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
2. Decision of Nehru Yuva Kendra Sangathan in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Nehru Yuva Kendra Sangathan in this behalf.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
4. Nehru Yuva Kendra Sangathan would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by Nehru Yuva Kendra Sangathan in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, Nehru Yuva Kendra Sangathan reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any Nehru Yuva Kendra Sangathan's recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective effect.
6. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

- (i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- (ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*

\* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(iii) Test wise scores and scores on total is reported with decimal point upto two digits.

**Note: Cut-offs is applied in two stages:**

- i. on scores in individual tests
- ii. on Total Score

**BIOMETRIC DATA – Capturing and Verification**

It has been decided to capture the biometric data (thumb impression) and the photograph of the candidates on the day of the Main Examination for the candidates who qualify after the preliminary examinations and appear for the main examination.

The biometric data and photograph will be verified subsequently. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehandi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre.

**B. Guidelines for scanning and Upload of Documents**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

**Photograph Image:**

- Photograph must be a recent passport style color picture.
- Make sure that the picture is in color, taken against a light-colored, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb

- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

**Signature, left thumb impression and hand-written declaration Image:**

- The applicant has to sign on white paper with Black Ink pen.
- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The applicant has to write the declaration in English clearly on a white paper with black ink
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

**Left thumb impression:**

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB

**Hand-written declaration:**

- Hand written declaration content is to be as expected.
- Hand written declaration should not be written in CAPITAL LETTERS.
- The applicant has to write the declaration in English clearly on a white paper with black or blue ink.
- The hand written declaration should be of the applicant and not by any other person.
- Hand written Declaration
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB

## **Scanning the documents:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour.
- Crop the image in the scanner to the edge of the left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg by using MS Paint or MsOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu and size can be adjusted by using crop and then resize option. (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph, signature, left thumb impression and hand written declaration.

## **Procedure for uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

## **Note:**

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.



## **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- i. using unfair means or
- ii. impersonating or procuring impersonation by any person or
- iii. misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or
- iv. facilitating transmission and storage of contents of the test(s) or any information therein whole or
- v. part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- vi. resorting to any irregular or improper means in connection with his/ her candidature or
- vii. obtaining support for his/ her candidature by unfair means, or
- viii. carrying mobile phones or similar electronic devices of communication in the examination/interview hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable :
  - a. to be disqualified from the examination for which he/ she is a candidate
  - b. to be debarred either permanently or for a specified period from any examination conducted by Nehru Yuva Kendra Sangathan
  - c. for termination of service, if he/ she has already joined the Nehru Yuva Kendra Sangathan.

NYKS's decision shall be final in this regard. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi Court only.

The terms & conditions of service will be as applicable at the time of service and subject to such amendments as the competent authority decides.