



बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय)

विद्या विहार, रायबरेली रोड, लखनऊ-226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Raebareli Road, Lucknow-226025

Advt. No. BBAU/NSS/PC/01/2023

Date: ...24/11/2023.....

Advertisement for the position of Programme Coordinator in National Service Scheme (NSS) at Babasaheb Bhimrao Ambedkar University, Lucknow

Babasaheb Bhimrao Ambedkar University, Lucknow invites application for filling up the post of Programme Coordinator in National Service Scheme (NSS) on Deputation/ Short term contract for the period of three years extendable by one year further. No Programme Coordinator will be appointed on Permanent basis.

Programme Coordinator

The Programme Coordinator is the key functionary as far as NSS is concerned. Therefore, a dedicated and devoted Programme Coordinator can plan, execute and evaluate the NSS activities in a proper perspective. The Programme Coordinator will execute all administrative and policy directives of the government, decisions of the State Advisory Committee and University Advisory Committee. The NSS programme will be prepared in the light of the guidelines issued by the Government of India.

Functions of the Programme Coordinators:

- To assist and guide the NSS unit for implementation of NSS programmes at college level.
- To help in organising camps, training and orientation programmes for the NSS leaders.
- To visit the NSS units for monitoring and evaluation.
- To ensure implementation of NSS Regular activities and special camping programmes.
- To ensure timely release of grants to colleges.
- To submit the reports and returns to Programme Adviser, Regional Centre, State Liaison Officer and TOC/TORC.
- To ensure selection of new Programme Officers as per guidelines and ensure their orientation within the stipulated period.
- To submit half yearly reports and other information required to Government of India, Regional Centre and State Liaison Officer on the prescribed proforma.
- To have liaison with Regional Centre and State Liaison Officer and TOC/TORC for the implementation of NSS programme.
- To bring out documents and reports on the achievements of NSS.

- k. The Programme Coordinator may incur expenditure on NSS cell as per pattern of financial expenditure sanctioned by the Government of India as given in part (viii) dealing with "finances and accounts" in this manual.
- l. The Programme Coordinator will get the budget approved by the University Advisory Committee on NSS.

Term/Tenure of the Programme Coordinator

The Programme Coordinator will be appointed on deputation/short term contract for the period of three years extendable by one year further. No Programme Coordinator will be appointed on Permanent basis.

Qualifications of the Programme Coordinator

- a. Assistant Professor/Associate Professor in the University and Its Satellite Centre at Amethi.
- b. Must have been a Programme Officer (NSS) for at least three years.
- c. Must have undergone NSS orientation in a TOC/TORC.
- d. Not more than 50 years of age at the time of selection as Coordinator.

How to apply: Interested applicants are requested to fill the prescribed Application Form (enclosed) and send with all supporting documents to the following address:

**The Registrar,
Babasaheb Bhimrao Ambedkar University,
Vidya Vihar, Raebareli Road, Lucknow - 226025**

Last date to apply is 30.11.2023.



Babasaheb Bhimrao Ambedkar University, Lucknow

Proforma for Application for Programme Coordinator in National Service Scheme (NSS)

- 1 Name of the Applicant :
- 2 Official Address with Mobile No. :
- 3 Whether the applicant served as :
programme officer (attach copy of
certificate/proof)
- 4 Whether the programme officer :
attended training course at ETI/ToC
(Attach copy of certificate)
- 5 Details of activities carried out as NSS :
Programme Officer in Regular
Activities during his/her tenure
(attach detailed report and other
proofs)
- 6 Details of the activities and special :
camp organized by applicant as
Programme Officer (Attach copy of
reports, photos and other proofs)
- 7 Details of Award or Appreciation letter :
as Programme Officer during his/her
tenure (attach supporting documents)
- 8 Details of University/ National Level/ :
State programs attended/ organized
by the applicant as Programme Officer
during his/her tenure (attach
supporting documents etc.)
- 9 Other details, if any :

Signature of the Applicant