

1-9/MYAS/PYKKA/2012
GOVERNMENT OF INDIA
MINISTRY OF YOUTH AFFAIRS & SPORTS
MISSION DIRECTORATE – PYKKA
ENGAGEMENT OF PROJECT OFFICERS/ASSTT.
PROJECT OFFICER (HINDI)

Government of India, Ministry of Youth Affairs & Sports invites applications in the prescribed format from experienced persons for engagement as **Project Officers / Assistant Project Officer (Hindi)** in the Mission Directorate – PYKKA on contract basis. The details regarding eligibility criteria, viz., job requirement, educational qualifications, experience, age limit, consolidated remuneration, date, time and venue of interview, etc., are available on the website of this Ministry and MD-PYKKA, i.e., <http://yas.nic.in/index.asp?layid=2> and <http://pykka.gov.in>. This Ministry reserves the right to accept or reject in part or in full any or all the responses, without assigning any reasons whatsoever. Last date for submission of applications is 15 (fifteen) days from the date of publication of this advertisement in the Newspaper. Applications received after due date will not be considered.

- Sd-
(A.K.Singh)
Under Secretary to the Govt. of India
Tel : 011-24361823
Email : uspykka@gmail.com

N.B. Shortlisted candidates will be informed through letter/email for interview. The tentative date and time of interview will be 09.10.2013 at 11.00 a.m.



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Ministry of Youth Affairs & Sports
Department of Sports
Mission Directorate

Procedure and Guidelines for engagement of Project Officers and Assistant Project Officers in Mission Directorate of PYKKA.

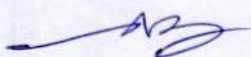
The scheme of engagement of Project Officers, and Hindi Officer cum- Translator in Mission Directorate of PYKKA has been revised and henceforth will be regulated as per the following guidelines:-

1. General conditions for engaging Project Officers and Hindi Officer cum-Translator:-

1.1 Project Officers and Hindi Officer Cum- Translator (APO-Hindi) would be engaged for a fixed period for providing high quality services to MD-PYKKA or for attending to specific and time- bound jobs like preparation of project reports etc. Professionals with required qualifications and experience as prescribed below would be hired. Retired Govt. employees with relevant experience would also be eligible for selection. The appointment would be on full time basis and they would not be permitted to take up any other appointment during the period of engagement with MD-PYKKA.

1.2 The appointment is of a temporary (non-official) nature and the appointment can be cancelled at any time by the MD-PYKKA without assigning any reason.

2. Period of engagement:- The initial engagement for a person as Project Officers/Hindi Officer Cum- Translator would be for a period of one year or for the period of consultancy as already defined in the Terms of Reference (ToR) (**Annexure-I**). Thereafter, the engagement would be reviewed.



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2.1 The initial term of appointment if any, shall be decided on case to case basis depending upon the specific job in the timeframe for completion, as provided in GFR rules-163.

3. **Number and Qualification**

3.1 The total number of Project Officers/Hindi Officer Cum-Translator Shall be decided within the strength approved by the General Council of PYKKA/RGKA.

3.2 **Qualification and experience**

Category	Qualifications/requirements in the case of retired employees of Central/State Govt. or autonomous bodies/PSUs.	Qualifications/requirements in the case of engagement from open market.
Project Officer (General)	Retired Govt. employees who served in Central/State Governments/Autonomous Bodies/PSUs and held a post of the level of Section Officer /Account Officer/ Under Secretary and above upto the level of Director having experience of Administration /Finance/Accounts with analytic abilities to examine proposals/projects relating to Government Schemes.	Graduate or B.PEd or MBA from a recognized Indian universities/institutes who has played upto university/State level.
Project Officer (Civil Engineering)	Retired Govt. employees who served in Central/State Governments/Autonomous Bodies/PSUs and held a post of the level of Assistant Engineer (Civil) or above.	Bachelor of Civil Engineering recognized institution with 3 years working experience in Government department/ Autonomous Bodies/PSUs.
Assistant Project Officer (Hindi)	Officers who served in Central/State Govts./Autonomous bodies/PSUs and held a post at the level of Senior Hindi Translator/Assistant Director.	Graduate in Hindi and also English should be a subject in the Graduation level.

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4. Age limit

4.1 In case of Retired Officers, generally, the maximum age limit for all categories will be 65 years. In exceptional/deserving cases, age beyond 65 years can be relaxed upto 70 years.

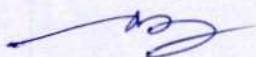
4.2 For engagement of Project Officers/Hindi Officer Cum-Translator to be engaged from open market age limits will be from 22 years to 40 years, which can be relaxed in deserving cases.

5 Procedure for selection

5.1 Mission Directorate PYKKA shall prepare Term of Reference (TOR) for the work to be done by the Project Officers/Hindi Officer Cum-Translator in the format prescribed at **(Annexure- I)** within the framework of provisions contained in :-

- (i) Chapter on Procurement of Services (Rule 163,165,166,170,176 & 177) of GFRs, 2005.
- (ii) Chapter VII Selection of Individual Consultants (Para 1.2.1, 7.1 & 7.2) of Manual of Policies and Procedure of Employment of Consultants.

5.2 Based on the requirement, Mission Directorate- PYKKA will prepare an advertisement in the format outlined at **Annexure – II** for inviting applications for engagement and will place the same on MYAS and Mission Directorate (PYKKA) websites (Annexure- III) and will also be published in at least one national daily.



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5.3 All the applications received in response to the vacancies advertised will be scrutinized and short-listed by the Mission Directorate of PYKKA as per requirement and in the light of the guidelines. Thereafter, the Mission Directorate of PYKKA would submit a proposal before the **Selection Committee**, which would recommend a panel of three, wherever possible, including a wait-list of two persons per vacancy for appointment. The composition of the Selection Committee shall be as under:-

Joint Secretary (Dev.) & Mission Director	Chairman
Director (Scheme)/Director (Sports)	Member
Director (Integrated Financial)	Member

5.4 After meeting of the **Selection Process**, the minutes will be issued and file will be submitted to MoS (I/C), YAS for approval. Thereafter Mission Directorate of PYKKA will issue offers to the selected candidates and appointment orders, if they accept.

6. Entitlements

6.1 Fee:- The maximum amount of consolidated fee payable to the Project Officers/Hindi Officer Cum- Translator will be as under:-

Project Officer/Assistant Project Officer (including APO-Hindi):-

- (a) Rs. 40,000/- per month to the Retired Officers drawing Grade Pay upto Rs. 6600.
- (b) Rs. 45,000/- per month to the Retired Officers drawing Grade Pay above Rs. 6600 and upto Grade Pay of Rs. 7600/-.
- (c) Rs. 50,000/- per month to the Retired Officers drawing Grade Pay above Rs. 7600 and upto Grade Pay of Rs. 8700/-.



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- (d) Rs. 25,000/- per month to the Retired Officers drawing Grade Pay from Rs.4800/- to Rs.5400/- to be appointed as APOs.
- (e) In case of Project Officers/Assistant Project Officers to be engaged from open market, the monthly consolidated emoluments will be decided on the basic of Qualification, experience and job requirement in consultation with the IFD (within the range of Rs.30,000/- to Rs.40,000/-).

6.2 **Drawal of Pension :-** A retired Government official appointed as consultant in any of the categories shall continue to draw pension and the dearness relief on pension during the period of his engagement. His/her engagement shall not be considered as a case of re-employment.

6.3 **Allowances:-** They shall not be entitled to any allowances such as Dearness Allowance, Residential Telephone, Transport facility, Residential Accommodation, CGHS, Medical Reimbursement etc.

6.4 **Leave:-** They shall be eligible for 30 days leave in a calendar year on pro-rata basis. Therefore, they shall not draw any remuneration in case of their absence beyond 30 days in a year (calculated on a pro-rata basis). Also unavailed leave in a calendar year cannot be carried forward to next calendar year.

6.5 **TA/DA:-** Headquarter of each individual will be decided at the time of her/his contract appointment. In case she/he is required to perform journey/tour in connection with official duties, TA/DA entitlement will be as under:-

- (i) In case of retired employees, as per entitlement on their last pay drawn.
- (ii) In other cases, as per entitlement on minimum of the pay scale of equivalent post in Central Govt.

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(iii) In case of experts who can not be compared with any post in Central Govt. TA/DA entitlement will be decided with the approval of Mission Director on case to case basis as per TA rules.

6.6 The contractual assignment can be terminated at any time by giving one month notice from either side or payment of one month's remuneration in lieu thereof without assigning any reasons.

6.7 The existing Project Officers will continue as per their existing entitlements/remuneration till they complete their presently sanctioned tenures and their cases would not be reopened. In case, they wish to be covered under these guidelines, they shall submit written consent. On the expiry of their existing tenure, they will have to apply afresh in response to advertisement, if any, placed on MYAS and PYKKA websites and in at least one national daily for appointment and consequently compete with other applicants to be considered for selection for appointment for above mentioned categories after following the due procedure as per the new guidelines.

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Annexure - I

**TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF PROJECT OFFICERS /
ASSISTANT PROJECT OFFICER (HINDI) FOR PYKKA SCHEME PROPOSED TO
BE REVISED**

TOR FOR PROJECT OFFICER

1. Examination of proposals received from States/Uts for (i) sanction and release of grants-in-aid for development and maintenance of sports infrastructure in the village and block panchayats; (ii) annual acquisition and operational grants for procurement of sports equipment honorarium to kridashrees etc. (iii) PYKKA rural competitions & north east games. Submission of the above proposals to EC/Secretary (Sports)/Hon'ble MOS (I/C) YAS for approval and concurrence by the IFD of MYAS (iv) Training of Master trainers/kridashrees etc.
2. (i) Arranging meetings of executive committee and general council of PYKKA (ii) Organizing of conference sports ministers/secretaries of the states & UTs.
3. Administration of PYKKA resource centre including of budget training courses of master trainers kridashrees etc.; LNIPE Gwalior.
4. Monitoring of PYKKA scheme by PYKKA Observers/Project Officers to States/UTs progress reports from the states etc.
5. Policy matters of PYKKA scheme-providing clarifications to states/UTs and other stake holders on policy matters of PYKKA.
6. International cooperation on matters relating to implementation of PYKKA scheme in collaboration with UNICEF, British Council, YST UK, Magic Bus and other NGOs.
7. Parliament Questions including work relating to parliament committees like consultative committee, estimates committee.
8. Administration of Mission Directorate-PYKKA.
9. Any other work assigned by Senior Officers.

TOR FOR APO (HINDI)

1. Translation from English to Hindi and vice versa
2. Handling of references received in Hindi/ in relation to Hindi work
3. Vetting of Hindi work outsourced, if any
4. Any other work assigned by Senior Officers

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Annexure-II

To
The Under Secretary (PYKKA)
Mission Directorate-PYKKA
Cafeteria Building
Pragati Vihar Hostel
CGO Complex, Lodhi Road
New Delhi- 110003

**Application format for appointment as Project Officer
(General/Civil)/Assistant Project Officer (Hindi)**

1. Name: _____
2. Father's Name: _____
3. Date of Birth: _____
4. Domicile : _____
5. Nationality: _____
6. Mailing address (with Tel./Mob. No. and E-mail) _____
7. Permanent address: _____
8. Educational Qualification

.No.	Course	Subject	University/Institute	Year of Passing	Division/Class

9. Work Experience

.No.	Organization/ Institute	Period From To	Nature of Work	Remarks

10. Whether SC/ST/OBC:

11. Reference :

- (i)
- (ii)

(Signature)
Date _____

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Annexure-III

Government of India, Ministry of Youth Affairs & Sports invites applications in the prescribed format from experienced persons for engagement as **Project Officers / Assistant Project Officer (Hindi)** in the Mission Directorate – PYKKA on contract basis. The details regarding eligibility criteria, viz., job requirement, educational qualifications, experience, age limit, consolidated remuneration, date, time and venue of interview, etc., are available on the website of this Ministry and MD-PYKKA, i.e, <http://yas.nic.in/index.asp?lavid=2> and <http://pykka.gov.in>. This Ministry reserves the right to accept or reject in part or in full any or all the responses, without assigning any reasons whatsoever. Last date for submission of applications is 15 (fifteen) days from the date of publication of this advertisement in the Newspaper. Applications received after due date will not be considered.
