

No. J-17011/333/2025-MY BHARAT
Ministry of Youth Affairs and Sports
Department of Youth Affairs
(MY Bharat Section)

Shastri Bhawan, New Delhi
Dated 18th August, 2025

To

All Cadre Controlling Authorities

Sir/Madam,

The Ministry of Youth Affairs & Sports is in the process of filling up the vacant posts of **Director** in the **MY Bharat Organisation** under the Department of Youth Affairs.

2. The post of Director in MY Bharat is in **Level-13 of the Pay Matrix** and is to be filled on deputation basis from eligible officers of the Central Government/State Governments/Union Territories, including officers of All India Services and Central Civil Services, PSUs/autonomous bodies. The eligibility conditions, pay scale, and other details are as per the Recruitment Rules for the post.

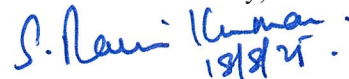
3. It is requested that suitable officers, who meet the prescribed eligibility criteria (enclosed) and are willing to be considered for appointment to the post of Director, may be nominated by your organisation. The nominations should be accompanied by the following documents:

- o Complete bio-data of the officer in the prescribed format.
- o Vigilance clearance certificate.
- o Integrity certificate.
- o Statement of major/minor penalties imposed during the last 10 years.
- o Cadre clearance.
- o Attested copies of APARs for the last five years.

4. The nominations, complete in all respects, may please be sent to **The Under Secretary, MY Bharat Section, Department of Youth Affairs, Room No. 518-C, Shastri Bhavan, New Delhi** within **3 weeks** from the date of issue of this letter.

5. It is requested that wide publicity may be given to this vacancy within your cadre to ensure that suitable and willing officers are nominated for consideration.

Yours faithfully,



(S. Ravi Kumar)

Under Secretary to the Govt. of India
Tel. 2338 2560

- 1. Name of Post: Director**
- 2. Number of Vacancy: 1 (One)**
- 3. Mode of Recruitment:** Deputation basis (Including Short Term Contract)
- 4. Pay:** Pay Level 13 of pay matrix as per 7th CPC. The fixation of pay/ Deputation (Duty) allowance shall be governed by instruction(s) issued by DOPT from time to time on the subject.
- 5. Eligibility, Educational Qualifications and Experience:**

I. Eligibility : Officers under the Central/State Govt./Autonomous bodies/Universities:

- 1) holding analogous posts on regular basis OR
- 2) with 5 years regular service in the post with pay level 12 (Rs. 78800-209200) in the pay matrix OR
- 3) with 10 years regular service in the post with pay level 11 (Rs. 67700-208700) in the pay matrix,

II. Educational Qualifications :

- (a.) Masters degree in Sociology/Anthropology/Social Work, Post Graduate Diploma in Social Development Youth Work / Rural Development or equivalent.
- (b.) 5 years experience in rural development or social work or voluntary work or allied areas in Govt./Semi Govt./Recognized Institutions.

6. Period of Deputation:

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ department of the central Govt. shall ordinarily not exceed three years and will be governed by the instructions issued by DOPT vide OM No. 6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time

7. Age and Crucial Date for determining Eligibility:

The maximum age limit shall be not exceeding 56 years as on the closing date of receipt of application.

Applications of only such officers will be considered which are routed through proper channel and are accompanied with (i) bio-data in the proforma at **Annexure-II**; (ii) clear photocopies of the up-to-date CR dossiers of the officer for the last five years, duly attested by a Group 'A' officer (iii) cadre clearance; (iv) clearance from vigilance and disciplinary angle; and (v) statement giving details of major or minor penalties, if any, imposed on the officer during the last ten years.

****NOTE:**

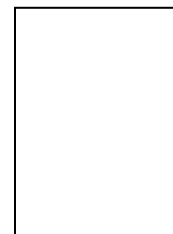
**** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.**

**** MY Bharat is not an entitled office for Govt. accommodation under the General Pool of Govt. accommodation.**

**** Medical reimbursement is admissible as per the MY Bharat Service Rules. This is in lieu of CGHS benefits which are not admissible to the employees of MY Bharat.**

Proforma for application to the post of Director in MY Bharat

Reference No. J-17011/333/2025-MY BHARAT



1.	Name in Full (IN BLOCK LETTERS)	
2.	Post Applied For	DIRECTOR
3.	Date of Birth (DD/MM/YYYY)	
4.	Initial date of appointment in Govt. service	
5.	Date of superannuation (DD/MM/YYYY)	
6.	Service to which you belong	
7.	Status of your present employer (Pl. specify whether Central Govt./State Govt./Autonomous/University/others)	
8.	Office address with Telephone No.	
9.	Residential Address with Telephone No.	
10.	Address for communication	
11.	Email Id:	
12.	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)	
13.	Experience/ Qualifications required as mentioned in the Vacancy Circular:	Experience/ Qualifications possessed by the Officer (to be mentioned by the applicant clearly)
	Officers under the Central/State Govt./Autonomous bodies/ Universities: 1) holding analogous posts on regular basis OR 2) with 5 years regular service in the post with pay level 12 (Rs. 78800-209200) in the pay matrix, OR 3) with 10 years regular service in the post with pay level 11 (Rs. 67700- 208700.) in the pay matrix.	
	Educational Qualifications: (a)Masters degree in Sociology / Anthropology / Social Work, Post Graduate Diploma in Social Development Youth Work/Rural Development or equivalent. (b) 5 years experience in rural development or social work or voluntary work or allied areas in Govt./Semi Govt./Recognized Institutions.	
14.	Please mention experience of handling work relating to budgeting/ accounting etc, if any:	
15.	Please state clearly whether in the light of entries made by you above, you meet the requisite Qualifications and Work Experience of the post.	

16.	Details of employment(If needed, attach a separate sheet duly authenticated by your signature in the format given below):				
	Name of Ministry/Department/ Orgn./ Institution	Post held on regular Basis (Start with most recent)	From	To	Level in the Pay Matrix of the post held on regular Basis
	Important: Level in the Pay Matrix granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned in the above table. Only Pay level as mentioned in the Pay Matrix for the post held on regular basis to be mentioned. Details of ACP/ MACP with present Level in Pay Matrix where such benefits have been drawn by the Candidate, may be indicated below:				
	Office/ Institution	Level in the Pay Matrix under ACP/ MACP Scheme	From	To	
17.	Nature of present employment i.e. Permanent / Ad-hoc/Temporary)				
	Present post held, along with Pay Level and present Basic Pay/Pay Scale/Pay Band and Grade Pay of the post held:				
18.	In case the present employment is held on deputation, please state:				
	a) The date of initial appointment.				
	b) Period of appointment				
	c) Name of the parent office/ organization.				
	d) Name & Pay of the post held in substantive capacity in the parent organization:				
	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. NOTE: Information under Column 17(c) & 17(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation.				
	Additional details about present employment: Please state whether working under Central Government State Government Autonomous Organisation Government Undertaking Universities others				
19.	Please state whether you are working in the same department and placed in the feeder grade or feeder to feeder grade.				
20.	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.				
	Total emoluments per month drawn at present:				
	Basic Pay	Level in the Pay Matrix	Total Emoluments		
21.	In case the applicant belongs to an organization which is not following the Central Government Pay- Scale OR not according to new Pay Matrix, the latest salary issued by the organization showing the following details may be enclosed.(Please enclose supporting				

	Documents)		
	Basic Pay with Level of Pay Matrix and Rate of increment	Dearness Pay/ Interim relief/ Other Allowances etc.(detailed break up)	Total Emoluments
22.	Additional information, 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 qualification (ii) professional training and (ii) work experience over and above what has been prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet duly signed, if the space is insufficient)		

I have carefully gone through the vacancy circular / advertisement and I am well aware that the curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection I shall abide by the terms and conditions of service attached to the post. I also understand that in the event of any information provided above is found to be false/tampered/incorrect my candidature to the said post will be cancelled at any time.

Place:-

Signature:

Date:-

Name:

(Certificate to be furnished by the Employer/Head of office/Forwarding authority)

Certified that the information/details provided in the above application by Shri / Smt./Ms. are true and correct as per records available. The date of birth of Shri/Smt/Ms..... is He/she possesses educational qualifications and experience mentioned in vacancy circular. **If selected, he/she will be relieved immediately.**

2. It is also certified:-

- i. That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri/ Smt./Ms. _____
- ii. That his / her integrity is certified.
- iii. That his / her CR / APAR dossier in original is enclosed / photocopies of the ACRs/ APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. That no major / minor penalty has been imposed on him / her during that last ten years or A list of major / minor penalties imposed on him / her during the last ten years is enclosed (as the case may be)
- v. That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature _____
Name and Designation _____
Tel. No. _____

Office Seal

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

Duties and Responsibilities:

- To supervise all administrative matters, performing duties as per the delegated powers;
- To evaluate performances of Deputy Directors/Assistant Directors and State Directors/Joint Director;
- To process report on confidential notes of State Directors promotions and other personnel matters;
- To initiate disciplinary action and recommend appropriate action
- To recommend transfer of employees in the level of Ads and above;
- To grant all kind of leave to staff of Headquarters and State Directors;
- To supervise the maintenance of service book and personnel records;
- Formulate, evaluate forwarding of project proposals of financial assistance of funding agencies to supervise programmes and schemes with various Govt. and semi Govt. bodies;
- To liaise with agencies/Govt. to pursue the objectives of MY BHARAT;
- To monitor resource mobilization;
- To supervise functioning of all subordinate officials;
- To exercise all powers as delegated by the Director General, Chairperson/BOG from time to time;
- To supervise coordination and training matters;
- To recommend budgets for publication related matters;
- To conduct studies, monitor and evaluate effectiveness of the programmes of MY BHARAT and recommend improvements to process report from confidential notes and other performance related parameters of employees to attend and communicate on parliamentary matters and VIP references;
- To coordinate with publicity media for image building;
- To supervise implementation of official language policy of Govt. of India;
- To supervise all financial and related matters;
- To operate bank account as one of the signatories to release payment as per the sanctions;
- To supervise maintenance of accounts related records;
- To depute, appoint, supervise internal auditors and auditing of accounts of MY BHARAT;
- To coordinate audit teams of DGACR/CAG;
- To supervise the status of various budgetary requirements;
- To prepare annual budget estimates, revised estimates and submission of accounts;
- To supervise scrutiny of audit reports/ reply of audit paras.
