



Ref. No.-334/REG/KMCLU/2023/

Date: 22 February, 2023

## ADVERTISEMENT NOTICE

Applications are invited from eligible candidates for Post of **Programme Co-Ordinator, N.S.S, KMC Language University** till **31 March, 2023**. Candidates are advised to read the details, and eligibility criteria mentioned for this vacancy. For details of terms & conditions and qualification candidates may visit the university website (<https://kmclu.ac.in/>)

  
(Ajay Kirshna Yadav)  
Registrar

Reference No. & Date : As Above.

**Copy Forwarded to:**

1. P.S. to Hon'ble Vice Chancellor.
2. Finance Officer
3. Dewan/H.O.D. of All Department.
4. DSW.
5. Co-Ordinator/Programme Officers-N.S.S.
6. Web Admin for wider circulation of Advertisement.
7. All Notice Boards.

  
Assistant Registrar



**GENERAL INSTRUCTION**

**(For Appointment to the post of Programme Coordinator (Temporary),  
N.S.S., KMC Language University, Lko.)**

Candidates willing to apply for the above post can apply directly through sending detailed Bio-Data along with copies of documents in support of their eligibility for the post of Programme Coordinator (Temporary), N.S.S., KMC Language University, Lko.

**QUALIFICATIONS OF THE PROGRAMME COORDINATOR**

- Reader/Senior lecturer in the University or affiliated college.
- Principal of affiliated college of the status of Reader with NSS back ground.
- Must have been a Programme Officer NSS for at least three years.
- Must have undergone NSS orientation in a TOC/TORC.
- Not more than 50 years of age at the time of selection as Coordinator.

**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.

**FUNCTIONS OF THE PROGRAMME COORDINATORS**

- To assist and guide the NSS Unit for implementation of NSS programmes.
- To help in organising camps, training and orientation programmes for the NSS Programme Officers.
- 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/NSS Units.
- To submit the reports and returns to Programme Adviser, Regional Centre, State Liaison Officer.
- 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, State Liaison Officer and TOC/TORC for the implementation of NSS programme.
- To bring out documents and reports on the achievements of NSS.

  
**Registrar**