UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act. XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]

Office of the Registrar

★ Phone: 03512-223664 ★ URL: www.ugb.ac.in ★ Email: registrar@ugb.ac.in
P.O.: Mokdumpur, Dist.: Malda, Pin – 732 103, West Bengal, India

Ref. No.: 059/UGB/R–25   Date: 07.02.2025

NOTICE

All NSS Programme Officers (P.O. s) of different affiliated Colleges under the University of Gour Banga are hereby requested to apply/inform willingness for the post of DISTRICT COORDINATOR/DISTRICT NODAL OFFICER (DNO) under the University of Gour Banga (vide Letter No.: F. NO.-P/26/1/RD/NSS/KOL/2024-2025/5967-5993; Dated: 05.02.2025, from Shri Vinay Kumar, the Regional Director of NSS, Kolkata).

A format of application is also attached herewith. Applicants are requested to attach scanned copy of supporting documents. Please refer to the NSS Regional Director's letter for the eligibility conditions, duties and scope of function of the District Coordinator/ District Nodal Officer (DNO).

The complete application has to reach the University by **18.02.2025** positively within **5:00 PM** at the email ID **nss@ugb.ac.in**.

Enclosures:

1. Letter No.: F. NO.-P/26/1/RD/NSS/KOL/2024-2025/5967-5993; Dated: 05.02.2025 from Shri Vinay Kumar, The Regional Director of NSS, Kolkata.
2. Application form.

(Dr. Biswajit Das)
Registrar (Addl. Charge)

Registrar (Additional Charge)
University of Gour Banga

Copy forwarded to:

1. The Hon'ble Vice-Chancellor, UGB.
2. The Principal/Teachers-in-Charge/Officers-in-Charge of all affiliated Colleges under the UGB.
3. The NSS Programme Co-ordinator, UGB.
4. The University Website.
5. Office File.

UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]
P.O.: Mokdumpur, District: Malda, West Bengal, PIN- 732 103

Application Form for District Coordinator / District Nodal Officer (DNO) of NSS under University of Gour Banga, Malda

To:
The Registrar,
University of Gour Banga,
P.O.: Mokdumpur, Dist.: Malda,
West Bengal – 732 103.

> Affix recent passport size coloured photograph

Sir,

I hereby apply for the post of *District Coordinator / District Nodal Officer (DNO) of NSS under University of Gour Banga, Malda,* in response to your Notice No.: …………/UGB/R-25, Dated: ……………............**.** The requisite particulars are given below in the prescribed Proforma complete in all respects are being submitted.

Name: ....

Date of Birth: ....

Designation: ....

Qualification: ....

Name of the College: ....

NSS Designation: ....

Experience as Programme Officer: From .... **to** ....

(Total: .... **years** .... **months** .... **days)**

Any Special camp organized by him/her (with proper documentation): ....
....

Any camp attended by him/her in his/her tenure (with proper documentation): ....
....

I certify that the above statements are true to the best of my knowledge and belief. I accept that in case any of the information is found to be incorrect or in case there is any suppression of fact, the application is liable to be rejected.

Date:

Place: ....
(Signature of the Applicant)

भारत सरकार
युवा कार्यक्रम एवं खेल मंत्रालय
राष्ट्रीय सेवा योजना क्षेत्रीय निर्देशालय
३, चर्च लेन, कोलकाता–७०० ००१
दूरभाष : 033 2243 9233
ई–मेल : kolkata-nss@nic.in
        rdnsskolkata@gmail.com

Government of India
Ministry of Youth Affairs & Sports
Regional Directorate of NSS
3, Church Lane, Kolkata - 700 001
Ph. : 033 2243 9233
E-mail : kolkata-nss@nic.in
         rdnsskolkata@gmail.com
URGENT
SPEED POST

F.NO-P-26-1/RD/NSS/KOL/ 2024-2025|5967 - 5993   Dated the 5th Feb 2025

To

The NSS Programme Coordinator
(As per the List)
West Bengal.

Sub- Appointment of District Coordinator/District Nodal Officer (DNO) in the structure of National Service Scheme (NSS) for better implementation of the scheme- Reg.

Madam/Sir,

With reference to letter no N-14045/3/2024-NSS dated 30th January, 2025 received from the Under Secretary, NSS, Govt. of India on the subject cited above it is to inform you that Ministry has approved the appointment of the **District Coordinator/District Nodal Officer (DNO)** for effective monitoring of NSS activities, facilitating timely reporting and ensuring compliance within the District.

The **District Coordinator/District Nodal Officer (DNO)** will be paid a monthly remuneration /Out of pocket allowance of Rs. 800/- from administrative costs of regular activities NSS grant of University/+2 Council.

In this context, you are requested to initiate the selection process for appointment of District Coordinator/District Nodal Officer (DNO) in the structure of National Service Scheme (NSS). You are requested to issue an Official Notice to all the NSS Units so that the eligible and interested NSS Programme Officers can apply for the post. The selection procedure, modalities and role and responsibilities of DNO are mentioned below.

❖ **Selection Process:**

1. The minimum eligibility for selection of DNO will be similar to that of PO and he/she should have minimum 3 years of experience as a PO. He/she should have experience of organizing at least 2 special camps during their tenure.
2. Selection and appointment for this post will be made by the concerned administrative authorities of University/ Council of School Education in consultation with Regional Director and State NSS Officer. If more than one Universities are present in the district, the preference should be given to the University with large number of NSS units.
3. The concerned University/+2 Council will organise an interview for the selection and appointment of the DNO. It is mandatory to appoint DNO for effective implementation of the NSS. University/+2 Council can recommend minimum three names for any District under their jurisdiction for the appointment of DNO.
4. Tenure will be 2 years from the date of appointment and may be extended for another 2 years if work found satisfactory.
5. In case of change/transfer of PO from the role of PO, alternative District Nodal Officer can be appointed by the concerned Regional Directorate till further appointment of a District Nodal Officer.

❖ **Modalities:**

1. The importance of NSS volunteers and participation of NSS volunteers in different programmes specially flagship programmes of Government of India has increased in the last decade. Hence, the interested Programme Officer to be appointed as DNO should be passionate about NSS activities and ready to dedicate his precious time beyond his/her other academic works and Official works.
2. Preference should be given to the NSS Programme Officers having knowledge about My Bharat operation, Google sheets, Microsoft Office, Social Media and having smart phone, computer system.

❖ **Role and responsibilities of DNO:**

1. District Nodal Officer (DNO) will directly report to the Regional Directorate of NSS and SNOs by keeping Programme Coordinator in loop.
2. They will be responsible for coordination with District Youth Officer of NYKS and other administrative in the district.
3. They will collect report/data of the events in the districts from institutions of the district and submit it to the RD and SNO as and when asked.
4. They will be responsible for collecting and submitting of photographs and videos to the RDs.
5. Data submission related to NSS functionaries, NSS Volunteer list as and when required related to concerned District.
6. They will coordinate with all the NSS Programme Coordinators/Programme Officers of their respective districts.
7. To take review meeting and to encourage the other NSS functionaries as well as NSS Volunteers for active participation in every NSS Programme.
8. To attend all the meetings organized at National, State Level time to time and to conduct District level meetings.
9. He/she will be the member of the University Advisory Committee

You are requested to issue a notice to all the NSS Units under your jurisdiction within 10th Feb, 2025 and further you are requested to send the application or nominations of the interested Programme Officers to this office within 28th February, 2025.

Matter may please be treated as **MOST URGENT.**

Yours faithfully,

(Vinay Kumar)
Regional Director

Copy to:

1. **All the Vice Chancellor/The Director/The President** of all the concerned University/+2 Council for kind information.
2. **The Director (NSS),** Ministry of Youth Affairs & Sports, Govt. of India, Shivaji Stadium, New Delhi- 110001.
3. **The Under Secretary,** NSS, Ministry of Youth Affairs & Sports, Govt. of India, Shastri Bhawan, New Delhi- 110001
4. **The State NSS Officer,** Dept. of Higher Education, Govt. of West Bengal, Bikash Bhavan, Salt Lake – 700091.

Sl No.	List of University	Name of District where District Nodal Officer will be appointed
01	University of Calcutta, Kolkata	❖ Kolkata ❖ Howrah ❖ South 24 Pgs. ❖ Hooghly
02	University of Kalyani, Nadia	❖ Nadia ❖ Murshidabad
03	University of Burdwan, East Burdwan	❖ East Burdwan ❖ Birbhum
04	West Bengal State University, Barasat	❖ North 24 Pgs.
05	University of Gour Banga, Maldah	❖ Maldah ❖ North Dinajpur ❖ South Dinajpur
06	Kazi Nazrul University, Asansol	❖ West Burdwan
07	North Bengal University, Siliguri	❖ Jalpaiguri ❖ Darjeeling ❖ Alipurduar ❖ Kalimpong
08	Cooch Behar Panchanan Berma University, Cooch Behar	❖ Cooch Behar
09	Bankura University, Bankura	❖ Bankura
10	Sidho Kanho Birsha University, Purulia	❖ Purulia
11	Vidyasagar University, W Medinipur	❖ West Medinipur ❖ East Medinipur ❖ Jhargram
12	West Bengal Council of Higher Secondary Education	All Districts