



The Bharat Scouts and Guides

Creating Better India

National Headquarters

Address: Lakshmi Mazumdar Bhawan, 16, M. G. Marg, I. P. Estate, New Delhi-110002

Website :www.bsgindia.org Email Id: info@bsgindia.org Phones:+91-11-23370126,23378667

To
All the State Secretaries,
State Associations of
The Bharat Scouts and Guides,
INDIAN UNION

Circular No.: 34/2022

Date : 23rd Feb.,2022



SUB: SITUATION VACANT

Dear Sir/Madam,

Applications are invited for the following posts in the Bharat Scouts and Guides, National Headquarters, Lakshmi Mazumdar Bhawan, 16, M. G. Marg, I. P. Estate, New Delhi – 110002.

**01. Joint Director (Female Only) : (Scale: PB-3 Rs. 15600-39100+ Grade Pay Rs. 5400)-
No. of Post- 01**

Requirement:

- Graduate preferably Post Graduate
- MBA in Finance or Marketing
- Law graduate will be given preference
- Age – Below 58 years as on 01.04.2022 (Relaxation will be considered in exceptional cases)
- Experience for at least 15 as professional at any level in the organisation.
- Should have completed Advanced Management Course of APR/NHQ.
- Should be fluent in English speaking and communication.
- Must have basic knowledge of MS Office, Internet and Planning skills
- Independently working capacity

**02. Deputy Director (G) Leader Training: (Scale: PB-2 Rs. 9300-34800 + Grade Pay Rs. 4500)-
No. of Post- 01**

Requirement:

- Minimum Graduate with English as one of the language.
- Leader Trainer in any Section of the Guide Wing.
- Age- below 58 years as on 01.04.2022 (relaxation will be considered in exceptional cases).
- At least 10 years of working experience as SOC/ STC/ State Secretary or any other executive post in the State/district.
- Should be fluent in English speaking and communication.
- Independently working capacity
- Must have basic knowledge of MS Office, Internet and Planning skills

**03. Public Relation Officer: (Scale: PB-2 Rs. 9300-34800 + Grade Pay Rs. 4000)-
No. of Post- 01**

Requirement:

- Minimum Graduate with English as one of the language.
- Diploma in Public Relation or Journalism.
- Age- below 58 years as on 01.04.2022
- At least 3 years of working experience as an Editor/Sub-Editor in any Newspaper/ Magazine.
- Should be fluent in English speaking and communication.

- Must have basic knowledge of MS Office, Internet and Planning skills
- Independently working capacity
- Good relationship and communication skills to deal with Govt. Department and media.

04. Accountant: (Scale: PB-2 Rs. 9300-34800 + Grade Pay Rs. 2800) - No. of Post- 01

Requirement:

- Commerce Graduate (A special Financial Management Course will be given preference)
- Age- below 50 years as on 01.04.2022
- At least 10 years of working experience as Accounts Assistant/Office Secretary in Accounts Department of any reputed organisation dealing with Salary, Budget, Cash & Bank, Balance Sheet etc.
- Knowledge of Taxation & Accounts Software & Telly.
- Should have good knowledge in all aspects of accounts.
- Must have basic knowledge of MS Office, Internet and Planning skills
- Should be fluent in English speaking and communication.
- Independently working capacity to lead the Account Department.
- Diploma/Certificate Course in Finance/Banking will be give preference.

05. Accounts Assistant: (Scale: PB-1 Rs. 5200-20200 + Grade Pay Rs. 1900) – No. of Post- 02

Requirement:

- Commerce Graduate
- Age- below 30 years as on 01.04.2022
- At least 03 years of working experience as Accounts Assistant in Accounts Department of any reputed organisation.
- Knowledge of Taxation & Tally Software
- Must have basic knowledge of MS Office, Internet and Planning skills
- Typing English- 40 WPM
- Typing Hindi- 30 WPM
- Should be fluent in English speaking and communication.

Note : for the above posts -

- a) The first appointment for all the above posts will be on consolidated salary for one year.
- b) Relaxation on qualification, experience and age can be given to the candidates on exceptional achievements.

Interested candidates may apply stating qualification & experience with testimonials to the Director, The Bharat Scouts and Guides, National Headquarters, Lakshmi Mazumdar Bhawan, 16, M. G. Marg, I. P. Estate, New Delhi – 110002 latest by **20th March, 2022.**

Thanking you,

Yours Sincerely,


(RAJ KUMAR KAUSHIK)
DIRECTOR_{DS}

Copy to:-

1. All the NHQ Office Bearers of the Bharat Scouts and Guides, National Headquarters.
2. Chairman/Secretary, Railway Scout and Guide Board, Rail Bhawan, New Delhi.
3. The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shahid Jeet Singh Marg, New Delhi - 110016.
4. The Commissioner, Navadaya Vidyalaya Samiti, Institutional Area, B-15, Sector - 62, Noida, Uttar Pradesh – 201309.
5. All the District Secretaries, District Association of Dammam, Riyadh, Muscat and Jamiat Youth Club.