

No. EDN-H(27)NSS 2023/Misc.  
Directorate of Higher Education  
Govt. of Himachal Pradesh

Dated: Shimla-171001 the,

22 NOV 2024

22<sup>th</sup> Nov. 2024

To

All the Principals  
Govt. Colleges in Himachal Pradesh.

Subject:- Regarding appointment of full time State NSS Officer in the State NSS Cell, H.P.

In reference to letter No. 235809/2024 dated 06.11.2024 received from the Secretary (Education) to the Government of Himachal Pradesh, on the subject above.

It is intimated that the post of State NSS Liaison Officer at HP State NSS Cell, HP Secretariat is lying vacant due to promotion of present incumbent. Therefore, applications/nomination of eligible/suitable Principals/Lecturers from University/Colleges possessing the qualification for the post of NSS State Liaison Officer, in accordance with the provision outlined in the NSS Manual (copy enclosed), are hereby invited for the vacant post of State NSS Liaison Officer on or before 30.11.2024 positively.

Director Higher Education  
Himachal Pradesh Shimla-1

|   |                 |   |                                   |     |
|---|-----------------|---|-----------------------------------|-----|
| 5 | 30001-80000     | 1 | Liaison officer in Reader's Scale | One |
|   |                 | 2 | Stenographer                      | One |
|   |                 | 3 | Accountant                        | One |
|   |                 | 4 | Statistical Assistant             | One |
|   |                 | 5 | UDC                               | One |
|   |                 | 6 | LDC/Typist                        | One |
|   |                 | 7 | Peon                              | One |
| 6 | 80000 and above | 1 | Liaison officer in Reader's Scale | One |
|   |                 | 2 | Stenographer                      | One |
|   |                 | 3 | Accountant                        | One |
|   |                 | 4 | Statistical Assistant             | One |
|   |                 | 5 | UDC                               | Two |
|   |                 | 6 | LDC/Typist                        | Two |
|   |                 | 7 | Peon                              | One |

## 1.2 Functions of the State NSS Cell

The main functions of the State NSS Cell are :-

- (a) To ensure, that budgetary provisions are made for NSS programme in the State budget;
- (b) Timely allocation of NSS strength to respective Universities in the State.
- (c) Timely release of grants to Universities and colleges/+2 councils.
- (d) Submission of accounts, statements and programme reports to Government of India.
- (e) Convening of meetings of State NSS Advisory Committee from time to time.
- (f) Monitoring of the programme through Universities/+2 councils and in consultation with NSS Regional Centre.
- (g) Coordinating with development agencies and departments for NSS programme development in the state.

## 1.3 State Liaison Officer

The State Liaison officer will be the head of the State NSS Cell which is set up in the State Secretariat. The State Liaison Officer will be looking after the functions of the cell as stated above and to get all matters expedited and take follow-up action at appropriate levels in the State for effective implementation of NSS.

#### **1.4 Selection of the State Liaison Officer**

The selection of the State Liaison Officer will be as per the procedure laid down as under

- ✓(a) The information about the post will be circulated among Universities and colleges and application will be invited.
- ✓(b) Interview will be conducted by the Selection Committee constituted for this purpose.
- ✓(c) The Committee will recommend the name of suitable candidate for the appointment as State Liaison Officer.

#### **1.5 Composition of Selection Committee**

- (a) Secretary of Nodal Department dealing with NSS Chairperson
- (b) The Commissioner/Director of Hr. Education & Youth Affairs Member
- (c) The nominee of the Department of Youth Affairs & Sports, N. D. Member

#### **1.6 Qualifications for the post of State Liaison Officer**

- (a) He/she should have served as Programme Coordinator in the University or Programme Officer in a college at least for four years continuously.
- (b) He/she should possess the academic qualifications for being appointed as Programme Coordinator as prescribed by the Department of Youth Affairs & Sports, Government of India.
- (c) he/she should have interest in Youth work in particular and social work in general.

#### **1.7 Tenure of the State Liaison Officer**

The State Liaison Officer will be appointed on deputation or contract basis for a period of two years initially. The period of deputation may be extended by another two years subject to the satisfactory work as State Liaison Officer.

#### **1.8 Functions of State Liaison Officer**

- (a) The State Liaison Officer will ensure that sufficient budgetary provisions are made well in advance in the budget of the State Government as per the financial pattern every year so that necessary funds are available from the States for the implementation of NSS Programme.
- (b) He/she will ensure that the NSS grants are released in time to the Universities/+2 stage. He/she will further ensure that the Universities/+2 stage release the grants to the colleges and schools in time.
- (c) He/she will further ensure that the grants are utilized by the Universities/+2 stage as per the administrative and policy directives of the Government of India.
- (d) He/she will further ensure that the grants are utilized for NSS activities without any diversion. In case of misuse of NSS funds, he/she will also conduct necessary investigation and submit report to the Department of Youth Affairs and Sports, Government of India, New Delhi along with his/her recommendations.
- (e) He/she will ensure that the Universities/+2 councils maintain separate accounts in respect of NSS grants and submit the accounts duly audited to the State Government in time. He/she will further ensure that consolidated accounts of the grants released to the State Government duly audited along with the utilization Certificates are sent to the Department of Youth Affairs & Sports, New Delhi in time. This will enable the Department to release further grants in time.
- (f) The State Liaison Officer will ensure that the NSS volunteers strength allocated by the Government of India is further re-allocated to the Universities and +2 councils in time. He/she will also call the meeting of the Programme Coordinators of +2 councils and Head of NSS Regional Centre to assess the demand of NSS Strength by the various Universities/+2 councils in the light of the performance of the Universities+2 councils during the last year. He/she will also issue the necessary office orders regarding allocation of NSS strength by 30<sup>th</sup> May every year.
- (g) He/she will ensure the convening of the meeting of the State NSS Advisory Committee periodically as prescribed by the Department. The State Advisory Committee should meet twice a year. In the absence of the meeting of the State Advisory Committee, he/she will ensure that the State NSS Coordination Committee meets to review the progress of NSS Programme during the year.
- (h) He/she will ensure the Inter-Departmental coordination of the various State Government departments relating to NSS Activities. He/she will further ensure that close coordination is maintained between the Regional Centres, Programme Coordinators and TOCs/TORCs. He/she will convene the meeting for planning, review and evaluation of NSS activities in the State by inviting Heads of the office of NSS Regional Centre, Programme Officers, Programme Coordinators of the Universities/+2 stage and TOC/TORCs. He/she in turn will give feed back to the Programme Adviser.

- (i) He/she would also ensure that the Programme Coordinators in the Universities/+2 councils are appointed by the Universities in time as per the terms, conditions and procedure laid down by the Government of India and no post of Programme Coordinator remains vacant for a long time in any university.
- (j) He/she will ensure that the Programme Officers for NSS units in the colleges/+2 schools are selected as per terms, conditions and procedure laid down by the Department. He/she will also ensure that the teachers selected as Programme Officers are relieved by the Institutions for their training and orientation, organised by TOC/TORCs from time to time.
- (k) He/she will ensure the proper coordination in the State level/Inter-University programmes like Workshop, Conferences, State Youth Awards, Pre-camp training of the State contingent of the volunteers selected for national events etc.
- (l) He/she will process and evaluate the reports received from the various Universities/+2 level of the NSS activities. He/she will ensure that submission of data and periodical reports to the Programme Adviser and the Department regarding regular activities, special camping programme, adoption of village/slums and other related activities on the prescribed proforma (see Annexure - III).
- (m) He/she will also bring out suitable NSS literature periodically, and publish annual reports of NSS activities conducted in his/her State.
- (n) He/she will make visits to the Universities, colleges, schools to assess the implementation of NSS programme, not exceeding 15 days in a quarter.

### State NSS Cell and NSS Regional Centres

A few instances have come to the notice of the Department regarding some confusion relating to the role overlapping between the Regional Centre and the State Liaison Cell. As a result the NSS Programme received a setback in those states. If a few basic facts are considered dispassionately, such confusions can be avoided.

- (a) NSS Regional Centres and State Liaison Cells have been established for the implementation and development of NSS programme.
- (b) The expenditure on Regional Centres and State Cell is borne by the Department of Youth Affairs & Sports, Government of India.
- (c) The Regional Centres are basically field offices headed by Deputy Programme Adviser/Assistant Programme Adviser, who are to render necessary guidance and services in development of programme by the nature of their duties. On the other hand, State Cells have the Staff whose duties are that of secretarial nature.