Government of West Bengal
Department of Higher Education
West Bengal State N.S.S. Cell
Bikash Bhavan, Salt Lake
Kolkata- 700091

No. 01/ DPI-22/05/2026-JD(DPI)-DPI Date: 30.10.2026

From : Dr. Rama Prasad Bhattacharya, State NSS Officer, Department of Higher Education

To : The Registrar of all Universities / Principal/TIC/OIC of all Govt. and Govt. aided colleges/+2 Council

Sub: Circulation of Revised Guidelines for Placement and Functioning of State NSS Officer (SNO) under MY Bharat-NSS and invitation of applications

Madam/Sir,

With reference to the order of Ministry of Youth Affairs & Sports, Govt. of India vide F.No. N-14046/3/2022-NSS dtd. 16.10.2026, applications / nominations from eligible officers are invited for placement as State NSS Officer (SNO) of West Bengal under MY Bharat NSS in accordance with the revised guidelines. A copy of the advertisement, along with revised guidelines and prescribed application formats (Annexure-I and Annexure-IA), are enclosed for information and necessary action. The applications complete in all respects should reach to West Bengal State N.S.S. Cell, Department of Higher Education, Govt. of West Bengal Bikash Bhavan, Salt Lake, Kolkata- 700091on or before 15.11.2026.

State NSS Officer

Enclo: As stated

No. 01(1)/ DPI-22/05/2026-JD(DPI)-DPI Date: 30.10.2026

Copy forwarded for circulation:

The Regional Director, Regional Directorate of NSS,
Ministry of Youth Affairs and Sports, Govt. of India,
3, Church Lane, Kolkata-700001

State NSS Officer

F. No. N-14046/3/2022-NSS

Government of India

Ministry of Youth Affairs & Sports

Department of Youth Affairs

(NSS Section)

8th Floor, Zone-3, GPOA-3
Netaji Nagar, New Delhi
Dated: 16th October, 2026

To
The Secretary in-charge of State Governments/UT administration
dealing with MY Bharat–NSS (as per the list attached)

Subject: Circulation of Revised Guidelines for Placement and Functioning of State NSS Officers (SNOs) under MY Bharat–NSS and initiation of selection procedure – reg.

Sir/Madam,

I am directed to attach herewith the approved revised Guidelines for Placement and Functioning of State NSS Officers (SNOs) under MY Bharat–NSS.

2. In this regard, the Ministry has uploaded an advertisement on its website inviting applications/nominations from eligible officers for placement as State NSS Officers (SNOs) under MY Bharat–NSS in accordance with the Revised Guidelines. A copy of the advertisement, along with the Revised Guidelines and prescribed application formats (Annexure-I and Annexure-IA), is enclosed for information and necessary action. The link of the advertisement is as mentioned below :

http://yas.gov.in/youth/assets/admin/uploads/offerings/vacancies/1aacc258f5407a54941bfa3b3e5f661f674e9d72.pdf

3. It is therefore, requested that the advertisement and the Revised Guidelines may kindly be given wide publicity among all concerned Departments, Universities, +2 Councils and eligible institutions under the administrative control of the State Government/UT Administration. The concerned authorities may also be directed to initiate the selection procedure immediately and forward applications of all willing and eligible officers, duly recommended by the competent authority and complete in all respects, to this Ministry in the prescribed formats **on or before 15.11.2026.**

4. Applicants can also send an advance copy of their application by e-mail to the Director, MYB-NSS, Department of Youth Affairs, Ministry of Youth Affairs & Sports, at nss-section-doya@gov.in. The advance copy must be received on or before the prescribed closing date.

5. All the relevant details has been mentioned in the advertisement uploaded. The provisions as laid down in the Revised Guidelines, may kindly be adhered to while forwarding the applications.

Encl. List of States where regular SNO posts are required to be filled.

Yours faithfully,

16.10.2026

(Rajiv Kumar Singh)
Under Secretary to the Government of India

Copy to:

1. All Regional Directors of MY Bharat–NSS, with a request to coordinate closely with the respective State Governments/UT Administrations to ensure wide publicity and timely forwarding of applications before the prescribed deadline.

2. State NSS Officers of the States as per list attached

Government of India
Ministry of Youth Affairs & Sports
Department of Youth Affairs

NOTICE

Dated: 16th October, 2026

Placement of State NSS Officers (SNOs) under MY Bharat–National Service Scheme (NSS)

The Ministry of Youth Affairs & Sports, Department of Youth Affairs, Government of India, invites applications from eligible officers for placement as State NSS Officers (SNOs) under MY Bharat–National Service Scheme (NSS) from the States/UTs as per the list attached, in accordance with the Revised Guidelines for Placement and Functioning of State NSS Officers (SNOs) dated 01.10.2026 under MY Bharat–NSS issued by the Ministry.

Eligibility

Officers fulfilling the eligibility conditions prescribed in the Revised Guidelines may be considered for placement as State NSS Officers (SNOs), subject to the following:

- State Government Departments: Regular Group 'A' officers having at least 3 years of relevant administrative and youth programme experience.
- Universities/+2 Councils: Associate Professor/Assistant Professor or equivalent or higher, having at least 3 years of relevant administrative and youth experience.

Officers should possess proven administrative capability and experience in stakeholder coordination and field-level implementation. Experience in MY Bharat–NSS/MY Bharat/youth development programmes, leadership and digital/MIS capabilities would be desirable.

Submission of Applications

The eligible and willing officers shall submit their applications in the prescribed format (Annexure-I and Annexure-IA) of the attached revised guidelines for placement of SNO through the competent authority of the concerned State Government/UT Administration or parent organisation, as applicable.

The duly forwarded application, complete in all respects and accompanied by the requisite supporting documents, shall be sent to the following address in the format of forwarding letter provide in the revised guidelines:

Shri Rajiv Kumar Singh
Under Secretary (MY Bharat–NSS)
Department of Youth Affairs
Ministry of Youth Affairs & Sports
8th Floor, Zone–3, GPOA-3
Netaji Nagar, New Delhi–110023
E-mail : nss-section-doya@gov.in

Applicants can also send an advance copy of their application by e-mail to the Under Secretary (MY Bharat–NSS) , Department of Youth Affairs, Ministry of Youth Affairs & Sports, at nss-section-doya@gov.in. The advance copy must be received on or before the prescribed closing date. A grace period of 15 days beyond the closing date shall be allowed for receipt of the official hard copy through proper administrative channels, subject to timely receipt of the advance copy.

Last Date

The duly forwarded applications, complete in all respects, must reach the Ministry on or before 15 November 2026.

Mandatory Documents

The application must be accompanied by the prescribed documents, including:

1. Application in the prescribed format (Annexure-I).
2. Written willingness and consent of the officer (Annexure-IA).
3. "No Objection Certificate (NOC)" from the parent organisation.
4. Vigilance clearance from the parent organisation.
5. Detailed bio-data and relevant experience particulars.
6. Any other relevant supporting documents.

Important Instructions

- Applications must be forwarded through the competent authority of the concerned State Government/UT Administration or parent organisation, as applicable. An advance copy sent by e-mail shall not substitute the official application forwarded through proper administrative channels.
- Applications shall be considered subject to fulfilment of the eligibility criteria and mandatory preconditions prescribed in the Revised Guidelines.
- Incomplete applications or applications not complying with the prescribed eligibility criteria and requirements are liable to be rejected.
- Selection shall be undertaken by the Selection Committee constituted by the Department of Youth Affairs in accordance with the Revised Guidelines. Interaction with candidates may be conducted through physical or virtual mode, as decided by the Chairperson.
- The normal tenure of placement shall be 3 years, extendable up to 5 years, subject to performance, administrative requirements and approval of the Competent Authority. Provisions relating to extension beyond 5 years, in exceptional circumstances, shall be governed by the Revised Guidelines.
- The decision of the Ministry of Youth Affairs & Sports regarding the selection and placement process shall be final, subject to the applicable rules and guidelines.

Documents Attached

(i). Revised Guidelines for Placement and Functioning of State NSS Officers (SNOs) under MY Bharat–NSS along with Annexure-I (Application for Placement as State NSS Officer (SNO) under MY Bharat–NSS) and Annexure-IA: Willingness of the Officer, Vigilance Clearance Status and NOC from Parent Organisation.

(ii). List of 17 States/UTs where regular SNO posts are required to be filled.

Note:- Any points mentioned above that require clarification shall be governed by the Revised Guidelines enclosed herewith, which shall be the authoritative document for reference

MINISTRY OF YOUTH AFFAIRS & SPORTS
Department of Youth Affairs

REVISED GUIDELINES FOR PLACEMENT AND FUNCTIONING OF STATE NSS OFFICERS (SNOs) UNDER MY BHARAT–NSS

1. Short Title and Commencement

1.1 These guidelines may be called the "**Guidelines for Placement and Functioning of State NSS Officers (SNOs) under MY Bharat–NSS**".

1.2 These guidelines shall come into force from the date of their issuance by the DOYA, Ministry of Youth Affairs & Sports (MoYAS).

2. Background and Rationale

2.1 The State NSS Officer is the key State/UT-level coordinating functionary for effective implementation, monitoring and expansion of MY Bharat–NSS.

2.2 These guidelines provide a transparent mechanism for selection, placement, tenure, responsibilities, review and replacement of SNOs.

3. Objectives

To establish a uniform, transparent and efficient framework for placement of SNOs across States/UTs and to ensure effective coordination among MoYAS, MY Bharat, Regional Directorates, State Governments, Universities and NSS institutions.

4. Applicability

These guidelines shall apply to all States and Union Territories implementing MY Bharat–NSS.

5. Sources/Feeder Organisations for Placement

5.1 Eligible officers may be sponsored from:

(a) Higher Education/School Education/other appropriate Departments of State Governments and

(b) Universities (Central/State/Deemed to be)/+2 Councils or equivalent institutions.

5.2 Placement shall be made only with the prior approval of DOYA, MoYAS.

6. Eligibility Criteria

6.1 State Government Departments:

Regular Group 'A' officer with at least 3 years' relevant administrative and youth programme experience.

6.2 Universities/+2 Councils:

Associate/Assistant Professor or equivalent or higher with at least 3 years' relevant administrative and youth experience.

6.3 Officers should have proven administrative capability and experience in stakeholder coordination and field-level implementation.

7. Desirable Qualifications/Experience

Experience in coordination with multiple stakeholders; understanding of public programmes and field implementation; exposure to MYB-NSS/MY Bharat/youth development programmes; leadership and digital/MIS capabilities.

8. Procedure for Nomination and Forwarding of Applications

8.1 The competent authority in State Government/UT shall forward the applications in the prescribed format (Annexure-I & IA) of all willing and eligible officers to the Director, NSS, DoYA, MoYAS.

8.2 Applicants may send an advance copy of their application via email to the Director, MYBNSS, DoYA, MoYAS. If the advance copy is received within the prescribed timeline, a grace period of 15 days beyond the final closing date will be granted for the receipt of the official copy through proper channels.

8.3 The Director, MYB-NSS, DoYA, MoYAS shall scrutinise the proposal for completeness and eligibility and forward the eligible application(s), along with observations, to the Selection Committee in DOYA, MoYAS.

8.4 Applications may be forwarded through official electronic communication/MIS, wherever prescribed by the Ministry.

9. Selection Committee and Virtual Meeting

9.1 A Selection Committee shall be constituted comprising:

(i) Additional Secretary/Joint Secretary (D/o Youth Affairs, Govt. of India) – Chairperson;

(ii) Secretary/Principal Secretary of the concerned State Nodal Department or nominee – Member;

(iii) Representative of Higher Education Department/competent State authority – Member;

and(iv) concerned MY Bharat–NSS Regional Director – Member.

9.2 The Selection Committee will conduct an interaction through physical or virtual mode, as decided by the Chairperson.

9.2 Virtual meetings may be conducted through an authorised Government video-conferencing platform. The concerned State/UT and the candidate may participate remotely.

9.3 The notice for virtual interaction shall specify date, time, platform/link, agenda and documents required. Attendance and proceedings shall be recorded as per Government practice.

10. Selection Criteria

Candidates shall be assessed on service record, relevant experience, exposure to MYBNSS/MY Bharat/youth programmes, administrative and leadership capability, stakeholder coordination and field engagement.

11. Mandatory Preconditions

No Objection Certificate from parent organisation; vigilance clearance; written willingness/consent of officer; detailed bio-data; relevant experience record; and any other supporting documents the applicant may wish to attach.

12. Tenure

12.1 The normal tenure shall be of 3 years.

12.2 The tenure may be extended up to a period of 5 years, based on performance, administrative requirement and approval of the Competent Authority.

12.3 In exceptional and extraordinary circumstances, the tenure may be extended beyond 5 years with the explicit approval of the competent authority and recorded reasons in the writing.

12.4 Premature repatriation may be considered for unsatisfactory performance, administrative exigency or request of the parent organisation, subject to due process.

13. Roles and Responsibilities of SNO

The SNO shall:

(a) act as State/UT nodal authority for implementation of MY Bharat–NSS;

(b) coordinate with DOYA, MoYAS, Director, MYB-NSS and MYB-NSS Regional Directorates, State Government, Universities and institutions;

(c) facilitate timely implementation of NSS programmes;

(d) monitor programme progress, reporting and utilisation of funds;

(e) facilitate inspections, reviews and evaluations;

(f) support training and capacity building;

(g) promote expansion of MYB-NSS to uncovered eligible institutions;

(h) coordinate national campaigns, youth conventions, Viksit Bharat-related initiatives and other programmes entrusted by DOYA, MoYAS and (i) ensure compliance with national guidelines.

15. Relationship with State/University NSS Cells

State and University MYB-NSS Cells shall provide programme coordination, technical support, training, monitoring and reporting assistance as assigned under applicable instructions.

16. Performance Review

16.1 Annual performance assessment shall be undertaken through the established channel, with a copy of the relevant assessment/report furnished to the Directorate of NSS.

16.2 Performance indicators may include programme implementation, volunteer/institutional outreach, fund utilisation, reporting compliance, innovation, field engagement, quality of activities and outcomes.

17. Tenure of Existing SNOs

18.1 Existing SNOs will also be covered under these guidelines.

18.2 Their continuation shall be subject to review under the guidelines and orders issued by the Competent Authority.

18. Salary, Allowances and Reimbursement

Salary and allowances shall continue to be governed by the applicable provisions of the parent organisation. Reimbursement of admissible salary/allowances, wherever applicable, shall be regulated in accordance with orders issued by DOYA, MoYAS. No additional post shall be created under these guidelines.

19. Vacancy and Interim Arrangement

Wherever a vacancy arises or a suitable nomination is not received within the prescribed time, DOYA, MoYAS may seek fresh nominations and make an interim arrangement, including entrusting additional charge to an appropriate MY Bharat-NSS officers/State Director, MY Bharat until regular placement is finalised.

20. General Provisions

Any deviation from these guidelines shall require prior approval of DOYA, MoYAS. The Ministry may issue clarifications, standard formats, operational instructions and amendments from time to time.

21. Power to Relax

Where the Competent Authority is satisfied that strict application of any provision causes administrative difficulty, the provision may be relaxed for reasons to be recorded in writing, subject to applicable Government rules.

Format of forwarding letter from State/UT

To
The Director, NSS
Ministry of Youth Affairs & Sports
Government of India

Subject: Forwarding of application for placement of State NSS Officer (SNO) under MY Bharat–NSS – reg.

Sir/Madam,

I am directed to forward the application of Shri/Smt. _____, Designation _____, Department/Organisation _____, for consideration for placement as State NSS Officer (SNO) under MY Bharat–NSS. The officer fulfils the prescribed eligibility conditions and has furnished willingness for the proposed placement. The relevant documents, including NOC/vigilance clearance/status are enclosed in the prescribed application format (Annexure-I and Annexure-IA) for consideration.

Encl.: As above.

Yours faithfully,

Signature: _____
Name: _____
Designation: _____
Department/Government of _____

Official Seal

Annexure -I

MINISTRY OF YOUTH AFFAIRS & SPORTS
DEPARTMENT OF YOUTH AFFAIRS
APPLICATION FOR PLACEMENT AS STATE NSS OFFICER (SNO)
UNDER MY BHARAT–NSS

PART A: GENERAL & SPONSORING INFORMATION

1. Name of State / UT	
2. Sponsoring Department / Org.	
3. Proposed Officer Name	
4. Designation & Group/Level	
5. Parent Department / Org.	

PART B: PERSONAL & CONTACT DETAILS

6. Date of Birth	
7. Date of Joining Service	
8. Educational Qualifications	
9. Present Place of Posting	
10. Mobile / Official Contact	
11. Email Address	

PART C: PROFESSIONAL EXPERIENCE & CREDENTIALS

12. Total Service Experience	
13. Relevant Experience in MYB-NSS / MY Bharat / Youth Programmes	
14. Administrative & Coordination Experience	

PART D: MANDATORY CLEARANCES & STATUS

16. Written Willingness of Officer	Please fill Annexure-IA
17. Vigilance Clearance Status	
18. NOC from Parent Org.	
19. Any Other Relevant Info applicant wish to attach	

Signature of the Applicant

Annexure-IA

WILLINGNESS OF THE OFFICER

I, Shri/Smt./Ms. _____, Designation _____, presently posted at _____, hereby convey my willingness and consent for applying for the post of as State NSS Officer (SNO) under MY Bharat–NSS.

Signature of Officer

Name & Designation:

Date:

VIGILANCE CLEARANCE STATUS FROM PARENT ORGANISATION

Certified that the vigilance status of Shri/Smt./Ms. _____, Designation _____, presently working in _____, has been verified. It is certified that no vigilance case/disciplinary proceedings are pending or contemplated against the officer. Accordingly, vigilance clearance is hereby accorded for consideration of the officer for placement as State NSS Officer (SNO) under MY Bharat–NSS.

Signature of Competent Authority

Name & Designation:

Date:

NO OBJECTION CERTIFICATE (NOC) FROM PARENT ORGANISATION

This is to certify that the _____ (Parent Department/Organisation) has no objection for applying for the post of State NSS Officer (SNO) under MY Bharat–NSS by Shri/Smt./Ms. _____, Designation _____,

Signature of Competent Authority

Name & Designation:

Date:

List of 17 States/UTs where regular SNO posts are required to be filled.

L

S No.	State/UT
1	Assam
2	Bihar
3	Delhi
4	Gujarat
5	Jammu & Kashmir
6	Jharkhand
7	Kerala
8	Madhya Pradesh
9	Maharashtra
10	Manipur
11	Meghalaya
12	Punjab
13	Telangana
14	West Bengal
15	Goa
16	Dadra Nagar Haveli, Daman and Diu
17	Lakshadweep