

**National Mission for Clean Ganga**  
**Guidelines for recruitment of State Project Assistants**

**Position: State Project Assistants for SPMGs/SMCG office**

**Roles and Responsibilities**

1. Coordinate with District Project Officers for conduct of regular 4M meetings of DGCs and uploading of its minutes on DGC portal;
2. Coordinate with DPOs for regular Aartis on Ghats;
3. Promote 'Ghat Mein Haat' for marketing local produce and self-sustaining the Ganga ghats, promotion of handicrafts, artefacts, local products, etc., skill building of locals – prasad making, incense sticks, jute bags etc;
4. Coordinate with State and District Agriculture Departments for the Promotion of Natural Farming among the farmers;
5. Coordinate District & Village-level Activities - Awareness, Educational and Mobilization Programmes, Undertake Cleanliness Drives in around Ganga River;
6. Coordinate Plantation Drives for medicinal plants and native tree species in coordination with forest departments;
7. Facilitate and also organize seminars, workshops and training/skill-building sessions on livelihood opportunities;
8. Basic financial monitoring, including preparation and submission of UCs.
9. Report regularly to NMCG with updated status of activities on a fortnightly basis.
10. Any other activity assigned by NMCG/SPMG/SMCG.

- I. **Tenure of the Engagement:** Three years of contractual agreement. The engagement will be based on yearly evaluation by PD-SPMGs/SMCG. Services can be terminated if not found suitable with a prior notice of one month.
- II. **Educational Qualification:** Graduation degree in any discipline from a recognized University.
- III. **Experience, Knowledge & Skills: -**
  - Minimum 2 yrs of working experience on education and awareness generation programmes on cleanliness drive, water bodies, pollution abatement & sanitation, Youth Mobilization.
  - Good Working knowledge of MS office & internet.
  - Strong management, liaison, documentation & communication skills.
  - Good command over English & Hindi;
- IV. **Other requirement(s)-** Preference will be given to local candidates with good/excellent academic record & experience in relevant field.



- V. **Age:** Maximum 45 yrs (as on 01.06.2023)
- VI. **Honorarium:** Rs. 36000 + Rs. 2500/- (Establishment)+ Rs. 2,000/- (TA/DA) + 500/- (Mobile and Communication Charges) per month. This will remain fixed for the period of three years.
- VII. **Reporting & duration of engagement:** - The State Project Assistants will report to the SPMGS/SMCG.
- VIII. **Selection Procedure:** The notice for recruitment should be given wide publicity, both in print media and digital. Eligible Candidates (after screening the applications) will be called for personal interview. The composition of the Committee for conducting interview may be decided by the PD, SPMG/SMCG. However, there will be one representative from NMCG.
- IX. **On-boarding Procedure:** A formal communication letter should be sent to the existing/newly recruited Project Assistant by the SPMG/SMCG.
- X. The honorarium shall be paid by the concerned SPMG/SMCG. Funds will be provided by NMCG.

\*\*\*\*\*

