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

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.

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

Circular No.: 34/2022  
Date : 23rd Feb., 2022
- 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 & Tally.
- 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 given 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.


Thanking you,

Yours Sincerely,

(RAJ KUMAR KAUSHIK)
DIRECTOR

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.
5. All the District Secretaries, District Association of Dammam, Riyadh, Muscat and Jamiat Youth Club.