



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:+91-11-23378702,23378667

To

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

Circular No.: 42 / 2026

Date : 19th Feb., 2026

SUB: SITUATION VACANT – POST OF STATE PROGRAMME ASSISTANT (SPA) (YUVA AAPDA MITRA SCHEME).

Dear Sir/Madam,

Applications are invited for the post of State Programme Assistant under the Yuva Aapda Mitra Scheme of the Bharat Scouts and Guides.

Post	:	State Programme Assistant (SPA) – Yuva Aapda Mitra Scheme.
No. of Post	:	28
Place of Posting	:	Respective State Headquarters or at the National Headquarters of The Bharat Scouts and Guides, New Delhi/Gadpuri-Palwal, Haryana
Requirements:	:	<p>Essential Qualification:- Graduate / Post Graduate in any discipline from a recognized University/Institution. Preference will be given to candidates having qualification in MSW / Disaster Management / Rural Development / Public Administration / MBA etc.</p> <p>Desirable Qualification & Skills:</p> <ul style="list-style-type: none"> • Good knowledge of MS Office (Word, Excel, PowerPoint) • Knowledge of Google Forms / Google Sheets. • Ability to prepare reports, maintain records and documentation. • Presentation skills and liaising skills. • Good communication and coordination skills
Age Limit:	:	Candidates should be between 21 to 40 years as on 01 January 2026.
Remuneration:	:	Consolidated salary in the range of ₹30,000 - ₹40,000/- per month inclusive of TA/DA and misc. expenses related to Project, negotiable based on qualifications, experience and project requirements.
Experience Required:	:	Minimum 1 to 3 years of experience in programme coordination, training management, project documentation or implementation (Preference will be given to candidates having experience in NGO/Government/Disaster Management projects).
Job Responsibilities	:	<ul style="list-style-type: none"> • Assist in planning and implementation of Yuva Aapda Mitra activities at State level • Coordinate with District Associations, Training Centres,

	<p>Trainers/SDMA and other stakeholders</p> <ul style="list-style-type: none"> Maintain records of: <ul style="list-style-type: none"> Training batches Attendance and assessments Volunteer registration Photographs and reports Monthly progress reports Support in organizing meetings, workshops and review programmes. Ensure timely submission of reports to National Headquarters. Promote BSG activities at State. Any other work allotted from time to time.
Language Proficiency:	: Fluency in English and Hindi, both spoken and written, is essential – Regional language.
Communication Skills	: Ability to communicate effectively and work independently with minimal supervision.
Desirable Attribute	: Rashtrapati Awardees will be preferred.

NOTE:- for the above post:

- The initial appointment will be on contract basis on consolidated salary.
- Relaxation in qualification, experience and age may be given to deserving candidates.

Interested and willing candidates may apply via the Google link <https://forms.gle/86pMsv9hsKvJmF987> latest by **28th February, 2026**.

Thanking you with regards,

Warm regards,

**Darshana
Amar
Pawaskar**
(DARSHANA PAWASKAR)
DIRECTOR

Digitally signed by Darshana Amar Pawaskar
DN: cn=Darshana Amar Pawaskar, o=BSG, ou=BSG, email=Darshana.Amar.Pawaskar@bsg.org.in, c=IN
Date: 2025.02.19 14:41:16+05'30'
Fax: PDF Editor Version: 14.0.1

Encl.: As above

Copy to:-

- All the NHQ Office Bearers of the Bharat Scouts and Guides, National Headquarters.
- Chairman/Secretary, Railway Scout and Guide Board, Rail Bhawan, New Delhi.
- The Commissioner, Kendriya Vidyalaya Sangathan, 18 Institutional Area, Shahid Jeet Singh Marg, New Delhi - 110016.
- The Commissioner, Navadaya Vidyalaya Samiti, Institutional Area, B-15, Sector - 62, Noida, Uttar Pradesh - 201309.
- The Director, DAV
- All the District Secretaries, District Association of Dammam, Riyadh, Muscat.
- All Assistant Director, Bharat Scouts and Guides for follow-up.



THE BHARAT SCOUTS AND GUIDES

NATIONAL HEADQUARTERS

VACANCY FOR STATE PROGRAMME ASSISTANT (SPA) (YUVA AAPDA MITRA SCHEME)

Particulars	Details
Post Name	State Programme Assistant (SPA)
Project Name	Yuva Aapda Mitra Scheme
Nature of Appointment	Contractual (Project-Based)
Place of Posting	Concerned State Headquarters or National Headquarters of The Bharat Scouts and Guides (Transferable as per project requirement)
Essential Qualification	Graduate / Post Graduate in any discipline (Preference to candidates with qualification in Social Work / Disaster Management / Rural Development / Public Administration / MBA / MSW)
Age Limit	21 – 40 Years
Consolidated Remuneration (Contract)	Consolidated salary in the range of ₹30000/- - ₹40000/- per month inclusive of TA/DA and misc. expenses related to Project, negotiable based on qualifications, experience and project requirements
Desirable Qualifications	Good knowledge of computer applications, MS Office (Word, Excel, PowerPoint), Google Forms/Sheets, report preparation and documentation
Experience Required	Minimum 1–3 years of experience in programme coordination, training, project implementation, reporting or NGO/Government projects (Experience in disaster management projects will be preferred)
Preferred Skills	Ability to coordinate training programmes, mobilize volunteers/youth, maintain records, prepare reports, communicate effectively, and handle field-level coordination with stakeholders
Duties & Responsibilities	Programme Implementation & Coordination: Assist in planning and execution of Yuva Aapda Mitra activities at state level. Coordinate with district units, trainers, institutions, and local authorities. Documentation & Reporting: Maintain records of training batches, attendance, volunteer registration, assessments, photographs, and reports. Prepare monthly progress reports and submit to National Headquarters. Communication & Support: Support state-level communication with National Project Manager, SDMA/NDMA authorities



THE BHARAT SCOUTS AND GUIDES

NATIONAL HEADQUARTERS

Particulars	Details
	and other stakeholders. Assist in meetings, workshops and review programmes. Any other work allotted from time to time.
Tenure	Initially for 6 Months (Extendable based on performance and continuation of the project)
Reporting Authority	National Project Manager (NPM), Yuva Aapda Mitra Scheme – BSG Through concern In-charge.
Working Hours	9.30 to 5.30 or as per need of the project
Leave	1 day leave per month (or as per project policy)
Performance Evaluation	Quarterly review by the National Project Manager.
Termination Clause	With one month notice by either party, or one month salary in leave of notice period or immediate termination in case of misconduct, breach of confidentiality, or non-performance.
Other Expectations	Uphold the values, discipline and ethical standards of The Bharat Scouts and Guides and work in coordination with all stakeholders
Last Date of Application	28 th February, 2026
Mode of Application	https://forms.gle/VWAHjGAwHfH8AAoWA

Note:

Only shortlisted candidates will be called for interview. The Bharat Scouts and Guides reserves the right to accept or reject any application without assigning any reason.

DIRECTOR
The Bharat Scouts and Guides
National Headquarters, New Delhi