



NESTS/HR/Deputation/10/2020-21

Dated: 16th June 2022

To,

1. **The Joint Secretary (Administration)**, Ministries/Departments of Govt of India
2. **The Chief Secretary**, States Governments / Union Territory Administrations
3. **The Chairman and Managing Director**, Public Sector Undertakings, Autonomous and Statutory Bodies

Subject: Filling up the posts in National Education Society for Tribal Students, M/o Tribal Affairs on deputation basis - reg

Sir/Madam,

As you are aware, NESTS is an autonomous organization under Ministry of Tribal Affairs, has been registered under Societies Registration Act, 1860 with a mandate to plan, construct, establish, endow and administer the EMRS and to do all acts and things necessary for or conducive to tribal education. EMRS is a flagship intervention of the Ministry and the schools focus not only on academic education but on all-around development of the students. Till date, 384 EMRS schools are functional across the country and more than 90000 tribal students are enrolled in these schools.

2. NESTS intends to fill following posts on deputation (including short term contract) basis for its head office located at New Delhi. These posts will be recruited initially for a period of three years which can be extended as per the requirement and decision of competent authority.

Sl No	Designation	Number of Posts	Pay Scale
1	Private Secretary	One (1)	Level 7 - Rs. 44900-142400/-
2	Office Superintendent (Admin)	Two (2)	Level 7 - Rs. 44900-142400/-


3. The maximum age limit for the appointment on deputation basis shall be 56 year as on the closing date of receipt of applications. The pay of the officer and the other terms and conditions of the appointed candidate will be regulated in accordance with the instructions contained in the Ministry of Personnel and Grievances and Pension (Department of Personnel and Training), office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time. The eligibility criteria and qualifications for the positions are enclosed **(Annexure-I)**.

4. This may be brought to the notice of all CSS cadre officers for wider publicity. The application of the willing officers may be forwarded through proper channel in the proforma given at **Annexure II** along with duly attested copy of ACRs/APARs, vigilance clearance & integrity certificate and a statement showing details of major penalties imposed on them, if any, during the period of last 10 years. Applications of only those officers whose services can be spared immediately on their selection is to be forwarded.

5. Therefore, the applications can be forwarded in an envelope mentioning the post applied for and sent to the office of the **Additional Commissioner (NESTS), Gate No. 3A, Jeevan Tara Building, Parliament Street, New Delhi-110001 latest by 31st July 2022.** Applications received after expiry of the prescribed period and/or found to be incomplete in any manner and/or not accompanied by the requisite documents will not be entertained.

Yours faithfully

Encl: As above


(Anupam Sonalkar) 18/7/22
Joint Commissioner (NESTS)

Copy to:

1. **The NIC Cell**, New Delhi to upload the vacancy circular on the official website and e-office of M/o Tribal Affairs.

Eligibility Criteria

Sl. No	Position	Number of Post	Pay Scale	Essential Qualifications
1	Private Secretary	One (1)	Level 7 Rs. 44900- 142400/-	Persons working in the Central/ State Govt. holding analogous post OR with 5 years of regular service as PA/Steno in the Level 6 (Rs.35400-112400/-).
2	Office Superintendent (Administration)	Two (2)	Level 7 Rs. 44900- 142400/-	Officers of the Central Govt./State Govt./UT/Autonomous Organization a) Holding analogous post in the parent cadre or department. OR office Assistant having 15 years of regular service in Level 4 (Rs. 25500-81100/-) or 5 years of regular service in Level 6 - (Rs. 35400-112400/-) b) Bachelor's Degree of a recognized University.

Note 1:

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2:

Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications

Proforma of Application

Passport size photograph to be pasted here

1.	Name and address (in Block Letters):						
2.	Post Applied for (<i>Separate applications are to be sent for different posts</i>)						
3.	Date of Birth (<i>in Christian Year</i>):						
4.	Date of retirement under Central/State Govt.rules:						
5.	Service to which the officer belongs and cadre (with year of batch):						
6.	Status of your present employer Central Government / State Government/ Autonomous organization / Government Undertaking/Universities/ Others (Mention name)						
7.	Permanent Residential Address with Telephone No. and email id.						
8.	Present post held, and whether it is a cadre post (with address of the office).						
9.	Present pay grade and scale of pay and date of appointment thereto on regular posts:						
10.	Are you holding analogous post on a regular basis under Central / State Government?					Yes / No	
11.	Educational Qualifications (Matric onwards)						
	Exam Passed	Name of University / Institute / Board	Year of passing	Duration of Course	Subjects	Percentage of Marks	
12.	Whether eligibility conditions are fulfilled:						
13.	Details of employment, in chronological order. (Enclose a separate sheet, if required)						
	Sl. No.	Name of the organization	Post held with payscale	Period of service from to	Basic pay (PB/Grade pay/Level)	Nature of appointment whether regular / ad-hoc/deputation	Duties in brief

14.	Nature of present employment i.e. permanent/temporary/adhoc:						
15.	In case the present employment is on deputation/contract basis, please state: a) The date of initial appointment: b) Period of appointment on deputation/contract: c) Name of parent Office / organization to which you belong:						
16.	Are you in the revised scale of pay? If yes, give the date from which the pay was revised (Also indicate pre-revised scale of pay)						
17.	Pay and emoluments now drawn in revised scale						
18.	Whether belongs to SC/ST/OBC:						
19.	Any other information applicant wants to furnish:						

I have carefully gone through the vacancy circular/advertisement and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge.

Signature of the candidate

Official Address:

Place:

Date:

CERTIFICATE

(To be furnished by the Employer/Head of office / Forwarding authority)

This is to certify that the particulars furnished by Shri/Smt/Kum_____ have been verified from his/her service record and found correct. S/he possesses educational qualification and experience mentioned in vacancy circular. If Selected, S/he will be relieved within one month

1. No vigilance case is either pending or contemplated against Shri/Smt/ Kum_____
_____His/her integrity is certified.
2. No major/minor penalty was imposed on Shri/Smt./Kum_____ during the last 10 years as per records in the Ministry/Department.
3. Photocopies of complete and up to date CRs/APARs of the officer for the last 5 years, duly attested on each page enclosed.
4. The Cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature of Head of Office /Department
(with Seal)

Name and designation
Tel. No. _____

Place
Date