

Gate No. 2, Ground Floor.
Jeevn Tara Building, Ashoka Road,
Patel Chowk, New Delhi- 110001.
Dated: 08.11.2023

VACANCY CIRCULAR

1. Applications are invited from eligible and willing officers under the Central Government or State Governments or Union territory or statutory or autonomous organisations or public sector undertakings or recognised Universities or recognised research institutions for appointment to the following vacant posts in National Commission for Scheduled Tribes (NCST), proposed to be filled up on deputation basis

Name of the Post	Scale of Pay/Grade Pay of the post	No. of vacancies
Assistant Director- National Commission for Scheduled Tribes (NCST)	Level 10 in the pay Matrix (Rs. 56100-177500/-)	2 (two)

ELIGIBILITY CONDITIONS FOR THE POST OF ASSISTANT DIRECTOR ON DEPUTATION BASIS

Officers of the Central Government or State Governments or Union territory or statutory or autonomous organisations or public sector undertakings or recognised Universities or recognised research institutions, –

(a) (i) holding analogous posts on regular basis in the parent cadre or department; or

(ii) with two years service in the grade rendered after appointment thereto on a regular basis in level 9 (Rs.53,100-1,67,800/-) in the pay matrix or equivalent in the parent cadre or department; or

(iii) with four years service in the grade rendered after appointment thereto on a regular basis in level 8 (Rs.47,600-1,51,100/-) in the pay matrix or equivalent in the parent cadre or department; and

(b) possessing the following educational qualification and experience, namely:-



(i) Masters Degree in Social Work or Sociology or Economics or Anthropology or Social Anthropology or Applied Anthropology or Statistics or Psychology or Geography or Mathematics (with Statistics) from a recognised University or institute.

(ii) One year experience of conducting survey or research in the field of social welfare including analysis of data and preparation of reports.

2. 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 and similarly, deputationists shall not be eligible for consideration for appointment by promotion
3. The selected officers will be posted in the NCST Headquarter at New Delhi or any of the regional offices located at Bhopal, Bhubaneswar, Jaipur, Raipur, Ranchi and Shillong, as decided by NCST.
4. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall ordinarily not exceed three years. The selected officers will be on deputation for a period of three (3) years initially which can be curtailed or extended further, depending upon the requirement and with the consent of the officer and approval of the leading department. The usual deputation terms will be applicable.
5. The maximum age limit for appointment by deputation shall not be exceeding fifty-six (56) years as on the closing date or receipt of applications.
6. The Pay etc. of the officer selected will be regulated in accordance with the Department of Personnel & Trainings' O.M No. 6/8/2008-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.
7. Applications (in the prescribed format) of only those officers, whose services can be spared immediately on their selection, are to be forwarded along with attested photocopies of their complete ACRs/ APARs for the last five (5) years, Vigilance clearance, a separate integrity certificate and a statement showing details of major /minor penalties imposed on them, if any during the period of last 10 years, through proper channel through e-mail on following emails: arvind.mudgal70@nic.in & ms.khokhar@gov.in. The hard copy of the application alongwith all the signed documents should also reach by post before the last date of receipt of application to Sh. Arvind Mudgal, Under Secretary, Gate No. 2, Ground Floor, Jeevan Tara Building, Ashoka Road, Patel Chowk, New Delhi- 110001.
8. Officers, once selected will not be allowed to withdraw their candidature subsequently.
9. Applications received after last date of receipt of application and not accompanied by all the requisite documents or found incomplete in any manner, will not be considered for selection.
10. Bio-data of only those officers, whose services can be spared immediately on their selection, may be forwarded by the concerned department.
11. The last date of receipt of application will be 60 days from the date of publication of the advertisement in the Employment News.



Performa for Application for the Post of Assistant Director

1. Name and address in Block letters:
2. Date of Birth (in Christian era);
3. Date of entry into service :
4. Date of retirement under Central Govt./State Govt./
5. Educational & Other Qualifications
6. Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)
7. Services to which belongs and the cadre and year of allotment .(If applicable)
8. Present post held and whether it is a cadre post.
9. Present grade and the scale of pay and date of appointment thereto on regular posts:
10. Nature of present employment, i.e. Regular/ad-hoc/temporary/permanent.
11. In case the present employment is held on deputation /contract basis ,please state :
12. Name of parent office /organization to which you belong:

13. Details of experience in chronological order (enclose a separate sheet, dully authenticated by your signature ,if any space below in insufficient):

Sl.No	Office/ Institution	Post held with scale of pay	Period of service		Basic pay	Nature of appointment weather regular/ad hoc/deputation	Duties (in brief)
			From	To			

14. Are you in revised scale of pay as per 7th CPC ? if yes ,give the date from which the revision took place and also indicate in the pre-revised scale of pay:

15. Basic pay and total emoluments per month now drawn (pay Band, pay and Grade pay to be indicated if drawing pay in revised pay structure.):
16. Whether belonging to SC/ST /OBC:
17. Additional information, if any, which you would like to, mention in support of your suitability for the post .Enclose a separate sheet, if the space is insufficient:



18 Additional details about present employment .If any

19. Please state clearly whether in the light of entries made above,you meet the requirement of the point: yes/no

Date.....

Signature of the applicant
Address.....
.....

Certificate
(to be filed in by the Parent Office/Department)

1. Certified that the particulars furnished above by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per condition mentioned in the advertisement.
3. Certified also that either no vigilance case is pending or being contemplated against the applicant. Integrity of the applicant is also certified.
4. Photocopies of complete and up to date CR Dossier of the officer for the last five years, dully Attested, on each page enclosed.
5. No major/minor penalty has been imposed on the concerned officer during the preceding ten years.

(Signature)
Name & Designation of the Head of the Department/
Authorised Signatory with seal
Telephone Number

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