



No.2/2/NCSC/2021-Admn.

Government of India

National Commission for Scheduled Castes

(A Constitutional body set up under Article 338 of the Constitution of India)

5<sup>th</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi.

Date:18.06.2021

**VACANCY CIRCULAR**

The National Commission for Scheduled Castes Ministry of Social Justice and Empowerment intends to fill the Post of **Director** in the National Commission for Scheduled Castes by deputation (including short-term contract).

Post	Number of Posts	Vacancy Locations	Pay Scale	Eligibility
Director	5 (Five)	Lucknow, Bangalore, Chennai, Kolkata and Pune	Level-12 in the pay matrix (Rs. 78800-209200/-)	Deputation: (Including short-term contract) Officers under the Central Government or State Government or Union Territory Administrations or Universities or Research Institutions or Public Sector Undertakings or autonomous, semi-government or statutory organizations- (A) (i) Holding analogous post on regular basis in the parent cadre/Department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in level 11 in the pay matrix (Rs. 67,700-208,700/- in the parent cadre or department; (B) Possessing the qualifications as under: (i) Master's Degree of a recognised University or institution in Social Work or Sociology or Economics or Anthropology or Social Anthropology or Statistics or Psychology or Geography or Mathematics (with Statistics): (ii) Eight years experience of conducting survey or research in the field or social welfare including analysis of data and preparation of the reports.

\*-The vacancy locations for NCSC are for the initial appointments only and the personnel may be posted/transferred in HQ or in any of the 12 State Offices of NCSC later, whenever required in public interest.

**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 (including short term

contract) and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** Period of deputation (including short-term contract) including period of deputation (including short-term contract) 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.

**Note 3:** The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date or receipt of applications.

2. The selected officers will be on deputation for a period of **three 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 apply. The selected officer will be posted with the Ministry of Social Justice & Empowerment/National Commission for Scheduled Castes.

3. All Ministries/Departments of Government of India, All State/Union Territories Governments, All Universities, All Recognized Research Institutions, All Public Sector Undertakings, All Semi-Government Organizations, All Statutory or Autonomous bodies are requested to circulate the above posts among the officers, working with them and forward the application (in prescribed pro forma **Annexure A**) of eligible and interested officers, along with a certificate to the effect that they are clear from vigilance angle, their integrity certificate, details of major/minor penalty imposed on them during the last 10 years and attested photocopies of their ACRs/APARs for the last 5 years to the undersigned at the following address within 60 days of its publication in the Employment News:

Shri Kishan Chand  
Under Secretary (Admn.)  
5<sup>th</sup> Floor Lok Nayak Bhawan,  
Khan Market, New Delhi  
**E-mail- kishan.chand68@nic.in**

Yours faithfully



(Kishan Chand)  
Under Secretary to the Govt. of India  
Tel.:- Tel. No. 24606845

To

1. The Director (CS), Department of Personnel and Training, North Block, New Delhi-110001 with the request to get this O.M. placed on the DOPT website.
2. (i) All Central Government Ministries & Departments with request to circulate the vacancy circular amongst all employees of your Ministry/Department and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your Ministry/Department.  
(ii) All State/Union Territories Governments with request to circulate the vacancy circular amongst all employees of your State/UT government and also to forward a

copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or Autonomous bodies under your State/Union Territory Government.

3. Ministry's website.
4. E-office notice board.



**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and address (in Block capitals):	
2. Date of Birth (In Christian era):	
3.I) Date of entry into service	
II) Date of retirement under Central Govt./State Govt. under the Rules:	
4. Educational & other Qualifications	
5. 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)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular.	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>5.1</b> Note: This column needs to be amplified to Indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
<b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	
10. If any post held on Deputation in the last by the applicant, date of return from the last deputation and other details.	
11. Additional details about present employment; Please state whether working under (Indicate the name of your employer against the relevant column)	
a) Central Government	

b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also Indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to n Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above as prescribed in the vacancy Circular/Advertisement)  (Note: Enclose a separate sheet, if the space is insufficient)		
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official		

recognition vi) any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
17. Please state whether you are applying for deputation ('STC')/ Absorption/Re-employment Basis# (Officers under Central/State Governments are only eligible for "Absorption" Candidates of non-Government Organizations are eligible only for Short Term Contract)		
#(The option of STC/Absorption/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" of 'Absorption or "Re-employment")		
18. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**(Signature of the candidate)**

Address: \_\_\_\_\_

\_\_\_\_\_

Date .....



## CERTIFICATE TO BE EMPLOYER/CADRE CONTROLLING AUTHORITY

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

### 2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/Her Integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)