

No NCSC-Adm.019/06/2022-AMIN [57901]
Government of India
National Commission for Scheduled Castes
(A Constitutional body set up under Article 338 of the Constitution of India)

5th & 7th Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003
Dated: 31.08.2023

CIRCULAR

Subject: - Inviting applications from the retired Under Secretary/ Section Officer or equivalent of Central Govt./State Govt. Services/Public Sector Enterprises (PSU's) for rendering their services as Consultant on monthly basis in Kolkata State office of National Commission for Scheduled Castes (NCSC) – regarding.

It is proposed to engage retired Under Secretary/ Section Officer or equivalent of Central Govt./State Govt. Service/ Public Sector Enterprises (PSU's) to render their services as Consultant in Kolkata State office of NCSC initially for six months (can be extended further) as per details given below:

1	Name of the Post	Consultant
2	Total number of vacancies	01* (*no. of vacancies may increase/decrease as per the requirement)
3	Period of engagement	6 months from the date of appointment (can be extended further)
4	Job Location	Kolkata
5	Eligibility Criterion	Officers retired in the pay Level- 8/9/10/11 or equivalent from Central Govt./State Govt. offices/ Public Sector Enterprises (PSU's)
6	Age Eligibility	Should not be above 64 years
7	Experience	Having the knowledge and experience of Administration, Budget, Finance, Vigilance etc and competence to work on computers/peripherals and ability to handle RTI applications, VIP/CPGRAMS/PMO references, court cases and examination of grievances/complaints etc.
8	Remuneration	Last pay drawn minus pension plus TA in term of D/o Expenditure's OM No-3-25/2020-E.IIIA dated 09.12.2020
9	Leave	1.5 paid leave for every month
10	Working hours	<ul style="list-style-type: none">• Normal Office timings from 9:30 AM to 6:00 PM• Marking Biometric Attendance is mandatory• May also have to devote more time than usual to meet the exigencies of work

Kallol
31/8/2023

11	Terms of Engagement	The engagement will be on hire & fire basis which is purely dependent on their work performance and will be governed by D/o Expenditure's OM No-3-25/2020-E.IIIA dated 09.12.2020
12	How to apply	The applications in the prescribed format (complete in all respects) along with the requisite documents i.e. copy of PPO, Last Pay Certificate & Bank Details, Aadhar Card & PAN Card may be sent to the following address: The Under Secretary (GA) Room No. 736, 7 th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003
13	Last date for receipt of application	14.09.2023

Kaloo Ram
(Kalloo Ram) 31/8/2023

Under Secretary to the Government of India

Copy to the following authorities with the request to upload this circular on their website for wide publication/circulation of the same.

1. The Under Secretary (SCD-VI), Department of Social Justice and Empowerment, M/o Social Justice and Empowerment, Shastri Bhawan, New Delhi
2. The Under Secretary (Coordination), DOPT, North Block, New Delhi

Copy to:

1. Shri Abrar, Computer programmer, NCSC, New Delhi with the request to upload this circular on NCSC website for wide publication/circulation of the same.

**Application for engagement as Consultant in National Commission for Scheduled
Castes (NCSC), State Office, Kolkata**

Recent
passport size
photo of
Applicant

1. Name:
2. Father's /Spouse Name: -
3. Date of Birth: -
4. Gender: -
5. Category: -
6. Mailing Address: -

Tel./Mobile No.: -

E-mail address: -

7. Permanent Address:

8. Educational Qualification from Graduation onwards:

Course	Subject	University/ Institute	Year of Passing	Division /Class

9. Do you have Laptop/Computer (Yes/No).....
10. Knowledge of computer/internet (Please tick)
 - (a) MS Word: working knowledge/proficient:

- (b) MS Excel: working knowledge/proficient:
- (c) Power Point Presentation: working knowledge/proficient:
- (d) Internet application and tools
(cloud/sharing etc.): working knowledge/proficient:
- (e) E-Office: working knowledge/proficient

11. Details of employment during the last 10 years (in descending order i.e., latest first)

S.N.	Ministry/Deptt./org.	Post held	Last Basic Pay	Period		Nature of duties
				From	To	

- 12. Date of Retirement with copy of PPO: -
- 13. Last Drawn Pay and level of pay: -
- 14. If last drawn pay is not in 7th CPC, then equivalence of last drawn pay with 7th CPC: -
- 15. Is any relative/known working in NCSC. If so, details thereof: -
- 16. Have you previously worked in NCSC. If so, details thereof: -
- 17. Any other relevant information: -

DECLARATION

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incomplete/incorrect, my candidature is liable to be rejected and I shall be bound by the decision of the National Commission for Scheduled Castes. I have read the Vacancy Circular and ready to accept all the terms and conditions for engagement of consultant.

Place:

Date:

Signature (Full name of the applicant)