



F. No. 1/4/NCSC/2013-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, Loknayak Bhawan,  
Khan Market, New Delhi-110003.

Dated: 23.04.2015

**OFFICE MEMORANDUM**

**Subject: Filling up the post of Assistant Director (Programming) in the National Commission for Scheduled Castes by deputation (Including short-term contract).**

It is proposed to fill up one post of Assistant Director (Programming)(General Central Service Group 'A' Gazetted, Non Ministerial) in the Pay Band-3 (Rs. 15600-39100) +5400 (GP) in the National Commission for Scheduled Castes by deputation (Including short-term contract) for a period ordinarily not exceeding 3 years. The eligibility condition for selection by deputation (Including short-term contract) for the said post are given below:

Officers of the Central/State Governments/Union Territories/Universities/recognized research institutions/Public Sector Undertakings/Semi-Government Organizations/Statutory or autonomous bodies:-

- (a) (i) Holding analogous post on regular basis in the parent cadre/Department; or
- (ii) With two years' service in the grade rendered after appointment there to on a regular basis in PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4800/- or equivalent in the parent cadre/Department; or
- (iii) With three years' service in the grade rendered after appointment there to on a regular basis in PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4600/- or equivalent in the parent cadre/Department; or
- (b) Possessing educational qualification and experience as under:

for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up gradation.

2. Duties attached to the post of Assistant Director (Programming):

- (i) Designing of website and operation of various software methods
- (ii) Supervision of work of programming and computer operations; and
- (iii) Designing and operation of computer based MIS for the organization

3. The pay of the selected candidate shall be regulated in terms of Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time.

4. Application (in duplicate) in the prescribed proforma (as in Annexure-I) of the candidate who fulfills the eligibility condition and can be spared immediately together with the required documents mentioned as per Annexure-II may be forwarded to Deputy Secretary (Admn.), National Commission for Scheduled Castes, 5<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 within 60 days from the publication of the advertisement in the Employment News.

  
(S. K. Dubey)

**Under Secretary to the Govt. of India**

Tel : 24606845

To

- 1. All Ministries/Departments of Governments of India (as per list).
- 2. State Governments/Union Territories/Universities/Recognized Research Institutions/Public Sector Undertakings/Semi-Government Organizations/Statutory or Autonomous bodies.
- 3. Programmer, NIC, NCSC for uploading of the vacancy circular on the Website of the Commission.
- 4. Notice Board.

**Annexure-1**

**Proforma for Application for the Post of (Asstt. Director (Programming))**

1. Name and address in Block capitals:
2. Date of Birth (In Christian era):
3. Date of retirement under Central Govt./State Govt. under the rule applicable to the candidate:
4. Educational & other Qualifications possessed by the candidate (relevant to essential qualifications prescribed for the post):
5. Are you holding an analogous post on a regular basis: Yes/No
6. Present Pay and Scale of Pay
7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post: Yes/No
8. Details of Service (Enclose a separate sheet, duly authenticated by your signature, if any space below is insufficient):

Office/ Institution	Post held with scale of pay	Period of Service	Basic Pay	Nature of appointment whether regular/ad- hoc/deputation	Duties

9. Nature of present employment, i.e. regular/ad-hoc/temporary/permanent.
  10. In case the present employment is held 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:
  11. Additional details about present employment. Please state whether working under:
    - a) Central Government b) State Govt. c) University/Recognized Research Institute d) Public Sector Undertaking e) Semi-Govt. Statutory or Autonomous Organization.
  12. 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 of pay.
  13. Basic pay and total emoluments per month now drawn:
  14. 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.
  15. Whether belongs to SC/ST:
  16. Remarks
- Date.....

Signature of the applicant

Address.....

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYERS/HEAD OF  
OFFICE/FORWARDING AUTHORITY**

Certified that the particulars furnished by Shri/Smt./Kum.....are correct and he/she possess educational qualifications and experience mentioned in the vacancy circular.

Also certified that:

- I) There is no vigilance case pending/contemplated against him/her.
- II) His/her complete CR Dossier/ACRs for the last 5 years duly attested on each page by an officer of the rank of an Under Secretary to the Govt. of India are enclosed:
- III) His/her integrity is beyond doubt.
- IV) No major/minor penalties have been imposed on him/her during the last 10 years.
- V) List of major/minor penalties imposed on him/her during the last 10 years is enclosed.

Signature.....

Name & Designation.....

Office Seal.....

Date: