No. NCSC-Adm.01/1/2023-ADMIN
National Commission for Scheduled Castes
(A Constitutional body set up under Article 338 of the Constitution of India)

5th floor, Loknayak Bhavan
Khan Market. New Delhi
Dated: 23.01.2023

CIRCULAR

Subject: Filling up the post of Assistant Director (Programming) In the National Commission for Scheduled Castes by deputation (including short-term contract/ absorption /re- employment of ex-Servicemen).

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

Deputation (Including short-term contract/ absorption /re- employment: 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 thereto on a regular basis in PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4600/- (pre-revised) or equivalent in the parent cadre / Department; and

(b) Possessing educational qualification and experience as under:

Essential:
(i)   Master's Degree in Computer Applications / Computer Science or M. Tech (with specialization in Computer Applications) or B.E. / B. Tech in Computer Engineering / Computer Science / Computer Technology of a recognized University or equivalent; and
(ii)   two years' experience of electronic data processing work including experience of actual programming; or

(i)   Degree in Computer Applications / Computer Science or Degree in Electronics / Electronics and Communication Engineering from a recognized University or equivalent; and

(ii)   three years' experience in Electronic Data processing out of which at least one year experience should be in actual programming; or

(i)   Master's Degree of a recognized University or equivalent or Degree in Engineering of a recognized University or equivalent; and

(ii)   four years' experience of electronic data processing out of which at least two years' experience should be in actual programming; OR

(i)   'A' level Diploma under DOEACC Programme or Post Graduate Diploma in Computer Applications offered under University Programme / Post Polytechnic Diploma In Computer Applications awarded by Slate Council of Technical Education or equivalent; and

(ii)   four years' experience of electronic data processing work out of which at least two years' experience should be in actual programming.

Note 1: Qualifications are relaxable at the discretion of the UPSC, for reasons to be recorded in writing, in case of candidates otherwise well qualified.

Note 2: The qualification regarding experience is relaxable at the discretion of the UPSC for reasons to be recorded in writing, in case of candidates belonging o Scheduled Castes and Scheduled Tribes. If at any stage of selection the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

(Period of deputation (ISTC) including period of deputation (ISTC) 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 maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of receipt of applications.

Note: For the purpose of appointment on deputation basis, the service rendered based on a regular basis by an officer prior to 1.1.2006 / the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay / pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay / pay scale, and where this benefit will extend only 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 17.6.2010 as amended from time to time.

4.   Candidates who fulfill the eligibility criteria and can be relieved by their parent organization to join duty in National Commission for Scheduled Castes (NCSC); in case selected for the post of Assistant Director (Programming) (on deputation); may submit their application in the prescribed proforma (as in Annexure- I) through their controlling office along with required documents as mentioned in Annexure – II. Application is to be sent through e-mail at email ID **ayushi.rastogi@nic.in** followed by hard copy. Hard copy to be sent to Deputy Director (Admn), National Commission for Scheduled Castes, 5th Floor, Lok Nayak Bhawan, New Delhi- 110003.   **Last date for receipt of application is 10th March 2023.** Application received after the due date, applications received without requisite documents is liable to be summarily rejected.

Ayushi Rastogi
23/01/2023

(Ayushi Rastogi)
Deputy Director(Admin.)
Tel. No. 24606845

To

1. All Ministries/ Departments of Government of India.
2. State Government/Universities/ Recognized Institutes/public Sector/ Undertakings /Semi-Government Statutory of Autonomous Organization.
3. Department of Personnel and Training, New Delhi with the request to upload the vacancy circular on their website
4. Programmer, NIC, National Commission for Scheduled Castes for up loading of the vacancy circular on the Website of the Commission.
5. Guard File.

Proforma for Application for the Post of (Asstt.Programmer (P))

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 in insufficient:

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

9. Nature of present employment, .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 please 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 possesses 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: