



No. NCSC –Adm01/5/2023-ADMIN.[70688]

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.

Dated: 19.10.2023

To

All Ministries/ Departments of Govt. of India
Chief Secretary of all States/UTs

Subject: Filling up of the vacant posts in the National Commission for Scheduled Castes-reg.

Sir/Madam,

I am directed to invite applications for filling up the following posts on deputation basis (including short-term contract) in the National Commission for Scheduled Castes as per details below:-

Sl No	Name of post	No of post	Classification	Scale of pay	Tentative places of posting
1	Director	03	General Central Service Group 'A' Gazetted Non-Ministerial	Level-12 in the pay matrix (Rs. 78800-209200/-)	Bangalore, Chandigarh, Chennai, Kolkata, Lucknow, New Delhi, Hyderabad, Patna and Pune
2	Deputy Director	02	General Central Service Group 'A' Gazetted Non-Ministerial	Level-11 in the pay matrix (Rs. 67700-208700/-)	Agartala, Ahmedabad, Guwahati, New Delhi and Thiruvananthapuram
3	Law Officer	01	General Central Service Group 'A' Gazetted Non-Ministerial	Level-11 in the pay matrix (Rs. 67700-208700/-)	New Delhi

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4	Assistant Director	04	General Central Service Group 'A' Gazetted Non-Ministerial	Level-10 in the pay matrix (Rs. 56100-177500)	Agartala, Ahmedabad, Bangalore, Chandigarh, Chennai, Guwahati, Hyderabad, Kolkata, Lucknow, New Delhi, Patna, Pune and Thiruvananthapuram
5	Assistant Library and Information Officer	01	General Central Service Group 'B' Gazetted Non-Ministerial	Level-10 in the pay matrix (Rs. 56100-177500)	New Delhi
6	Research Officer	02	General Central Service Group 'B' Gazetted Non-Ministerial	Level-8 in the pay matrix (Rs. 47600-151100/-)	Agartala, Ahmedabad, Bangalore, Chandigarh, Chennai, Guwahati, Hyderabad, Kolkata, Lucknow, New Delhi Patna, Pune and Thiruvananthapuram
7	Senior Investigator	03	General Central Service Group 'B' Non-Gazetted Non-Ministerial	Level-7 in the pay matrix (Rs. 44900-142400/-)	Agartala, Ahmedabad, Bangalore, Chandigarh, Chennai, Guwahati, Hyderabad, Kolkata, Lucknow, New Delhi Patna, Pune and Thiruvananthapuram
8	Accountant	01	General Central Service Group 'B' Non-Gazetted Non-Ministerial	Level-6 in pay matrix (Rs. 35400-112400/-)	New Delhi

2. The eligibility and other requirements are given in Annexure-I. The terms and conditions of the deputation would be the same as prescribed by the Department of Personnel & Training vide their O.M. No. 6/8/2009--Estt. (Pay I) dated 17.06.2010 as amended from time to time.

3. Applications should be sent through proper channel in the prescribed Proforma (Annexure-II). While forwarding the applications, concerned Ministries/Department should send the up-to-date APARs of last five years and Vigilance clearance certificate of the applicant. It may also be ensured that no major/ minor penalty has been imposed on the concerned officer and the particulars furnished by the applicant are correct and that no disciplinary/ vigilance case is either pending or contemplated against the applicant.

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4. It is requested that vacancy may be given wide publicity and the particulars of eligible officers who are fulfilling the eligibility criteria and who are willing to be considered for deputation and also possessing requisite experience and whose services can be spared by the parent Department may kindly be forwarded to this office within 60 days from date of publication of the advertisement in Employment News. Applications received after the last date or without the APARs or otherwise found incomplete or not received through proper channel will not be considered. No applicant will be permitted to withdraw his/her name after selection. This advertisement and other details/ annexures are also available on the website of the NCSC(i.e. <https://ncsc.nic.in>).

Yours faithfully,


(Kalloo Ram) 19/10/2023

Under Secretary to the Govt. of India

Copy to:

1. DoP& T for uploading in the website of the DoP&T.
2. IT Section, NCSC for uploading in the website of the Commission.

Copy for information to:

1. PS to Hon'ble Vice-Chairman/Member(SRP)/Member(AB)
2. PPS to Secretary, NCSC.

Annexure-I

Eligibility conditions, Educational Qualification, Experience etc. for filling up of the post on Deputation Basis.

1. Director:

Officers under the Central Government or State Governments or Union Territory Administrations or Universities or recognized 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 or department; or
(ii) with five years service in the grade rendered after appointment thereto on regular basis in the posts in level 11 in pay matrix (Rs. 67,700-2,08,700/-) in the parent cadre or department; and
- (b) possessing the educational qualifications and experience as under:
 - (i) Master's Degree of a recognized University or Institution 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);
 - (ii) Eight years experience of conducting survey or research in the field of social welfare including analysis of data and preparation of the reports.

Note-1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation.

Note-2: Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years.

Note-3: The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

2. Deputy Director:

Officers under the Central Government or State Governments or Union Territory Administrations or Universities or recognized 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 or department; or
(ii) with five years service in the grade rendered after appointment thereto on regular basis in the posts in level 10 in pay matrix (Rs. 56100-177500/-) in the parent cadre or department; and
- (b) possessing the educational qualifications and experience as under:
 - (i) Master's Degree of a recognized University or Institution 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).

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

Note-1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation.

Note-2: Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years.

Note-3: The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

3. Law Officer

Officers under the Central or State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations: -

- (a) (i) holding analogous post on regular basis in the parent cadre or department; Or
(ii) with five years service in the grade rendered after appointment thereto on regular basis in level 10 in pay matrix (Rs. 56100-177500/-) [Pay Band-3 in the Scale of Pay of Rs. 15600-39100 with Grade Pay of Rs. 5400 (pre-revised)] or equivalent in the parent cadre or department; Or
(iii) With six years service in the grade rendered after appointment thereto on a regular basis in level 8 in pay matrix Rs.47,600-1,51,100/- [Pay Band-2 in the Scale of Pay of Rs. 9300-34800 with Grade Pay of Rs. 4800(pre-revised)] or equivalent in the parent cadre or department; and
(b) possessing the educational qualifications and experience as under:

Master's degree in law of a recognised University or Institute and possessing five years' teaching and/ or research experience in law; Or

Bachelor's degree in law of a recognised University or Institute and possessing seven years' teaching and/ or research experience in law; Or

Should have been a member of State Judicial Service for seven years; Or

Should be a qualified legal practitioner i.e. Advocate (within the meaning of Advocates Act, 1961), who has practiced as such for seven years.

Note 1: In computing the period during which a person has held an office in the State Judicial Service, there shall be included any period during which he has held any other legal posts or any period during which he has been a legal practitioner.

Note 2: In computing the period during which a person has been qualified legal practitioner there shall be included any period during which he has held any office in the State Judicial Service or has held a legal post in the department of the State or

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Central Government, Union Territory, Government Research Institute or other research institute of recognised Universities.

Note 3: Qualifications are relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates otherwise well qualified.

Note 4: The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission for reasons to be recorded in writing, in case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection, the Union Public Service Commission 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

Absorption:

Only officers of the Central Government of State Government and Union Territories shall be eligible for consideration for appointment on absorption basis.

Re-employment for armed Forces Personnel:

The armed forces Personnel of the rank of Caption or equivalent due to retire or who are to be transferred to reserve within a period of one year and having requisite qualifications and experience shall also be considered while selecting persons for appointment on deputation (including short-term contract). Such persons shall be given deputation terms up to the date in which they are due to release from the Armed Forces and thereafter they may be continued on re-employment (Re-employment up to the age of superannuation with reference to civil post).

Note 1: 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 or department of the Central Government shall ordinarily not to exceed four years. The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

Note 2: For the purposes of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or 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 or pay Scale, and where this benefit will extend only for the post(s) for which that Grade Pay or pay Scale is the normal replacement grade without any upgradation.

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4. Assistant Director:

Officers under the Central Government or State Governments or Union Territory Administrations or Universities or recognized 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 or department; or
(ii) with two years service in the grade rendered after appointment thereto on regular basis in the posts in level 8 in pay matrix (Rs.47,600-1,51,100/-) in the parent cadre or department; and
- (b) possessing the educational qualifications and experience as detailed below-
 - (i) Master's Degree of a recognized University or Institution 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);
 - (ii) Three years experience of conducting survey or research in the field of social welfare including analysis of data and preparation of the reports.

Note-1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation.

Note-2: Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note-3: The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

5. Assistant Library and Information Officer:

Officers under the Central Government or State Governments or Union Territory or Universities or recognized Research Institutions or Public Sector Undertakings or Autonomous or Statutory organizations: -

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with two years' service in the grade rendered after appointment thereto on regular basis in the posts in in level 8 in pay matrix (Rs.47,600-1,51,100/-) [Pay Band-2 in the Pay Scale of Rs.9300-34800 with Grade Pay of Rs.4800 (pre-revised)] or equivalent in the parent cadre or department; or
(iii) with three years' service in the grade rendered after appointment thereto on a regular basis in posts in level 7 in pay matrix (Rs. 44900-142400/-) [Pay Band-2 in pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4600 (pre-revised)] or equivalent in the parent cadre or Department; and
- (b) possessing the educational qualifications and experience as under:
 - (i) Master's Degree in Library Science or Information Science or Documentation Science from a recognized University or Institute ; and
 - (ii) three years professional experience in a Public or Institutional Library

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Note 1: 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 or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of applications.

Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding grade pay or 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 or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade pay or pay scale is the normal replacement grade without any upgradation.

6. Research Officer

Officers under the Central Government or State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or Autonomous or Statutory organizations: -

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with two years service in the grade rendered after appointment thereto on regular basis in the posts in level 7 in pay matrix (Rs. 44900-142400/-) in the parent cadre or department; and
- (b) possessing the educational qualifications and experience as under:
 - (i) Master's degree of a recognized University or Institution 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);
 - (ii) two years experience of conducting survey or research in the field of social welfare including analysis of data and preparation of the reports.

Note-1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation.

Note-2: Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note-3: The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

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7. Senior Investigator

Officers under the Central Government or State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or Autonomous or Statutory organizations: -

- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with five years service in the grade rendered after appointment thereto on regular basis in the posts in level 6 in pay matrix (Rs. 35400-112400/-) in the parent cadre or department; and
- (b) possessing the educational qualifications and experience as under:
- (i) Master's Degree of a recognized University or Institution 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).
- (ii) one year experience of conducting survey or research in the field of social welfare including analysis of data and preparation of the reports.

Note-1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation.

Note-2: Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note-3: The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

8. Accountant

Officers under the Central Government or State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or Autonomous or Statutory organizations: -

- (a) (i) Senior Secretariat Assistants of the Central Secretariat Clerical Service with eight years regular service in the grade and who have undergone training in Cash and Accounts work in the Institute of Secretariat Training and Management or equivalent and possessing two years' experience of cash, accounts and budget work;
- (ii) officers under the Central Government or State Government or Union Territories or recognized research institutions or universities or public sector undertakings or statutory or autonomous organisations:
- (I) (A) holding analogous posts on regular basis in the parent cadre or department; or
(B) with six years regular service in the grade rendered after appointment thereto on a regular basis in the posts of level 5 in the pay matrix (Rs 29200-92300/-) in the parent cadre or department; or

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(C) with eight years regular service in the grade rendered after appointment thereto on a regular basis in the posts of level 4 in the pay matrix (Rs.25500-81100/-) in the parent cadre or department; and

(II) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent and possessing two years' experience of cash, accounts and budget work.

Note-1: Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note-2: The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

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PROFRORMA
BIO-DATA/CURRICULUM VITAE

Post applied for _____

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Education 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
<p>5.1 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.</p> <p>5.2 In the case of Degree and Post Graduate qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential qualification/ work Experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied.</p>	

7. Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, If the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (In detail) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/ Institution	Pay, Pay Band, and Grade Pay drawn under ACP/ MACP Scheme	From	To

8. Nature of present employment i.e. Adh-hac or Temporary of /Quasi-Permanent of Permanent			
9. 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 the parent office/ organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organisation
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance clearance and integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation			
10. If any post held on Deputation in the past 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 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 an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation 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 prescribed in the Vacancy Circular/ Advertisement) (Note: Enclosed a separate sheet, if the space is insufficient)		
16.B Achievements: 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/instructions/societies and; (iv) Patents registered in won name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)		
17. Please state whether you are applying for deputation (ISTC/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" or "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 _____

Email ID _____

Date _____

Certification by the 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 in enclsd/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enloled.
- iv) No major/ minor penalty has been inpose on him/her during the last 10 years **Or** A list of major/ minor penalties imposed on him/ her during the last 10 years in enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)