



No. NCSC-Adm.01/7/2022-ADMIN

[50214]

Government of India

National Commission for Scheduled Castes

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

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5<sup>th</sup> Floor, Loknayak Bhawan  
Khan Market, New Delhi-110003

Dated: 1<sup>st</sup> April, 2022

**VACANCY CIRCULAR**

**Subject: Filling up the post of Assistant Director in the National Commission for Scheduled Castes by deputation basis -reg.**

Applications are invited from Officers under the Central Government or State Government or Union Territories or Universities or recognized research institutions or public sector undertakings or autonomous or statutory organizations for filling **05 posts of Assistant Director (Joint Cadre) in National Commission for Scheduled Castes** (General Central Service, Group 'A' Gazetted, Non-Ministerial, Level-10 in the pay matrix (Rs.56,100-1,77,500/-) of 7<sup>th</sup> Central Civil Services (Revised Pay) Rules, 2016 on deputation basis initially for a period of three years. The tenure of deputation may be extended depending upon the requirement with the consent of the officer and approval of lending department. The tenure of deputation may be curtailed as well if the Commission is not satisfied with the performance of the officer. National Commission for Scheduled Castes (NCSC) has its Headquarters in New Delhi [Loknayak Bhawan, Khan Market, New Delhi-110003] with 12 State Offices which are at Agartala, Ahmedabad, Bangalore, Chandigarh, Chennai, Guwahati, Hyderabad, Kolkata, Lucknow, Patna, Pune, Trivandrum. **Last date for submission of application is 17<sup>th</sup> May, 2022.**

2. **The eligibility conditions** for applying for the post of Assistant Director; on deputation (including short-term contract) basis; are as details below: -

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 level 8 in the pay matrix (Rs.47,600-1,51,100/-) in the parent cadre or department
and	
(b)	possessing the educational qualification 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) Threeyears' experience of conducting survey or research in the field of social welfare including analysis of data and preparation of the reports.

<b>Note-1:</b>	The departmental officers in the feeder category who are in direct line of promotion are not eligible for consideration for appointment on deputation.
<b>Note-2:</b>	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.
<b>Note-3:</b>	The maximum age-limit for appointment by deputation is not exceeding fifty-six years as on the closing date of receipt of applications.

3. The pay of the selected candidate will 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. Candidate selected are liable to be posted in Delhi or in any of the State Offices of the Commission as mentioned in para 1 above. However, candidate may indicate their choice of place of posting, if any, in the application form (Annexure-I).

5. 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 (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 to be sent through e-mail at email ID "kishan.chand68@nic.in" followed by hard copy. Hard copy to be sent to Under Secretary (Admn.), National Commission for Scheduled Castes, 5<sup>th</sup> Floor, Lok Nayak Bhawan, New Delhi-110003. **Last date for receipt of application is 17<sup>th</sup> May, 2022.** Applications received after the due date, applications received without requisite documents are liable to be summarily rejected.

  
17/5/2022

(Kishan Chand)

Under Secretary to the Govt. of India  
Tel:011-24606845

Circulation

1. Website of National Commission for Scheduled Castes.
2. M/o SJ&E, D/o SJ&E [Under Secretary (SCD-VI)], Shastri Bhawan, New Delhi with the request to do the needful uploading the same on the website of M/o SJ&E.
3. Department of Personnel & Training (DOPT) [Under Secretary (Coordination)], Loknayak Bhawan, New Delhi with the request to upload the vacancy circular on the website of Department of Personnel & Training for wider publicity of the same.
4. All State Offices of National Commission for Scheduled Castes.

**Proforma for Application for the Post of Assistant Director (on Deputation)**

Preferred place of posting, if any:

If ready for in Delhi or in any of the State Offices of NCSC i.e., other than preferred place of posting as given above (Yes/No):

1	Name in Capital Letters	:	
2	Sex (Male/Female/Others)	:	
3	Date of Birth (in Christian era)	:	
4	Date of retirement	:	
5	Category (SC/ST/OBC/UR)	:	
6	Present post & Date since when holding the present post.	:	
7	Details of organization/ institution where present post is held.	:	
8	Holding the present post on regular or ad-hoc or temporary or deputation basis (please indicate)	:	
9	If on deputation, then date since when continuously on deputation.	:	
10	If on deputation, then name of parent organization and the post & pay scale held in parent organization	:	
11	Present pay & pay scale	:	
12	If present pay is not as per CCS (Revised Pay) Rules 2016, then corresponding level & pay band of CCS (RP) Rules-2016.	:	
13	Present Address	:	
14	Permanent Address	:	
15	Mobile No.	:	
16	Email id	:	

17. **Educational Qualifications:**

Course	Main Subject(s)	University/ Institution	Year of Passing	Division/ Class

18	If fulfilling the eligibility criteria of holding analogous post on regular basis in the parent cadre or department or with five years' service in the grade rendered after appointment thereto on regular basis in level 8 in the pay matrix (Rs.47600-151100/-) in the parent cadre or department <b>YES/NO</b>	Yes/No
If yes, please provide details in box below		

19	If fulfilling the eligibility criteria of possessing the required educational qualification i.e., 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). <b>YES/NO</b>	Yes/No
If yes, please provide details in box below		

20	If fulfilling the eligibility criteria of three years' experience of conducting survey or research in the field of social welfare including analysis of data and preparation of report. <b>YES/NO</b>	Yes/No
If yes, please provide details in box below		

21. **Details of past employment till date**

Duration	Post Held (Regular/ad-hoc)	Emoluments	Employing Organization	Duties Performed

22. Knowledge of computer/internet (please specify)

- (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)

23. Any other relevant information, if any:

DECLARATION

I solemnly declare that all the statements/details given in the 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, I will be liable for action as appropriate. I have read the Vacancy Circular carefully.

Date:

Signature of applicant

Place:

(Full name of the applicant)

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

Certified that the particulars furnished by  
Shri/Smt./Kum\_\_\_\_\_

In his/her application for the post of Assistant Director (deputation basis) have been verified from the records and have been found to be correct. In case of selection, he/she will immediately be relieved to join duty in National Commission for Scheduled Castes. The following documents in respect of Shri/Smt./Kum\_\_\_\_\_

are enclosed: -

- (i) Vigilance Clearance Certificate
- (ii) Integrity Certificate
- (iii) Statement of Major/Minor penalty imposed, if any, during the last 05 years.  
[in case, no major/minor penalty imposed during then the same to be confirmed]
- (iv) APAR/ACR for the last 05 years.

Date: .....

Signature.....

Designation.....

Office Seal.....