



F. No. NCSC-Adm.01/1/2021-ADMIN.  
[39008]

Government of India

**National Commission for Scheduled Castes**

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

5th Floor, Loknaya Bhawan,  
Khan Market, New Delhi.

Dated: 09.11.2022

**VACANCY CIRCULAR**

**Subject: Filling up the post of Accountant in the National Commission for Scheduled Castes by deputation basis – reg.**

Applications are invited for filling **01 post of Accountant** (General Central Service, Group 'B' Non-Gazetted, Ministerial, Level-6 (Pay band Rs.35,400-1,12,400/-) of 7<sup>th</sup> Central Civil Services (Revised Pay) Rules, 2016 in National Commission for Scheduled Castes in NCSC Headquarters, Loknaya Bhawan, Khan Market, New Delhi. **Last date for submission of application is 09<sup>th</sup> Dec, 2022.** The tenure of deputation (including short – term contract) is initially for a period of three year which may be extended as per rules.

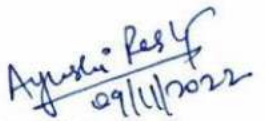
**2. The eligibility conditions** for applying for the post of **Accountant**; on deputation basis; are as detailed below:-

Officers under the Central Government, State Government , Union Territories, Universities, Recognized Research Institutions, Public Sector Undertakings, 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;
	or
	(ii) Officers under the Central Government or State Government or Union Territories or Universities or public sector undertaking or semi- government or autonomous or statutory organizations:- (1)(A) holding analogous post 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 post of level 5 in the pay matrix (Rs 29,200-92,300/-) in the parent cadre or department; or (C ) with eight years regular service in the grade rendered after appointment thereto on a regular basis in the post of level 4 in the pay matrix (Rs 25,500-81,100/-) 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) including period of deputation including short time 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 (including short term contract) shall be 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. 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 Accountant (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 “[agam.kumar@gov.in](mailto:agam.kumar@gov.in)” followed by hard copy. Hard copy to be sent to Shri Agam Kumar (Section Officer, Admn), National Commission for Scheduled Castes, 5<sup>th</sup> Floor, Lok Nayak Bhawan, New Delhi- 110003. **Last date for receipt of application is 09<sup>th</sup> Dec, 2022.** Application received after the due date, applications received without requisite documents is liable to be summarily rejected.

  
 (Ayushi Rastogi)  
 Deputy Director

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.

**Annexure-I**

**Proforma for Application for the Post of Accountant (on Deputation)**

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	<p>If fulfilling the eligibility of senior Secretariat Assistants of the Central Secretariat Clerical service with eight years regular service in the grade and 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; <b>or</b> officers under the Central Government or State Government or Union territory Administration or recognized research institute or universities or public sector undertaking or semi-government or statutory or autonomous organizations:</p> <p>(I)(A) holding analogous post on regular basis in the parent cadre or department; or</p> <p>(B) with six years regular service in the grade rendered after appointment thereto on a regular basis in the post of level 5 in the pay matrix (RS 29200-92300/-) in the parent cadre or department; or</p> <p>(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.25,500 – 81,100/-) in the parent cadre or department; and</p> <p>(II) who have undergone training in cash and account work in the Institute of Secretariat Training and Management or equivalent and possessing two years' experience of cash, accounts and budget work.</p>	Yes/No
If yes, please provide details in box below		

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

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

**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 Accountant (deputation basis) have been verified from the record 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.....