

No.A-RL-12016/9/2021-RL CELL-Part(1)
Government of India
Ministry of Social Justice & Empowerment
(Department of Social Justice & Empowerment)

Shastri Bhawan, New Delhi
Dated the 20th November , 2023

VACANCY CIRCULAR

Subject: Filling up the post of Senior Research Officer and Research Officer on co-terminous basis with the Commission constituted under the Commissions of Inquiry Act, 1952 in the Department of Social Justice & Empowerment-reg.

Department of Social Justice & Empowerment intends to fill the post of Senior Research Officer (General Central Service, Group 'A' Gazetted and Non- Ministerial), Research Officer (General Central Service Group 'B' Gazetted, Non-Ministerial) by deputation (including short-term contract) basis. The details of eligibility conditions are as under:

Post	Number of posts	Vacancy Location	Pay Scale	Eligibility Conditions:
Senior Research Officer	02 (Two)	Department of Social Justice & Empowerment (Delhi)	Level-11 in the pay matrix as per 7th CPC (Rs.67,700-2,08,700/-)	<p>Officers under the Central Government or State Governments or Union Territories or Universities or Recognised Research Institutions:</p> <p>(a) (i) holding analogous posts on regular basis in the parent Cadre or Department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on regular basis in level 10 in the pay matrix or equivalent in the parent Cadre or Department; or</p> <p>(iii) with six years' service in the grade rendered after appointment thereto on regular basis in level 8 in the pay matrix or equivalent in the parent Cadre or Department; and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p>Essential:</p> <p>(a)(i) Masters degree in Statistics or Operation Research or Mathematics or Applied Statistics or Applied Mathematics/ Mathematical Statistics</p>

				<p>from a recognised University or Institute; or</p> <p>(ii) Masters degree in Economics or Sociology or Psychology or Commerce with Statistics as one of the subject at graduate level or Post Graduate level from a recognised university; and</p> <p>(ii) possessing five years' experience of analysis of statistical data and interpretation in Central Government or State Government or Universities or Recognised Training Institute or Public Sector Undertaking or Statutory or Autonomous Organizations or Recruitment Boards e.g. Banking and Railway Recruitment Boards or Indian Institute of Technology or Indian Institute of Management or Central Board of Secondary or Technical Education or Staff Selection Commission or Union Public Service Commission or University Grants Commission or Council of Scientific and Industrial Research.</p> <p>Desirable: Post Graduate diploma in Computer Application awarded by any recognised University or 'A' level Diploma under Department of Electronics' accredited computer course.</p> <p>Note 1- Departmental Officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2 - Period of deputation including period of deputation to another ex-cadre post held immediately preceding this appointment in the same or other organisations or departments of the Central Government shall not exceed four years.</p> <p>Note 3 - 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.</p>
--	--	--	--	---

Research Officer	03 (Three)	Department of Social Justice & Empowerment (Delhi)	Level-8 in the pay matrix as per 7th CPC (Rs.47,600-1,51,100/-)	<p>Officers of the Central Government, State Governments, Union Territories, universities, recognised research institutions, public sector undertakings, autonomous, or statutory organizations:</p> <p>(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 a regular basis in level 7 in the pay matrix (Rs. 44900-142400/-) in the parent cadre or department; and</p> <p>(b) possessing the educational qualification, and experience as under-</p> <p>(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.</p> <p>Note 1: The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation (including short-term contract). Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note2: 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 fifty-six years as on the closing date of receipt of applications.</p>
------------------	---------------	--	---	--

2. The selected officers will be on deputation on co-terminous basis with the Commission constituted under the Commissions of Inquiry Act, 1952 which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The deputation terms will apply.

3. All Ministries/Departments of Government of India, all State/Union Territories Governments, all Universities, all recognised research Institutions, all Semi-Government Organisations, all Statutory or Autonomous bodies are requested to circulate the above posts among the officers, working with them and forward the applications in prescribed proformaas ANNEXURE-I of the eligible and interested officers, along with a certificate to the effect that they are clear from vigilance angle, their integrity certificate, details of major/minor penalty imposed on them during the last 10 years and attested photocopies of their ACRs/APARs for the last 5 years to the undersigned at the following address within 30 days of its publication in the Employment News.

Shri Prabhudas Xalxo
Director
Department of Social Justice & Empowerment
Room No. 643, A-wing
Shastri Bhawan, New Delhi-01

4. Further, applications/ CV not accompanied by supporting certificates/documents in support of qualification and experience claimed by the candidate would not be processed for determining the eligibility of the candidate for the selection. The interested candidates can also forward their advance copy on the address given above within 15 days of its publication in the Employment News to expedite the whole process. However, their applications will not be considered if this department does not receive original applications forwarded through the proper channel with all supporting certificates/documents within stipulated time of 30 days.

Encl: Annexure-I

(Prabhudas Xalxo)
Director

To,

1. All Central Government Ministries and Departments of Govt. of India with request to circulate the vacancy circular amongst all employees of your Ministry/Department and also to forward a copy of this advertisement to all Universities/recognised research institutions/Semi-Government Organisations/Statutory or Autonomous bodies under your Ministry/Department (via e-mail to all concerned Secretaries of GoI)
2. All State/union Territories Governments with request to circulate the vacancy circular amongst all employees of your State/UT Govt. and also to forward a copy of this advertisement to all Universities/recognised research institutions/Semi-Government Organisations/Statutory or Autonomous bodies under your State/Union Territory Government (via e-mail to all concerned Chief Secretaries/Administrator of GoI)
3. Ministry's Website
4. E-Hrms 2.0
5. MyGov portal.

BIO-DATA/ CURRICULUM VITAE PROFORMA

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.Educational 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 Bio-data) 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. Ad-hoc or Temporary or Quasi-Permanent or 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
<p>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.</p> <p>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</p>			

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 in 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

Basis 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: Enclose 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/institutions/societies and; (iv) Patents registered in own 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 _____

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 is enclosed/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 enclosed..
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)