

A-35021/02/2019-Estt. I  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment

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Shastri Bhawan, New Delhi-110001,  
the 01<sup>st</sup> August, 2019.

**VACANCY CIRCULAR**

Ministry of Social Justice and Empowerment intends to fill the Post of Deputy Director in the Ministry of Social Justice and Empowerment and National Commission for Scheduled Castes by deputation (including short-term contract).

Post	Number of Posts	Vacancy Locations	Pay Scale	Eligibility
Deputy Director	2 ( Two)	M/o SJ&E ( Delhi) and NCSC* [ Ahmedabad/ Thiruvananthapuram]	Level-11 in the pay matrix (Rs. 67700-208700/-)	Deputation (including short-term contract): Officers under the Central Government or State Governments or Union territory Administrations or Universities or recognised 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/Department; or (ii) With five years service in the grade rendered after appointment thereto on a regular basis in level 10 in the pay matrix (Rs. 56100-177500/-) in the parent cadre or department; and  (B) Possessing the educational qualifications and experience as under:

Contd..

				<p>(i) Master's Degree of a recognised 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);</p> <p>(ii) Five years experience of conducting survey or research in the field of social welfare including analysis of data and preparation of the reports.</p>
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\*- The vacancy locations for NCSC are for the initial appointments only and the personnel may be posted/transferred in HQ or in any of the 12 State Offices of NCSC later, whenever required in public interest.

**Note 1:** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation (including short term contract) and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

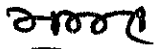
**Note 2:** Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years.

**Note 3:** The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

2. The selected officers will be on deputation for a period of **three years** initially 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 usual deputation terms will apply. The selected officer will be posted with Ministry of Social Justice and Empowerment/National Commission for Scheduled Castes.

3. All Ministries/Departments of Government of India, All State/Union Territories Governments, All Universities, All Recognized Research Institutions, All Public Sector Undertakings, All Semi-Government Organizations, All Statutory or Autonomous bodies are requested to circulate the above posts among the officers, working with them and forward the application (in prescribed pro forma **Annexure 1**) of 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 60 days of its publication in the Employment News:

Shri Bharat Lal Meena,  
Director, D/o SJ&E,  
Room No.-637, 'A' Wing,  
Shastri Bhawan,  
New Delhi-110001.

  
01-08-2019  
(Bharat Lal Meena.)  
Director (Admn.)  
Tel No: 011-23073552

To

1. The Director (CS), Department of Personnel and Training, North Block, New Delhi-110001 with the request to get this O.M. placed on the DOPT website.
2. (i) All Central Government Ministries & Departments 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/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your Ministry/Department.  
  
(ii) All State/Union Territories Governments with request to circulate the vacancy circular amongst all employees of your State/UT Government and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your State/Union Territory Government.
3. Ministry's website.
4. E-office notice board.

**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
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>5.1 Note:</b> 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><b>5.2</b> 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><b>6.1 Note:</b> 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>	

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 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)

**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)