

**Government of India**  
**Ministry of Social Justice & Empowerment**  
**National Commission for De-notified, Nomadic and Semi Nomadic Tribes**

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9<sup>th</sup> Floor, Jeevan Prakash Building  
 25, K.G. Marg, New Delhi.  
 Dated the 24<sup>th</sup> June, 2016.

### CIRCULAR

The National Commission for De-notified, Nomadic and Semi Nomadic Tribes (Ministry of Social Justice & Empowerment) intends to fill up the following vacant/newly created posts by engaging serving/retired Government Employees **on deputation or on short term contract basis** from amongst the officers of the Central/State Government/ Autonomous Bodies/Institutes/Universities as per details given below:-

S.No	Name of Post & Scale of Pay	No. of Posts	Experience
1.	Private Secretary Pay band-2 (Rs 9300-34800) with grade pay of Rs 4800/-	02	<p><b>Officers under the Central/State Government:</b></p> <p>(a)(i) Holding analogous Posts on regular basis in the parent cadre or department; or            (ii) with four years service in the Grade rendered after appointment thereto on a regular basis in the posts in Pay band-2 (Rs 9300-34800) with grade pay of Rs 4600 or with Eight years combined service in the Grade rendered after appointment thereto on a regular basis in the posts in Pay band-2 (Rs 9300-34800) with grade pay of Rs 4200 and Pay band -1 (5200-20200)with grade pay of Rs 2800 or equivalent in the parent cadre or Department, and</p> <p><b>(b) Possessing the following educational qualification and experience:</b></p> <p>(i) Bachelors degree from a recognized university in India or association of Indian Universities;            (ii) Proficient in stenography in English or in Hindi.</p> <p><b>Desirable/Preferable Qualification:</b></p> <p>1. Typing proficiency in English or Hindi and working knowledge of other Indian languages.            2. Proficiency in works related with MS-office (MS- word, Excel and Power Point)</p> <p><b>OR</b></p> <p>Retired Private Secretary of the Govt. of India/State Govt./ PSUs/Autonomous Bodies having regular service of at least five years in the grade of Private Secretary.</p>
2.	Personal Assistant Pay band-2 (Rs. 9300-34800) with grade pay of Rs 4600/-	01	<p>Officers under the Central/State Government and working as Steno/PA:</p> <p><b>(a)(i) Holding analogous Posts on regular basis in the parent cadre or department; or</b>            (ii) with five years service in the Grade rendered after appointment thereto on a regular basis in the posts in Pay band-2 (Rs 9300- 34800) with grade pay of Rs 4200 or with Eight years combined service in the Grade rendered after appointment thereto on a regular basis in the posts in Pay band-2 (Rs 9300-34800) with grade pay of Rs 4200 and Pay band -1 (5200-20200)with grade pay of Rs 2800 or equivalent in the parent cadre</p>

contd., 2/-

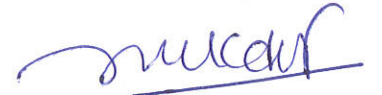
			<p>or Department, and</p> <p><b>(b) Possessing the following educational qualification and experience:</b></p> <p>(i) Bachelors degree from a recognized university in India or association of Indian Universities;</p> <p><b>Desirable Qualification:</b> Typing proficiency in one language either in English or Hindi and working knowledge of other Indian languages. 2. Proficiency in works related with MS-office (MS-word, Excel and Power Point)</p> <p align="center"><b>OR</b></p> <p>Retired Personal Assistant of the Govt. of India/State Govt./ PSUs/Autonomous Bodies having regular service of at least five years in the grade of Personal Assistant.</p>
3.	Research Associate Pay band-2 (Rs 9300-34800) with grade pay of Rs 4600	05	<p>Master Degree in Sociology/Anthropology from a recognized University, having atleast 5 years' experience in Research Work in Socio economic field or Teaching in the relevant field at University level.</p> <p><b>Desirable:</b></p> <p>Ph.D. in Sociology/Anthropology from a recognized University Experience in the field related with target groups i.e. DNT/NTs; Organization/analysis of field surveys; Good knowledge of working on Computer.</p>

2. In the above Pay band, the pay of the candidates selected for appointment on deputation basis would be fixed according to DoPT's guidelines on the subject. The remuneration/fee of the retired employees employed on Contract basis will be as per guidelines issued by M/o Social Justice & Empowerment for such engagement as amended from time to time. However, the total monthly consolidated fee of the retired employees employed on Contract basis shall not be more than Last Pay drawn by him calculated at the current rates of Dearness Allowance as per provisions of GFR as amended from time to time.
3. On appointment either on deputation basis or on contract basis, the engagement will initially be for a period of six months from the date of joining which can be extended further on the basis of requirement of the Commission and performance of the engaged person(s) upto the present term of the Commission i.e. 9.01.2018 as as may be decided by the Govt.
4. Retired persons not above 62 years of age as on 01.06.2016 fulfilling the eligibility criteria and having good knowledge of Computer, proficiency in MS-Office, MS-Word, Excel & Power Point Presentation and awareness about the DNTs may apply for being considered for engagement on contract basis within 21 days from the date of issue of this advertisement in the prescribed proforma.
5. Applicants who wish to apply for being appointed on deputation basis may get their applications routed through proper channel along with Vigilance Clearance, Integrity Certificate and No Penalty Certificate to :-

**The Member Secretary,**  
**National Commission for De-notified, Nomadic and Semi Nomadic Tribes,**  
**Ministry of Social Justice & Empowerment,**  
**9<sup>th</sup> Floor, Jeevan Prakash Building,**  
**25 - K.G. Marg, New Delhi - 110001.**


6. The number of vacancies may vary keeping in view the requirement of the Commission. The aforesaid engagement would be on deputation or on purely temporary and short term contract basis which can be terminated any time. The Selected candidate will not have any right to seek regularization in any post in the Commission/ Government of India. Further the selected persons will be governed by the provisions/guidelines finalized/approved for appointment on deputation or engagement of Consultants in Ministry of Social Justice and Empowerment and DoPT as amended from time to time. Preference will be given to those proficient in Hindi, English and one of the Indian languages. Experience of working in DNT related sectors would be preferred.

**Note:-** In case, a serving person is selected for any post, he would be appointed on deputation basis and if a retired person is selected he would be engaged on contract basis. The pay of the selected candidates would be fixed according to DoPT's guidelines on the subject or guidelines issued by M/o Social Justice & Empowerment from time to time.

  
(BHARAT BHUSHAN)  
Under Secretary

Copy to :-

1. NIC for uploading on the Ministry's website.
2. Under Secretary (C.S.II), Department of Personal & Training, Lok Nayak Bhawan, Khan Market, New Delhi – 110003 with the request that this Vacancy circular may be uploaded on DoPT's Website.

  
(BHARAT BHUSHAN)  
Under Secretary  
TEL. NO.23739774

**CURRICULAM VITAE PROFORMA**

1. Name and address (In BLOCK LETTER)
2. Applied for the post of
3. Date of Birth (in Christian era)
  - (i) Age as on 1.06.2016
4. Date of retirement under Central/State Government rule
5. Educational Qualifications
6. Whether belong to SC/ST
7. Education qualifications and Experience possessed

Qualifications/ Experience Required	Qualifications/ Experience possessed by the Officer
Essential	
Desirable	

8. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

OFFICE/ INSTITUTE/ ORGANISATION	POST HELD AND SERVICE/ CADRE TO WHICH IT BELONGS	FROM	TO	PAY IN THE PAY BAND AND CLASSIFICATIO N OF POST	NATURE OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

9. Nature of Present employment, i.e.

- (i) Ad-hoc basis
- (ii) Regular/on temporary basis
- (iii) Pay in the Pay band
- (iv) Grade Pay drawn

10.	<p>In case the present employment is held on deputation/contract basis, please state:</p> <ul style="list-style-type: none"><li>(a) The date of initial appointment</li><li>(b) Period of appointment on deputation/contract</li><li>(c) Name of the parent office/organization to which you belong</li></ul>	
11.	<p>Additional details about present employment, please state whether working under:</p> <ul style="list-style-type: none"><li>(a) Central Government</li><li>(b) State Government</li><li>(c) Autonomous Organization</li><li>(d) Government Undertaking</li><li>(e) Universities</li></ul>	
12.	<p>Are you in Revised Pay Structure? if yes, give the date from which the revision took place and also indicate the pre-revised scale.</p>	
13.	<p>Total emoluments per month now drawn</p>	
14.	<p>Additional information, if any, which you would like to mention in support of your suitability for the post.</p> <p>Enclose a separate sheet, if the space is insufficient.</p>	

15.	Whether belonging to SC/ST	
16.	Remarks	

**Signature of the candidate**

**Date:-**

**Address**

**Countersigned with office seal by the authorized signatory of the parent office**

VIGILANCE CLEARANCE CERTIFICATE

Certified that no Vigilance case of disciplinary proceedings or criminal proceedings is either pending or contemplated against ..... who has applied for the post of

..... in the National Commission for De-notified, Nomadic and Semi

Nomadic Tribes on deputation basis.

(Authorised Signatory)

Name & office Seal:

Date:

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during the last 10 years on

..... who has applied for the post of..... in

the National Commission for De-notified, Nomadic and Semi Nomadic Tribes on deputation basis.

(Authorised Signatory)

Name & office Seal:

Date:



INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report/ Annual Performance Appraisal Reports of

..... who has applied for the post of .....

in the National Commission for De-notified, Nomadic and Semi Nomadic Tribes on deputation

basis, it is certified that his/her integrity is beyond doubt.

(Authorised Signatory)

Name & office Seal:

Date:

(Not below the rank of Deputy Secretary)