


F.No. 17016/29/2017/SCD-VI  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment

Shastri Bhawan,  
New Delhi-110001,  
Dated: 1<sup>st</sup> January, 2018.

**VACANCY CIRCULAR**

The Ministry of Social Justice and Empowerment intends to fill the Post of Law Officer in the National Commission for Scheduled Castes by deputation (including short-term contract/absorption/re-employment of ex-Servicemen).

| Post        | Number of Posts | Pay Scale   | Eligibility  |
|-------------|-----------------|---|--|
| Law Officer | 1               | Pay Band-3<br>Rs 15600-39100<br>(Grade Pay Rs 6600)-Pre revised<br>[Level-11 of Pay Matrix-Revised] | Officers under the Central or State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:-<br><br>(A) (i) Holding analogous post on regular basis in the parent cadre or Department; Or<br>(ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-3 in the Scale of Pay of Rs. 15600-39100 with Grade Pay of Rs. 5400-pre revised (Level-10 of Pay Matrix-Revised) or equivalent in the parent cadre or Department; Or<br>(iii) With six years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-2 in the Scale of pay of Rs. 9300-34800 with Grade Pay of Rs. 4800-pre revised (Level-8 of Pay Matrix-Revised) or equivalent in the parent cadre or Department; |

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and

(B) Possessing the following qualification:

(i) Master's degree in law of a recognized University or Institute and possessing five years' teaching and/or research experience in law;

Or

Bachelor's degree in law of a recognized University or Institute and possessing seven years' teaching and/or research experience in law;

Or

Should have been a member of State Judicial Service for seven years; Or

Should be a qualified legal practitioner i.e. Advocate (within the meaning of Advocates Act, 1961), who has practiced as such for seven years.

**Note 1 :** In computing the period during which a person has held an office in the State Judicial Service, there shall be included any period during which he has held any other legal posts or any period during which he has been a legal practitioner.

**Note 2 :** In computing the period during which a person has been qualified legal practitioner there shall be included any period during which he has held any office in the State Judicial Service or has held a legal post in the department of the State or Central Government, Union Territory, Government Research Institute or other research

institute of recognized Universities.

**Absorption :**

Only officers of the Central Government or State Governments and Union Territories shall be eligible for consideration for appointment on absorption basis.

**Re-employment for Armed Forces Personnel :**

The Armed Forces Personnel of the rank of Captain or equivalent due to retire or who are to be transferred to reserve within a period of one year and having requisite qualifications and experience shall also be considered while selecting persons for appointment on deputation (including short-term contract). Such persons shall be given deputation terms up to the date in which they are due to release from the Armed Forces and thereafter, they may be continued on re-employment (Re-employment up to the age of superannuation with reference to civil post).

**Note 1:** Period of deputation (including short-term contract) including 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 four years.

**Note 2:** The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

**Note 3:** For the purposes of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or Pay Scale, and where this

benefit will extend only for the posts for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

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 the 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 A**) 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 N.S. Venkateshwaran,  
Under Secretary, D/o SJ&E,

Shastri Bhawan, New Delhi-110001.

*N.S. Venkateshwaran*  
11/11/2018

(N.S. Venkateshwaran)

Under Secretary to the Government of India

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.  
(iii) All Universities.  
(iv) All Recognized Research Institutions.  
(v) All Public Sector Undertakings.  
(vi) All Semi-Government Organizations.  
(vii) All Statutory or Autonomous bodies.
3. Ministry's website.
4. E-office notice board.

BIO-DATA/CURRICULUM VITAE PROFORMA

|   |   |
|---|---|
| 1 Name and Address<br>(in Block Letters)  |   |
| 2 Date of Birth (in Christian era)  |   |
| 3 (i) Date of entry into service  |   |
| (ii) Date of retirement under<br>Central/State Government Rules   |   |
| 4. Educational Qualifications   |   |
| 5 Whether Educational and<br>other qualifications required for<br>the post are satisfied. (If any<br>qualification has been treated<br>as equivalent to the one<br>prescribed in the Rules, state<br>the authority for the same)                            |   |
| Qualifications/ Experience required as<br>mentioned in the advertisement/ vacancy<br>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                                       |
| 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. |   |
| 5.2 In the case of Degree and Post Graduate Qualifications (lective/ main subjects and subsidiary subjects may be indicated by the candidate  |   |
| 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  |   |
| 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.                |   |

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 |
| 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.         |   |  |   |
| 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. |   |  |   |

|  |   |                  |
|--|---|------------------|
| 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:<br><br>Please state whether working under (indicate the name of your employer against the relevant column)<br><br>a) Central Government<br>b) State Government<br>c) Autonomous Organization<br>d) Government Undertaking<br>e) Universities<br>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<br><br>(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)

16.8 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 \_\_\_\_\_



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**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)