

I.No. 17016/10/2018/S.O VI
Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment

Shastri Bhawan,
New Delhi-110001,
Dated:25 June, 2018.

VACANCY CIRCULAR

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

Post	Number of Posts	Vacancy Locations	Pay Scale	Eligibility
Assistant Director	5 (Five)	Chennai, Delhi, Hyderabad, Thiruvananthapuram, Agartala and Ahmedabad	Level 10 in the pay matrix (Rs. 56100-177500/-)	<p>Deputation (ISTC): 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-</p> <p>(A) (i) Holding analogous post on regular basis in the parent cadre/Department; or (ii) With two years' service in the grade rendered after appointment thereto on a regular basis in level 8 in the pay matrix (Rs. 47600-151100/-) in the parent cadre or department;</p> <p>Note: The departmental officers in the feeder category who are in the direct line of promotion will 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</p> <p>(B) Possessing the educational</p>

qualifications and experience as under:

- (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);
- (ii) Three years experience of conducting survey or research in the field of social welfare including analysis of data and preparation of the reports.

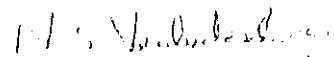
Note 1: Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.

Note 2: 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 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 SRE,
Shastri Bhawan, New Delhi 110001


(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 DOPPT 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.

(i) All Universities.

(ii) All Recognized Research Institutions.

(iii) All Public Sector Undertakings.

(iv) 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
(in Block letters)
2 Date of Birth (in Christian era)
3 a) Date of entry into service
b) 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

- Essential
A) Qualification
B) Experience
Desirable
A) Qualification
B) Experience

Qualifications/ experience possessed by the officer

- Essential
A) Qualification
B) Experience
Desirable
A) Qualification
B) Experience

5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the BRs 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 Elective/ 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/ organization.

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)

educational training and (b) work experience (as far as prescribed in the Vacancy Circular/Advertisement)

Note: Enclose a separate sheet, if the space is insufficient)

6.B Achievements.

The candidates are requested to indicate information with regard to:

- i) Research publications and reports and special reports
- 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 promotion (SIC)/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 "SIC" / "Absorption" / Re-employment are available only if the vacancy circular specially mentioned recruitment by "SIC" or "Absorption" or "Re-employment").

B. Whether belongs to C/SI

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: