

**No.24/1/NCST/2008-Admn.
Government of India
National Commission for Scheduled Tribes**

**6th Floor, 'B' Wing,
Loknayak Bhawan,
Khan Market,
New Delhi-110003**

Dated: 14-01-2010

OFFICE MEMORANDUM

Subject: Filling up of the post of Director for SC/ST in the pay scale of PB-3 of Rs.15600-39100+ Grade Pay of Rs.7600/- on deputation basis in Regional Office, NCST, Bhopal.

The undersigned is directed to say that applications are invited for filling up of the post of Director for SC/ST, Regional Office, National Commission for Scheduled Tribes, Bhopal on deputation basis. Details regarding classification of the post, its pay scale, eligibility conditions, etc are given in **Annexure-I**. The pay of the officer selected will be regulated in accordance with the Department of Personnel & Training's OM No.2/29/91-Estt (Pay-II), dated 05-01-1994 as amended from time to time.

2. It is requested that the applications in the prescribed format (**Annexure-II**) of the suitable officers who are eligible and willing and who can be spared immediately after being selected may be sent to the undersigned alongwith the complete ACRs for the last five years, vigilance clearance and integrity certificate within two months of the date of publication of vacancy circular in the Employment News. Officers who volunteer for the post will not be permitted to withdraw their names later


**(R.P. Vasishtha)
Deputy Secretary**

To

1. All Ministries/Departments of Govt. of India.
2. All State Governments/UT Administrations.
3. Secretary, Department of Personnel & Training (AIS-Division), North Block, New Delhi.
4. Assistant Media Executive, DAVP, Ministry of Information and Broadcasting, P.T.I. Building, New Delhi. A copy of an abridged version of this circular is enclosed with the request that it may be published in the Employment News urgently.
5. Secretary, Ministry of Tribal Affairs, Shastri Bhawan, New Delhi.
6. Secretary, Ministry of Social Justice & Empowerment, Shastri Bhawan, New Delhi w.r.t. their letter No. 13015/1/2005-SCD-VI(Pt.) dated 05-10-2009.
7. Secretary, National Commission for Scheduled Castes, 5th Floor, Loknayak Bhawan, Khan Market, New Delhi.
8. All Regional Office of NCST/State Offices of NCSC.
9. Office Order File.


**R.P. Vasishtha
Deputy Secretary**

ANNEXURE-I

1. Name of Post Director for SC/ST
2. Number of Post One
3. Classification General Central Service; Group 'A' (Gazetted) – Non Ministerial.
4. Scale of Pay Pay Band-3 of Rs.15600-39100 plus Grade Pay of Rs.7600/- (Pre-revised scale: Rs.12000-375-16500)
5. Eligibility Conditions and Period of deputation
 - (a) (i) Officers of the Indian Administrative Service/ Central Civil Services with 9 years' service as such or selection grade officers of Central Secretariat Service or Grade-I Officers of the Central Secretariat Service eligible for appointment as Deputy Secretary to the Government of India;
 - (ii) failing (i) above, officers under the Central/State Governments holding analogous posts or with 5 years' service in posts in the scale of Pay Band-3 of Rs.15600-39100 plus Grade Pay of Rs.6600/- (Pre-revised scale: Rs.10000-325-15200) or equivalent; and
 - (b) Possessing experience in planning or development of social work organisation or in the Welfare of Scheduled Castes/ Scheduled Tribes.

(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. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same organisation/department shall not exceed four years. The officers applying for deputation should not be due for retirement within four years as on the closing date for the receipt of applications)

ANNEXURE-II

PROFORMA FOR APPLICATION FOR THE POST OF DIRECTOR FOR SC/ST

1. Name and address in Block Letters :
2. Date of Birth (in Christian Era) :
3. Date of retirement under Central Govt./State Govt. :
4. Educational Qualifications :
5. Service to which belongs and the cadre and year of allotment :
6. Present grade and the scale of pay and date of appointment thereto on regular posts. :
7. Present post held and whether it is a cadre post :
8. Are you holding analogous post on regular basis under Central/State Government? : Yes/No.
9. Nature of present employment i.e. regular/ad-hoc/permanent.
10. In case the present employment is held on deputation/contract basis, please state:
 - (a) The date of initial appointment
 - (b) Period of appointment deputation/contract
 - (c) Name of parent Office/Organisation to which you belong
11. Details of Service in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below in insufficient)

S.No.	Office/Institution	Post held with scale of pay	Period of service		Basic Pay	Nature of appointment whether regular/ad-hoc/deputation	Duties (in brief)
			From	To			

12. 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.
13. Basic Pay and total emoluments per month now drawn:
(Pay Band; Pay and Grade Pay to the indicated if drawing pay in revised pay structure)
14. Whether belongs to SC/ST/OBC:
15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is.....
16. Please state clearly whether in the light of entries made above, you meet the requirements laid down for the post Date.

Signature of the candidate

Date:.....

Address.....
.....

CERTIFICATE
(to be filled in by the Parent Office/Department)

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the advertisement.
3. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is also certified.
4. Photocopies of complete and upto date CR dossier of the officer for the last five years, duly attested, on each page enclosed.
5. No major/minor penalty has been imposed on the concerned officer during the preceding ten years.

Signature
Name & Designation of the Head of the Department/
Authorized Signatory with seal
Telephone Number