



No. NCST-11011/2/2023-Estt.
National Commission for Scheduled Tribes
(A constitutional body under Article 338A of the Constitution of India)

6th Floor, ``B`` Wing,
Lok Nayak Bhawan, Khan Market,
New Delhi-110003
The 19th January, 2023

To

1. All Ministries/ Departments of Govt. of India, New Delhi
2. Chief Secretaries of the State Governments and Union Territories.
3. All the Constitutional Bodies/ Statutory Bodies/Autonomous Bodies
4. All Universities & Recognized Research Institutions

Subject: Filling up of the posts of Assistant Director, on deputation basis, in the National Commission for Scheduled Tribes (NCST)- regarding.

Sir / Madam,

I am directed to say that it is proposed to fill up three (3) posts of Assistant Director on deputation basis in the National Commission for Scheduled Tribes, the details of which are as follows: -

Sr. No.	Name of the Post and Pay Scale	Location of the post	Number of Posts
1.	Assistant Director - Group `A` Level 10 (Rs. 56,100-1,77,500) in the 7 th CPC Pay Matrix	New Delhi, Bhubaneshwar, Bhopal	Three(3)

2. The number of vacancies are provisional and may vary on account of actual manpower position at the time of final selection. The vacancies are available at the stations as shown in the table above. However, all these posts carry all India transfer liability.

3. Job requirements, experience and qualifications required for the post is indicated in Annexure-I.

4. It is requested that duly completed applications of eligible and willing officers, who could be relieved immediately in the event of selection, may be forwarded in the prescribed format (Annexure-II) along with the following documents through proper channel to "The Under Secretary, National Commission for Scheduled Tribes, ``A`` Wing, 2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 (Email:

us@ncst.nic.in)", within a period of 15 days from the date of publication of this advertisement:

- (i) Complete and up-to-date APARs / Confidential Reports for the five years in original or photocopy thereof duly attested by an officer not below the rank of Under Secretary.
- (ii) Vigilance Clearance Certificate, No Penalty Certificate and Integrity Certificate.
- (iii) NOC/Cadre Clearance

5. Applications not received in the prescribed format or received after the last date or without confidential reports and other relevant documents or found incomplete will not be considered. Candidates may send advance copy of their completed applications. However, at the time of selection, only those applications forwarded through proper channel will be considered. Officers, once selected, will not be allowed to withdraw their candidature subsequently.

6. The appointment will be on deputation basis. The period of deputation is initially for three (3) years but not exceeding five (5) years. The terms and conditions of the deputation will be governed as per the instructions issued by Department of Personnel & Training vide O.M. No. 6/8/2009-Estt. (Pay-II) dated 17th June, 2010, as amended from time to time.

7. The essential and desirable qualifications/ conditions to the respective posts are relaxable with the approval of the Hon'ble Chairperson in case of deserving candidates



(Rajesh Kumar Verma)
Under Secretary
Tel.: (011) 24657271
Email: us@ncst.nic.in

Copy to:

- (1) Guard File
- (2) NIC, NCST for uploading the vacancy circular in NCST website.

Essential and desirable qualifications, experience etc. in respect of the post of Assistant Director

Name of the Post & Pay Level	Assistant Director - Group `A` Level 10 (Rs. 56,100-1,77,500) in the 7 th CPC Pay Matrix
<p><u>Essential Conditions: -</u></p> <p>Officers of the Central Government, State Governments, Union Territories, PSUs, Constitutional Bodies/ Autonomous bodies/ Statutory bodies, Universities or Recognized Research Institutions:</p> <p>(i) holding analogous post on regular basis, or (ii) with 2 years' regular service in posts in Level 8 of the 7th CPC pay matrix (47,600-1,51,100) in the parent cadre or Department.</p> <p><u>Desirable Conditions:</u></p> <p>Possessing a Master's Degree of a recognized university preferably in Sociology, Anthropology, Political Science, Economics, Law and experience in Scheduled Areas and Scheduled Tribes affairs, Parliamentary Affairs, Constitutional matters related to the Scheduled Tribes.</p> <p><u>Note:</u></p> <p>(i) Period of deputation including short term contract in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/ Department of the Central Government shall not exceed (03) three years. (ii) The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of application.</p>	

APPLICATION FORM

1	Post Applied For					
2	Name (in BLOCK LETTERS)					
3	Name of Office and Address					
4	Date of Birth					
5	Date of superannuation under Central/State Govt. Rule					
6	Name of Post held and pay level and pay in pay matrix as per 7 th CPC					
	Whether the present post is held on deputation/ad-hoc/Regular basis (Strike out the one which is not application)					
	Deputation/Ad-hoc/Regular					
	Date of appointment to the present post					
7	If the present post is on Deputation/ ad-hoc basis , name of the Post held on regular basis and Level of pay of the regular post in the Pay Matrix					
8	Date of return from last appointment on deputation					
9	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 requirement, state the details of the same)					
Qualifications/Experience possessed by the officer						
10	Educational qualifications					
11	Essential					
12	Desirable					
13	Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is not sufficient.)					
Sr. No.	Name of the Office/Organisation	Post Held	From	To	Scale of Pay and Basic Pay	Nature of Duties
1	2	3	4	5	6	7
14	Additional details about present Employment. Please					

	state whether working under Central Government/ State Government/ Constitutional Bodies/ Statutory Bodies/ Autonomous Organisation/ Government Undertaking/ University				
15	Details of experience in the Scheduled Tribes Affairs				
16	Additional information, if any, which you would like to mention in support of your suitability for post. (enclose a separate sheet, if the space below is not sufficient.)				
17	Whether belongs to SC/ST/OBC				

Signature of the Candidate

Place :	Address for Communication	
Date :	Phone No. (Office)	
	Mobile No.	
	E-mail address	

CERTIFICATE

(By 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. i) 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 APARs in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank or Under Secretary to 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)