

File No. 16014/22/2008-BC-III

Government of India

Department of Social Justice & Empowerment

Ministry of Social Justice & Empowerment

(Bharat Sarkar)

9th Floor, Jeevan Prakash Building

25 K G Marg, New Delhi-110001

Dated the 11th May, 2015.

VACANCY CIRCULAR

The Ministry of Social Justice & Empowerment, Department of Social Justice & Empowerment has constituted a National Commission for De-notified, Nomadic and Semi Nomadic Tribes for a period of three years. The Commission is temporarily located at 9th Floor, Jeevan Prakash Building, 25 K.G.Marg, New Delhi. The Ministry intends to fill up the following posts in the newly constituted Commission from amongst officers under the Central/State Government/Autonomous Bodies/Institutes including officers of Central Secretariat Service in the Ministries/Departments of the Government of India, on deputation basis for three years:-

Post	Number of Posts & Stations	Scale of Pay	Eligibility
Deputy Secretary/Director	1(one post)	Pay Band of Rs 15,600-39,000 + Grade Pay Rs 7600/ Grade pay of Rs 8700 in Pay Band of 37400-67000.	Officers under the Central Government/Central Autonomous Bodies/Institutes: (a)(i) Holding analogous Posts on regular basis in the parent cadre or department; or (ii) with five years service in the Grade rendered after appointment thereto on a regular basis in the posts in Pay band-3 (Rs 15,600-39,100) and grade pay of Rs 6600 or equivalent in the parent cadre or Department, and (b) Possessing the following educational qualification and experience: (i) Bachelors degree from a recognized university in India or association of Indian Universities; (ii) One year experience in Establishment or Administration or Finance or Accounts Desirable/Preferable Qualification: 1. Studied a subject of Sociology/Anthropology/Social Work at the

			level of Graduation/Post Graduation along with working knowledge of computers. 2. Similar experience in working in the National/State commissions or research in tribal, DNTs women, child and other related subjects. 3. Fair knowledge of the DNTs.
Under Secretary	1(one post)	Pay Band of Rs 15,600-39,000 + Grade Pay Rs 6600	Officers under the Central Government/Central Autonomous Bodies/Institutes: (a)(i) Holding analogous Posts on regular basis in the parent cadre or department; or (ii) with five years service in the Grade rendered after appointment thereto on a regular basis in the posts in Pay band-3 (Rs 15,600-39,100) and grade pay of Rs 5400 or Six years Service in the Grade rendered after appointment thereto on a regular basis in the posts in Pay band-2 (Rs 9300-34800) and grade pay of Rs 4800 or equivalent in the parent cadre or Department, and (b) Possessing the following educational qualification and experience: (i) Bachelors degree from a recognized university in India or association of Indian Universities; (ii) One year experience in Establishment or Administration or Finance or Accounts. Desirable/Preferable Qualification: Studied a subject of Sociology/Anthropology/Social Work at the level of Graduation/Post Graduation along with working knowledge of computers. 2. Experience in social demographic analysis or worked as investigator in Govt. /Semi Govt. Organization. 3. Fair knowledge of the DNTs.
Assistant	02(Two Posts)	Pay Band of Rs 9300-34800 + Grade Pay Rs 4600	Officers under the Central Government/Central Autonomous Bodies/Institutes: (a)(i) Holding analogous Posts on regular basis in the parent cadre or department; or

			(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 -I (5200-20200)with grade pay of Rs 2800 or equivalent in the parent cadre or Department, and (b) Possessing the following educational qualification and experience: (i) Bachelors degree from a recognized university in India or association of Indian Universities; (ii) One year experience in Establishment or Administration or Finance or Accounts works Desirable/Preferable Qualification: Undergone a training related to Establishment or Cash & Accounts from ISTM along with working knowledge of computers and experience in social sector related issues.
PS	03(Three Posts) * * The number of posts may increase or decrease	Pay Band of Rs 9300-34800 + Grade Pay Rs 4800	Officers under the Central/State Government and working as Steno/PA: (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 -I (5200-20200)with grade pay of Rs 2800 or equivalent in the parent cadre or Department, and

			(b) Possessing the following educational qualification and experience: (i) Bachelors degree from a recognized university in India or association of Indian Universities; (ii) Proficient in stenography in English and Hindi. Desirable/Preferable Qualification: 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 PowerPoint)
PA	01(One Post)	Pay Band of Rs 9300-34800 + Grade Pay Rs 4600	Officers under the Central/State Government and working as Steno/PA: (a)(i) Holding analogous Posts on regular basis in the parent cadre or department; or (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 or Department, and (b) Possessing the following educational qualification and experience: (i) Bachelors degree from a recognized university in India or association of Indian Universities; Desirable Qualification: 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)

2. The selected officers will be on deputation till January 2018 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.

3. All Ministries/Departments of Government of India are requested to circulate the above posts among the officers under the Central Government working with them and forward the application (in prescribed pro forma Annexure A) of the eligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned, **latest by 10th June, 2015.**

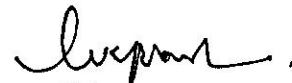
Note 1: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the, Central Government shall ordinarily not to exceed three years.

Note 2: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or 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 post for which that grade pay or pay scale is the normal replacement grade without any up gradation.

Note 4: The cut-off date for calculating the required experience for the Post/Grade will be 1st July, 2015.



(C.V.L.N Prasad)

Deputy Secretary to the Govt. of India

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To,

1. All Ministries/Department of Government of India
2. All Chief Secretaries States/UTs
3. Director(CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT's website for wider circulation.

ANNEXURE-A

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 1.11.14
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.	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 you belong	
11.	Additional details about present employment, please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities	
12.	Are you in Revised Pay Structure? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
13.	Total emoluments per month now drawn	
14.	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 insufficient.	
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

ANNEXURE-1

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 Institute of Secretariat Training & Management on deputation basis.

(Authorised Signatory)

Name & office Seal:

Date:

ANNEXURE-2

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 Institute of Secretariat Training & Management on deputation basis.

(Authorised Signatory)

Name & office Seal:

Date:

ANNEXURE-3

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report/ ,Annual Performance Appraisal Reports of who has applied for the post of in the Institute of Secretariat Training & Management 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)