

**F.No-21/12/2018-CS.I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**  
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2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 8<sup>th</sup> December, 2018

**OFFICE MEMORANDUM**

Subject:- Filling up of posts in various Ministry/Department on deputation basis.

The undersigned is directed to circulate herewith under mention three vacancy circulars received from various Ministries/Departments along with its enclosures for the information of all CSS officers.

S.No.	Department/Ministry	Name of Post
1.	Ministry of Minority Affairs (Waqf Division )	Secretary
2.	Government e Marketplace (GeM)	Senior Management
3.	Ministry of Social Justice and Empowerment	Assistant Director, Law Officer, Assistant Library and Information Officer

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation. The cadre units while granting clearance to SO/ ASOs may do so, in terms of the guidelines used by CS-I Division vide O.M. No. 13.04.2018.

3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.

Under Secretary to the Government of India  
Tel : 24642705

  
(K. Srinivasan) 7/12/18

To  
All Ministries/Departments (through website of DoP&T)

No. 8/2/2018-Waqf  
Government of India  
Ministry of Minority Affairs  
Waqf Division

11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan ,  
CGO Complex, Lodhi Road,  
New Delhi-110003

Dated the 13<sup>th</sup> November, 2018

**Subject: Filling up of the post of Secretary in Central Waqf Council (CWC), New Delhi through deputation on Foreign Service Terms - regarding**

Applications are invited for the post of Secretary, Central Waqf Council (CWC), New Delhi, a Statutory Body of the Ministry of Minority Affairs, Govt. of India, to be filled up by deputation on "Foreign Service Terms" as per the criteria mentioned below:-

Name of vacancy and Pay scale of the Post	Eligibility Criteria
Secretary, CWC PB-4:Rs 37,400-67,000/- + GP: Rs.8700/-  (Level 13 in the Pay Matrix as per the 7th Pay Commission)	By deputation from the Muslim officers serving in Central government / State Government / UT Administrations / PSUs / Autonomous and Statutory body holding analogous posts on regular basis in the parent cadre or Department; or five years service in the grade rendered after appointment thereto on regular basis in post in Pay Band-3 Rs.15600- 39100 with Grade Pay of Rs.7600:  <b>Qualifications and Experience :</b> <b>Essential :</b> (i) A bachelors' degree or equivalent from a recognized University or Institute; (ii) having at least five years experience of administrative, financial and legal matters. <b>Desirable:</b> (i) Five Years experience in financial and legal matters. (ii) Working knowledge of Urdu language; (iii) Experience in the field of Waqf Management, Administration, Finance and Management.

Note:

1. The pay of a person serving with the Central Government / State Govt. / Central or State Autonomous Body / Public Sector Undertaking, if selected for appointment as Secretary, CWC, will be protected. The other allowances viz. Transportation allowance, HRA, Deputation Allowance will be as applicable to Central Government employees in equivalent scale of pay and Grade Pay.

...con

20/11/18 US(A) 8/2/2018 S-O/P/1 [Signature] Sh. Kaushal



2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or department of the Central Government or State Government shall ordinarily not exceed four years and will be subject to the age of superannuation as determined by Government of India.
3. The upper age limit for deputation shall be 56 years as on the closing date of the receipt of applications.
4. The terms and conditions of the service which are not explicitly provided in the Recruitment Rules of the CWC, shall be governed by the relevant provisions of the FRSRs as well as the deputation rules/regulations/instructions issued by the Central Government.
5. Mere submission of an application would not entitle any candidate to claim for selection/interview/appointment. CWC has the right to reject any application without assigning any reason thereof.
6. Eligible and interested candidates may send their applications through their Cadre Controlling Authorities along with their bio-data in the attached prescribed proforma. Applications must be accompanied by Integrity Certificate, Vigilance Clearance and attested copies of Annual Confidential Reports (ACRs) for the last five years.
7. Application of officials, who may be relieved immediately, in case of their selection, may only be forwarded. Candidates once selected will not be allowed to withdraw his/her candidature later.
8. The applications duly forwarded by the concerned Cadre Controlling Authorities must reach within 30 days from the date of publication of advertisement in the Employment News to the Deputy Secretary (H & W), Room No. 1131, 11<sup>th</sup> Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. Applications received after the due date will not be entertained.

  
13/11/18

(Pradeep Kumar)

Under Secretary to the Government of India

Ph. No. 011-24364286

To

1. All Ministries / Department, Govt. of India
2. All State / UT Govts.
3. Joint Secretary ( J/Director (CS-II) Department of Personal & Training , Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi- 10003 - **with the request to place our requirement on website of DOP&T.**
4. Joint Secretary ( J/Director (CS-I), Department of Personal & Training , Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi- 10003 - **with the request to place our requirement on website of DOP&T.**
5. Sr. Technical Director, NIC, MoMA- **with the request to place requirement on Ministry's website**

**S. SURESH KUMAR, I.A.S.**  
Addl. Chief Executive Officer (GeM)

D.O. No. A-12011/1/2018-HR-GeM

Dated : 22<sup>nd</sup> November, 2018

To

The Director (CS-I),  
Department of Personnel & Training,  
Lok Nayak Bhawan,  
New Delhi-110003.

Sub : Filling up Position of Senior Management, in Government e-Marketplace (GeM) on Deputation Basis.

Dear Sir,


This is in reference to the above subject, and in view of the Luke warm response of few positions , it is requested to publish the following job posting . The last of submission of applications may be 21<sup>st</sup> December 2018. The details of the jobs to be notified is been attached for your reference.

1. Centre of Excellence Head
2. Chief Strategy Officer
3. Chief Financial Officer
4. Super Category Heads

13/11/2018/CS-I  
26/11

27/11/18  
S. Suresh Kumar  
US(P)  
Sh. Kantan  
22/11

Yours Sincerely,

  
(S. Suresh Kumar)



Government e Marketplace (GeM)  
Ministry of Commerce & Industry  
Department of Commerce  
2<sup>nd</sup> floor, Jeevan Tara Building,  
5, Sansad Marg, New Delhi-110001

No.A-12011/1/2018-HR-GeM

Dated 22.Nov.2018

CIRCULAR

**Subject:** Filling up position of Senior Management, in Government e Marketplace (GeM) on Deputation Basis.

Government e-Marketplace (GeM) has been conceived as a reform to transform public procurement in the country. GeM was launched on 9<sup>th</sup> August 2016 to provide an online end-to-end solution for procurement of commonly used goods and services for all Central Government and State Government Ministries, Departments, Public Sector Units (PSUs) and affiliated bodies.

Given the multitude of buyer organizations that will transact on GeM and their large procurement needs, the scale and the spread of type of transactions on the GeM platform will be enormous. GeM is a rapidly evolving, buyer driven marketplace and will constantly need to evolve its product and service catalogue in line with demands from buyers and sellers who will be transacting on the platform. The product and services catalogue on GeM shall be organized using the United Nations Standard Product and Services Code ® (UNSPSC). GeM is projected to have around 45 large category groups on the platform, catering to more than 220 UNSPSC families, which will cover more than 20,000 UNSPSC commodities. Thus, there is a need to efficiently manage the process of creation and maintenance of the products and services catalogue on the GeM platform. GeM has a judicious mix of Professionals and Deputationists from Government to ensure that requisite skill sets are available to execute the designated tasks.

2. Government e Marketplace (GeM), is currently inviting applications for the following positions from officers of the Central & State Government/PSUs/Autonomous/Statutory bodies of Govt. of India, States & UTs. The initial period of deputation shall be for two years, further extendable subject to the conditions as per GeM Policy. The deputation shall be under Foreign Service terms and conditions. The eligibility criteria and job description for the positions are at Annexure – . Pay fixation will be done as per prescribed Government Guidelines and other benefits shall be as per GeM norms of Deputations (Annex-1).

3. It is requested that the applications of Eligible candidates may be forwarded to GeM in the proforma at Annexure – III. The applications along with NOC of the competent authority, should reach GeM at the address given below not later than 30.09.2018.

**Shri Raj Gaurav**  
Email : [raj.gaurav@gem.gov.in](mailto:raj.gaurav@gem.gov.in)  
HR Head, GeM  
3rd Floor, Tower -2, Jeevan Bharati Building,  
Connaught Circus, New Delhi – 110001

## Annexure – I

Mode of deployment	Benefits/ allowances admissible	Remarks
Option -I Deputation through search cum selection process	<p>(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/foreign service, even if they were admissible in the parent organisation.</p> <p>(b) Following allowances will be regulated with mutual consent of the lending and borrowing organisation:</p> <p>(i) HRA/Transport Allowance  (ii) Joining time and Joining Time Pay  (iii) Travelling Allowances and Transfer TA  (iv) Children Education Allowance  (v) LTC</p> <p>(c) Following allowances / facilities will be regulated in accordance with the rules explained against each:</p> <p>(i) <b>DA:</b> At the rates prevailing in the borrowing org or in the lending org depending on whether he has opted to draw pay in the pay scale of the ex-cadre post or the parent grade plus deputation allowance.</p> <p>(ii) <b>Medical Facilities:</b> In accordance with the rules of the borrowing org i.e. Medclaim, GPA &amp; GTL</p> <p>(d) Deputation Allowance  5% of Basic pay for same station staff  10% of Basic pay for outstation staff (where change of headquarter is required)  <b>Or One scale up</b></p> <p>(e) Productivity Linked Incentive(PLI)</p> <p>(f) Vehicle as per entitlement</p>	<p>DOP&amp;T  OM No. 6/8/2009-  Estt(Pay II) dated  17.06.2010</p> <p>As per GeM HR  Manual</p> <p>Employees may be  allowed to continue  with CGHS, if  desired</p> <p>DOP&amp;T  OM No. 2/11/2017-  Estt(Pay II) dated  24.11.2017</p> <p>As per GeM Policy</p>

Job profile for Centre of Excellence Head (Policy CoE)

**Key Responsibilities Areas**

- Required to oversee and drive the operations of the CoE including strategic planning, funding and garnering visibility for the CoE
  - Responsible for the creation of a marketplace policy, adopted by all buyers on the platform, that is simple, effective and efficient
  - Ensuring that the policy is relevant and updated basis changing needs of the buyers and the procurement policy landscape
  - Identifying and addressing pain points and driving the adoption of the policy by the different buyers
  - Identify partnerships and external stakeholders to augment and support the CoE development
  - Oversee the conduction of trainings and circulating learnings across the organization
  - Ensure streamlined activities within the organization based on the annual plan and business objectives
  - Ensure the development of tactical programs to pursue targeted goals and objectives
  - Ensure regular status communications of the CoE both within and outside the organization
  - Oversee selection and management of third party vendors/consultants hired for specific requirement
  - Any other responsibility as assigned by the competent authority from time to time
- **Qualifications and Skill Sets**
  - **Mandatory**
    - Official at Level 13 or higher with previous experience or understanding of policy design, e-commerce and legal and risk management
    - Strong people management and leadership skills
    - Capability to work in a fast paced high growth environment

Have the ability to exercise a great deal of initiative, forward strategic thinking and independent judgment.



Job profile for Chief Strategy Officer

**Key Responsibilities Areas**

- Responsible for leading all strategic and planning efforts for GeM in terms of business model, operations, financial planning and brand development.
- Responsible to ensure that annual and quarterly business planning is conducted in a timely and efficient manner
- Collaborate with the department heads to understand daily operations, anticipate issues with the various processes (registration, payments etc.) and policies and identify solutions
  - Oversee alliances and partnerships for GeM and relationship management – international partnerships for pricing etc. as well as government departments like MCA21, UIDAI and Vigilance department
  - Oversee the operations of the Centres of Excellence - Policy and Indigenous and Inclusive Development
  - Oversee monitoring of MSP SLAs and ensuring smooth interaction between MSP
  - Work closely with the Brand Mgt and Marketing Depts. to promote GeM and build its presence both domestically and internationally
  - Define metrics and KPIs to monitor performance, set goals and measure success of the HR team
  - Any other responsibility as assigned by the competent authority from time to time

**Key Shared Accountabilities**

- Oversee the successful operations of the Project Management office and ensure that all priority issues are addressed accordingly
- Liaise with the centers of excellence continuously communicating issues and working to improve the marketplace
- Responsible for personnel management and building a strong innovative organizational culture
- **Qualifications and Skill Sets**

**Mandatory**

- Official at Level 14 or higher with previous experience in end to end management of large scale projects or initiatives by the Government
- Outstanding communication skills, both written and verbal
- Capability to work in a fast paced high growth environment
- Have the ability to exercise a great deal of initiative, forward strategic thinking and independent judgment



Job profile for Chief Financial Officer

**Key Responsibilities Areas**

- Responsible for the financial health of the organization and all finance, legal & risk related matters of the organization
- Overall responsibility of all financial activities and to conduct performance review of functions including but not limited to:
  - Finance : budgeting, operational cash flow and forecasting, tax planning and compliance, payroll and financial reporting of revenue/expense and balance sheet, administrative activities relating to budget, record keeping & billing,
  - Legal and contract management: awareness of and ensuring compliance with existing and new legal and regulatory requirements
- Oversee development and implementation of financial policies and procedures for the organization
- Drive the development and monitoring of control systems to report accurate financial reports and results
- Ensure record keeping to meets the requirements of auditors and government agencies
- Decision making regarding prioritization of new projects basis financial analysis and planning
- Define metrics and KPIs to monitor performance, set goals and measure success of the finance, admin and legal teams
- Any other responsibility as assigned by the competent authority from time to time

• **Key Shared Accountabilities**

- Oversee the issuance of financial information and reporting of financial results to the board of directors
- Coordinate the development of the financial and operational strategy including revenue mechanisms for the marketplace
- Responsible for personnel management and building a strong innovative organizational culture

• **Qualifications and Skill Sets**

**Mandatory**

- Official at Level 13 or higher with previous experience in legal, audit, compliance, budget, and resource development
- Strong people management and leadership skills.

**Job profile for Super Category Head**

**Key Responsibilities Areas**

- Responsible for the overall strategy of the product/service super category, driving business growth and achieving volume and revenue targets for the category
- Understand the super category in depth to oversee TP creation and research the product/services category basis the need of the customers and market analysis
- Oversee category managers to ensure that the products placed on the site are relevant to the category, provide correct and relevant information to the buyers following a standardised frame and are appropriately priced
- Oversee communication development and the creation and execution of marketing, promotion and merchandising plans for the different categories
- Drive key vendor relationship for the super category, identifying strategic partners and negotiating better terms of trade and deals for customers
- Define metrics and KPIs to monitor performance, set goals and measure success of the reporting teams
- Any other responsibility as assigned by the competent authority from time to time
- **Key Shared Accountabilities**
  - Coordinate with seller cluster management team to ensure sufficient supplier base is maintained across all regions, customer segments and price points including sufficient MSE/local suppliers
  - Liaise with BI & Analytics team to drive super category growth by analyzing data and monitoring relevant market conditions.
  - Work with Analytics team and Pricing CoE to determine optimal pricing through analysis of sales trends and competitors.
- **Qualifications and Skill Sets<sup>2</sup>**

**Mandatory**

- Official at Level 13 or higher with strong understanding of a particular product or service category
- Demonstrated ability to work autonomously in a highly demanding and fast paced high growth environment

## PART 1

**Application for Deputation in Government e Marketplace (GeM) for Other Management Level Positions**

1. Post Applied For (Post Code) :
2. Name in Full :
3. Father's Name :
4. Sex – Male/Female :
5. Nationality :
6. Date of Birth (dd/mm/yyyy) :
7. Age As on closing date of receipt :  
Of application (Should be below-  
56 years) for submission of application
8. Date of retirement under central/ :  
State Government Rules
9. Marital Status :
10. Address for Correspondence :  
Phone Nos. Office :  
Residence :  
Email ID :
11. Academic & Professional Qualification:

Name of the Institute/Board/ University	Year of Passing	Exam/ Degree	Aggregate percentage of marks & division	Remarks

12. Total Experience in number of Years and Months \_\_\_\_\_ Years \_\_\_\_\_ Months Employment history, in chronological order



Sl.No.	Office/Org.	Post held	Duration	Pay Band & Grade Pay with present pay	Nature of duties / responsibilities	Specific achievement if any

13. Relevant Training programmes attended :

14. Special Achievements (Please give details) :

15. Details of present post held :

16. Designation :

17. Date from which held :

18. Scale of pay - Pay Band & Grade Pay :

19. (Revised) with present pay drawn :

20. Whether present post is held on regular/ :

tenure/deputation/temporary/permanent/

officiating or ad-hoc basis and since when :

21. If on deputation, please provide following additional details :

i. Details of post held on regular basis :

ii. Scale of pay :

iii. Since when is the regular post held :

iv. Period of appointment on deputation/contract :

v. Name of the parent office/organization :

to which you belong:

b. Name of the Ministry/Department/ :

Organization where presently employed with

full address indicating name and designation

of contact officer and Telephone/Fax Numbers :

22. Additional details about present employment Please state whether working under

a) Central Government

b) State Government

c) PSU

d) Autonomous Bodies.

23. Remarks - The candidates may indicate information with regard to:

- a) Research publications and reports and special projects
- b) Awards /Scholarships/Official appreciation
- c) Affiliation with the professional bodies/institution/societies and
- d) Any other information.

I hereby solemnly declare and undertake that all information furnished by me is true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature / appointment / services will stand cancelled / terminated without assigning any reasons thereof.

Date: .....

Place: .....

Signature: .....

Address.....

F.No.17016/28, 29 & 30 / 2017 - SC-D-VI

Government of India  
Ministry of Social Justice and Empowerment  
(Department of Social Justice and Empowerment)

Shastri Bhawan, New Delhi -110001

Dated: 27 November, 2018

To,

The Secretary,  
National Commission for Scheduled Castes,  
5<sup>th</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi.

Sub: Release of an advertisement for the post of Assistant Director (Programming), Law Officer and Assistant Library and Information Officer in National Commission for Scheduled Castes (NCSC) official website.

Sir,

I am directed to say that this Ministry is proposing to fill up the vacant post of Assistant Director (Programming), Law Officer and Assistant Library and Information Officer in National Commission for Scheduled Castes (NCSC) by deputation. The vacancy circulars have been issued on 26.11.2018 (copy enclosed). It is requested that the circulars may please be uploaded in the official website of NCSC for wider publicity.

Yours faithfully,

*N.S. Venkateshwaran*  
27/11/2018  
(N.S. Venkateshwaran)

Under Secretary to the Government of India

Encl. as above.

Copy to:

1. Under Secretary, CS-I, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi with the request to upload the matter on the website of DoPT.
2. The Secretaries to the Govt. Of India of all Ministries/Departments with the request to circulate the vacancies in the all Departments of the Ministry for wide publicity.

*N.S. Venkateshwaran*  
27/11/2018  
(N.S. Venkateshwaran)

Under Secretary to the Government of India

*3/12/18*  
*SO GP*  
*4/12/18*  
*Sh. Karan*



F.No. 17016/28/2017/SCD-VI  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment

Shastri Bhawan,  
New Delhi-110001,  
Dated: 24 November, 2018.

VACANCY CIRCULAR

The Ministry of Social Justice and Empowerment intends to fill the Post of Assistant Director (Programming) 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
Assistant Director (Programming)	1	Pay Band-3 Rs. 15600-39100 (Grade Pay of Rs 5400)-pre revised [Level-10 of Pay Matrix-Revised)	Officers of the Central/State Government/Union Territories/Universities/recognized research institutions/Public Sector Undertakings/Semi-Government Organizations/Statutory or autonomous bodies:-  (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 Pay Band-2 in the Pay Scale 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; or (iii) With three years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-2 in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600-Pre revised (Level-7 of Pay Matrix-Revised or equivalent in the parent cadre or Department; and  (B) Possessing the following

qualifications:

(i) Master's degree in Computer Applications/Computer Science or M.Tech (with specialization in Computer Applications) or B.E./B.Tech in Computer Engineering/Computer Science/Computer Technology of a recognized University or equivalent; and

(ii) Two years' experience of electronic Data processing work including experience of actual programming;

OR

(i) Degree in Computer Applications/Computer Science or Degree in Electronics/Electronics and Communication Engineering from a recognized University or equivalent; and

(ii) Three years' experience in Electronics Data processing work out of which at least one year experience should be in actual programming.

OR

(i) Master's Degree of a recognized University or equivalent or Degree in Engineering of recognized University or equivalent; and

(ii) Four years' experience of electronics data processing work out of which at least two years' experience should be in actual programming;

OR

(i) 'A' level Diploma under DOEACC Programme or Post Graduate Diploma in Computer Applications offered under University Programme/Post Polytechnic Diploma in Computer Applications awarded by

			<p>State Council of Technical Educations or equivalent; and</p> <p>(ii) Four years' experience of electronics data processing work out of which at least two years experience should be in actual programming.</p>
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**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.

**Note 3:** For the purposes of appointment on deputation 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 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/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/pay scale, and where this benefit will extend only for the posts for which that grade pay/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*  
21/11/2018

(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.

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: 26<sup>th</sup> November, 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 Rs 15600-39100 (Grade Pay Rs 6600)-Pre revised [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:-  (A) (i) Holding analogous post 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 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 (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;

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



			<p>institute of recognized Universities.</p> <p><b>Absorption :</b></p> <p>Only officers of the Central Government or State Governments and Union Territories shall be eligible for consideration for appointment on absorption basis.</p> <p><b>Re-employment for Armed Forces Personnel :</b></p> <p>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).</p>
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**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,  
9<sup>th</sup> floor, Jeevan Prakash Building,  
25, KG marg, New Delhi-110001.

*N.S. Venkateshwaran*  
26/11/2018  
(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.

F.No. 17016/30/2017/SCD-VI  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment

Shastri Bhawan,  
New Delhi-110001,  
Dated: 2<sup>nd</sup> November, 2018.

**VACANCY CIRCULAR**

The Ministry of Social Justice and Empowerment intends to fill the Post of Assistant Library and Information 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
Assistant Library and Information Officer	1	Pay Band-3 Rs 15600-39100 (Grade Pay Rs 5400)-Pre revised [Level-10 of Pay Matrix-Revised]	Officers under the Central or State Governments or Union Territory Administration or Universities or Recognized Research Institutions or Public Sector Undertakings or Statutory or Autonomous Organizations:-  (A) (i) Holding analogous post on regular basis in the parent cadre or Department; Or (ii) With two years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 in the Pay Scale 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; Or (iii) With three years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600-Pre revised (Level-7 of Pay Matrix-Revised) or equivalent in the parent cadre or Department; and



			<p>(B) Possessing the following qualifications:</p> <p>(i) Master's degree in Library Science or Information Science or Documentation Science from a recognized University or Institute; and</p> <p>(ii) Three years professional experience in a Public or Institutional Library.</p>
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**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 three 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:

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26/11/2011  
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Under Secretary to the Government of India

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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.
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(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.  
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(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 (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	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 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	Gratuity 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)

professional training and (iii) work experience (not as above prescribed in the Vacancy Circular/Advertisement)

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

**16.B 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 \_\_\_\_\_