

F.No.21/01/2021-CS.I (Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

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2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 12th January, 2022.

OFFICE MEMORANDUM

Subject:- Filling up of the posts of Under Secretary (Admn.) and Assistant Director in National Commission for Safai Karamcharis (NCSK) New Delhi on deputation basis.

The undersigned is directed to circulate the Vacancy Circular no. 11012/2/2021-Admn. dated 29.12.2021 (along with enclosures) received from National Commission for Safai Karamcharis, regarding filling up of the posts of Under Secretary (Admn.) and Assistant Director in National Commission for Safai Karamcharis (NCSK) New Delhi on deputation basis - reg. **The last date of receipt of application is within 45 days from the date of issue of this letter.**

2. The circular is hereby uploaded for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.**

3. It may be noted that cadre clearance from CS.I Division will be required for Under Secretary and above level officers of CSS applying for deputation.


(R.Chakrapani)

Under Secretary to the Govt. of India
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

No.11012/2/2021-Admn.
Government of India
Department of Social Justice and Empowerment
National Commission for Safai Karamcharis

'B' Wing, 4th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.
Date: 29.12.2021.

VACANCY CIRCULAR

Subject: Filling up of the posts of Under Secretary(Admn.) and Assistant Director in National Commission for Safai Karamcharis (NCSK) New Delhi on deputation basis.

National Commission for Safai Karamcharis, New Delhi invites applications to fill up one post each of Under Secretary(Admn.) and Assistant Director on deputation basis as per eligibility criteria, qualifications, etc. for the posts given below:-

Name of the post.	Pay in Pay Matrix	No. of Post	Eligibility Conditions
Under Secretary (Admn.)	Pay Level 11 of 7 th CPC	One	Holding analogous post on regular basis or 5 years regular service in Pay Level-10 of 7 th CPC or equivalent or 8 years regular service in Pay Level-8 of 7 th CPC or equivalent with adequate experience in administration, cash, budget and accounts. Knowledge to operate computer is must.
Assistant Director	Pay Level 9 of 7 th CPC	One	Holding analogous post on regular basis or 3 years regular service in Pay Level-8 of 7 th CPC or equivalent or 8 years regular service in a post in the Pay Level-6 of 7 th CPC or equivalent with adequate experience of work involving Research and Investigation in social sphere. Knowledge to operate computer is must.

2. Interested and eligible Officers working in Ministries/Department of Central Government/other Govt. Bodies may download the vacancy circular from Commission's website (nscs.nic.in.). For related queries contact Telephone 24618119/24649354.

3. Duly filled application along with all requisite documents should reach Under Secretary(Admn.), National Commission for Safai Karamcharis, Room No.7, 'B' Wing, 4th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 through proper channel within 45 days from the date of publication of this advertisement in the Employment News. No application will be accepted in the Commission after 45 days of the publication of this advertisement in the Employment News.

4. **Period and other terms and conditions of deputation:** The period of deputation will be upto 3 years (annual extension of 1 year) subject to extension of the term of the Commission. The initial period of deputation shall be extendable by a further period as per Department of Personnel & Training's O.M. No.6/8/2009-Estt.(Pay-II) dated 17.06.2010. The terms and conditions of deputation will be governed by the DOP&T's aforementioned O.M. dated 17.06.2010 and Government's instructions issued from time to time on the subject.

[Signature]
29/12/21

5. **Age Limit:-** The maximum age limit for appointment on deputation shall not exceed 56 years as on closing date of receipt of application.

6. Eligible and willing officers, working in Ministries/Departments of Central Government/other Government Bodies, may apply through proper channel in the prescribed format **ANNEXURE-I**. Cadre Controlling Authorities/Heads of Departments are requested to forward applications of eligible and willing officers whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- (i) Application in prescribed proforma (**ANNEXURE-I**).
- (ii) Cadre Clearance Certificate from the Cadre Controlling Authority (**ANNEXURE-II**).
- (iii) Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent (**ANNEXURE-II**).
- (iv) Statement giving details of Major/Minor penalties, imposed upon the officer, if any, during the last ten (10) years (**ANNEXURE-III**).
- (v) Vigilance Clearance/Integrity Certificate (**ANNEXURE-III**).

7. While forwarding the application it may also be certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct (**ANNEXURE-II**).

8. The applications of willing and eligible officers complete in all respect, in the prescribed format (**ANNEXURE-I**), along with documents listed in Para 6 above may be forwarded to **Under Secretary(Admn.), National Commission for Safai Karamcharis, 4th Floor, 'B' Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003** within 45 days from the date of publication of this advertisement in the Employment News.

9. Since these vacancies are to be filled up on deputation basis, non-Government officials/private candidates are not eligible to apply.

10. Applications received after the last date or otherwise found incomplete shall not be considered.

11. The officer once selected has to join the Commission immediately.

12. The detailed advertisement along with application form is also available on the website of the Commission, viz. ncsk.nic.in.

Jatender Singh
29/12/21

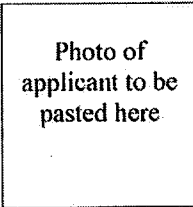
(Jatender Singh)
Under Secretary (Admn.)
Tel No. 24649354

To ✓

Under Secretary(CS-I), CS Division, Department of Personnel and Training, Lok Nayak Bhawan, Khan Market, New Delhi – with the request to upload this Vacancy Circular on the DoP&T's website.

ANNEXURE-I

APPLICATION FOR THE POST OF _____



1. Name of the applicant (in block letters):
2. Date of Birth:
3. Date of Entry in Government Service:
4. Date of Retirement from Government Service:
5. Educational/Professional Qualification:

Examination	Year of Passing	Board/University

6. Details of examination passed or training in Official Language, if any.
7. Details of present post held (on regular basis):
 - (a) Present post held:
 - (b) Office:
 - (c) Scale of pay (Pre-revised & Revised):
 - (d) Present Pay therein (revised)
 - (e) Date of appointment in present post:

8. Service particulars in chronological order:-

Sl. No.	Post Held	Period		Scale of Pay	Substantive/ Officiating	Nature of Duties
		From	To			

9. Date of return from ex-cadre post.
10. Whether SC/ST/OBC?
11. Any other details not covered by the above:

Signature of the applicant
Tel/Mob _____

Date:
Place:

The above declarations have been verified and found correct.

Signature & stamp of the sponsoring authority with seal
(Admn./Establishment Section)

TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY

Office of

F. No.....

Date:.....

1. The officer, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the officer is eligible for the post applied as per conditions mentioned in the Vacancy Circular/advertisement.
4. Integrity of the officer is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the officer.
6. Certified that no penalty has been imposed on the officer during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARS for the last 5 years are enclosed. Photocopies of ACRs/APARS have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature & stamp of the sponsoring authority with seal
(Admn./Establishment Section)

VIGILANCE/ INTEGRITY CERTIFICATE

*It is certified that no Vigilance enquiry is pending contemplated against Shri/Smt. _____ His/ Her integrity is beyond doubt.

Signature -----

(with office seal)

Designation -----

Dated:

CERTIFICATE

(LIST OF PENALTIES IMPOSED DURING THE LAST 10 YEARS)

*It is certified that no penalty (Major or Minor) has been imposed during the last ten years on Sh./Smt.

2. * The following major/minor penalties have been imposed on Shri/Smt. _____

_____ during the last 10 years:-

Signature -----

(with office seal)

Designation -----

Dated: