

No.21/01/2022-CS.I(Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

Loknayak Bhawan, New Delhi
Dated the 3rd November, 2022

OFFICE MEMORANDUM

Sub: Vacancy Circular for filling up of post of Under Secretary, Deputy Director, Private Secretary, Assistant, Research Assistant, Sr. Hindi Translator, Steno Gr. 'D' & LDC in the Department of National Commission for Safai Karamcharis on deputation basis-reg.

Reference is invited to Ministry of Social Justice & Empowerment's vacancy circular No.11012/2/2022-Admn. dated 21.10.2022 inviting application for Vacancy Circular for filling up of post of Under Secretary, Deputy Director, Private Secretary, Assistant, Research Assistant, Sr. Hindi Translator, Steno Gr. 'D' & LDC in the Department of National Commission for Safai Karamcharis on deputation basis. The last date of submission of the application is 30 days from the date of publication of vacancy circular in "Employment News".

2. The circular is hereby uploaded only for eligible CSS Officers in terms of DoPT's 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 who has advertised the circular.**

3. 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.


(Sunil Kumar)

Under Secretary to the Govt. of India
Tel. No. 011-24629412

To
All Ministries/ Departments (through DoPT's website)

No.11012/2/2022-Admn.
Government of India
Ministry of Social Justice & Empowerment
National Commission for Safai Karamcharis

B' Wing, 4th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003.
Dated: 21st October, 2022

Vacancy circular

The National Commission for Safai Karamcharis, New Delhi invites applications to fill up the posts of Under Secretary (01), Deputy Director (01), Private Secretary (01), Assistant (02), Research Assistant (02), Sr. Hindi Translator (01), Steno Gr. 'D' (01) and LDC (01) on deputation basis as per the eligibility criteria, qualifications etc. for the posts given below:

Name of the post, Pay in Pay Matrix	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 8 years regular service in Pay Level 8 of 7 th CPC with adequate experience in administration, cash budget and accounts. Knowledge to operate computer is must.
Deputy Director (R&D)	Pay Level-11 of 7 th CPC	One	Holding analogous post on regular basis or 5 years regular service in the Level-10 of Pay Matrix of 7 th CPC. The candidate should have adequate experience of work involving formulation/ implementation of social sector schemes. Knowledge to operate computer is must.
Private Secretary	Pay Level 8 of 7 th CPC	One	Holding analogous post on regular basis or 02 years regular service in Pay Level-7 of 7 th CPC or equivalent or 06 years regular service in a similar post in the Pay level 6 or equivalent. Knowledge to operate computer is must.
Assistant	Pay Level-6 of 7 th CPC	Two	Holding analogous post on regular basis or 6 years regular service in the post of Sr. Secretariat Assistant of CSCS in Pay Level 5 or 10 years regular service in the post of Sr. Secretariat Assistant of CSCS in Pay Level-4 or equivalent. Preference will be given to those having experience in Administration and Cash/Budget/Accounts. Knowledge to operate Computer is must.
Research Assistant	Pay Level-6 of 7 th CPC	Two	Holding analogous post on regular basis or 6 years of regular service in a similar post in Pay Level 5 or 10 years regular service in the post of Sr. Secretariat Assistant of CSCS in the Pay Level 4 or with adequate experience of work involving formation/ implementation and compilation of data of social sector schemes. Knowledge to operate Computer is must.

Sum
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By
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M. Rajesh

Sr. Hindi Translator	Pay Level 6 of 7 th CPC	One	Holding analogous post on regular basis or 6 years regular service in Pay Level-5 or 10 years regular service in a post of Junior Hindi Translator in the pay Level-4 or equivalent with adequate experience of translation work and appropriate knowledge of vocabulary being used in Govt. Ministries/Departments. Knowledge to operate Computer is must.
Steno Grade 'D'	Pay Level 4 of 7 th CPC	One	Holding analogous post on regular basis or 5 years regular service in the pay level 3 or 8 years regular service in the pay level 2 and possessing minimum speed of 80 wpm in English shorthand. Knowledge to operate computer is must.
Lower Division Clerk	Pay Level 2 of 7 th CPC	One	Holding analogous post on regular basis with 3 years regular service in the pay level 2 or Matriculate MTS with 7 years regular service possessing minimum 30/25 w.p.m. speed in English/Hindi typewriting. Knowledge to operate computer is must.

2. Interested and eligible officers/employees working in Ministries/Departments of Central Government only may apply. For any related queries contact Telephone No. 24618119/24649351 or refer Commission's website (<https://nesk.nic.in>).

3. Duly filled application along with all requisite documents should reach Section Officer (Admn.), Room No. 8, 'B' Wing, 4th Floor, Lok Nayak Bhawan, Khan Market, New Delhi 110003 through proper channel within 30 days from the date of publication of this advertisement in the Employment News. No application will be accepted in the Commission after 30 days of the publication of this advertisement in 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. Deputation allowance will be allowed as per existing rules. 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.

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 may apply through proper channel in the prescribed format- **ANNEXURE-I**. Cadre Controlling Authorities/Head of Department 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-II).
- (v) Vigilance Clearance/Integrity Certificate (ANNEXURE -II).

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 **Section Officer (Admn.), National Commission for Safai Karamcharis, 4th Floor, 'B' Wing, Lok Nayak Bhawan, Khan Market, New Delhi – 110003 within 30 days from the date of publication of this advertisement in the Employment News.** ~~The application may also be sent through e-mail at e-mail IDs – secy-ncsk@gov.in/ajay.kumar81@nic.in.~~

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

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

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. <https://ncsk.nic.in>.

@jay

(Ajay Kumar)
Section Officer (Admn.)
Tel No. 24618119

To

- ✓ 1. 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.
- 2. Director/Deputy Secretary (Admn.) of all Ministries/Departments.

Copy to:

- 1. Sr. Economic Advisor (Plan Division) (Kind Attn.: Ms. Yogita Swaroop), D/o Social Justice & Empowerment, Ground Floor, Antyodaya Bhawan, CGO Complex, New Delhi – 110003
- 2. Sr. PPS to Secretary (Kind Attn.: Shri K.M. Hari Govindan), Ministry of Social Justice & Empowerment, Room No. 604, 'A' Wing, Shastri Bhawan, New Delhi – 110001
- 3. Under Secretary (Plan Division), (Kind Attn.: Shri Manoj Kumar Jha, Under Secretary) B-2, Ground Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodi Road, New Delhi – 110003

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 (Graduation & above):

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:-

SNo.	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 of the sponsoring authority with seal.
ANNEXURE-II

TO BE FILLED UP 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. It is 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 _____

Name, Designation & Phone No. of the forwarding officer

(Office Stamp)

Date:

Place: