

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 13th May, 2022.

**OFFICE MEMORANDUM**

**Subject:- Filling up of various posts in National Commission for Safai Karamcharis- Extension of last date for 15 days i.e 23rd May, 2022.**

The undersigned is directed to circulate the Vacancy Circular No. 11012/2/2022-Admn. dated 09.05.2022 (along with enclosures) received from National Commission for Safai Karamcharis regarding filling up various posts on contract basis. **The last date of receipt of application is extended to 23rd May, 2022.**

2. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.

  
(R. Chakrapani)

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

To :

All Ministries/ Departments (through DOPT's website)

**No.11012/2/2022-Admn.**  
**Government of India**  
**Department of Social Justice and Empowerment**  
**National Commission for Safai Karamcharis**

**'B' Sing, 4<sup>th</sup> Floor, Lok Nayak Bhawan,**  
**Khan Market, New Delhi-110003.**  
**Dated:09.05.2022**

**VACANCY CIRCULAR: EXTENSION OF LAST DATE**

National Commission for Safai Karamcharis invited application for filling up of the following posts for engagement of Consultants vide previous advertisement published in Dainik Jagran and Hindustan Times on 09.04.2022. The last date of receipt of applications as per these advertisements was 08.05.2022. However, the last date of receipt of applications for the above posts is hereby extended for another 15 days from the date of publication of this advertisement in Newspapers.

| Name of Post                    | No. of Post |
|---------------------------------|-------------|
| Consultant (Under Secretary)    | 01          |
| Consultant (Assistant Director) | 01          |
| Consultant (Section Officer)    | 01          |
| Consultant (PS)                 | 01          |
| Consultant (Steno Gr.D)         | 01          |
| Consultant (LDC)                | 02          |

2. Interested applicants from Central Government Ministries/Departments fulfilling the eligibility criteria may download copy of vacancy circular and other details from the Commissions' website [nscsk.nic.in](http://nscsk.nic.in). **For related queries contact 24618119/24649351.**
3. Duly filled application, through proper channel, along with all requisite documents should reach the National Commission for Safai Karamcharis addressed to **Deputy Director, Room No.7, 'B' Wing, 4<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003**, within 15 days from the date of publication of this advertisement.

  
(Anil Kumar Jha)  
Deputy Director  
Tel: 24649354

To

**Under Seretary(CS-1), CS Division of Personal and Training, Lok Nayak Bhawan, Khan Market, New Delhi- With the request to upload this Vacancy Circular on the DoPT's website.**

**Director/Deputy Secretary(Admn) of all Ministries/Departments.**

No.11023/2/2022-Admn.  
Government of India  
Department of Social Justice and Empowerment  
National Commission for Safai Karamcharis

4<sup>th</sup> Floor, 'B' Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003.  
Date: 8<sup>th</sup> April, 2022.

**VACANCY CIRCULAR**

Subject: Preparation of panel for engagement of Consultants against the posts of Under Secretary(Admn.), Assistant Director, Section Officer, PS, Steno Gr. D and LDC in NCSK.

National Commission for Safai Karamcharis, New Delhi invites applications for engagement of Consultants against the posts of Under Secretary(Admn.), Assistant Director, Section Officer, PS, Steno Gr. D and LDC in NCSK on contract basis. Eligibility criteria/experience, upper age limit, remuneration, etc. for the above posts are given below:-

| Name of the post                      | No. of post | Eligibility Criteria /Experience  | Remuneration   |
|---------------------------------------|-------------|---|--|
| Consultant<br>[Under Secretary(Admn)] | 01          | Officers retired as Deputy Secretary/Under Secretary or equivalent from any Central Govt. Ministry/Department having extensive experience in establishment, general administration, budget and accounts related matters. Knowledge of computer is a must. Application of retired Govt. Officer below 62 years (as on last date of receipt of applications) of age will be considered.   |  |
| Consultant<br>(Assistant Director)    | 01          | Officers retired as Deputy Director/Assistant Director or equivalent from any Central Govt. Ministry/ Department having adequate experience of work involving formulation and compilation of data of social sector schemes. Knowledge of computer is a must. Applications of retired Govt. Officers below 62 years (as on last date of receipt of applications) of age will be considered.  | Remuneration will be fixed in accordance with Department of Expenditure's O.M.No.3-25/2020 - E.IIA dated 09.12.2020. |
| Consultant<br>(Section Officer)       | 01          | Officers retired as Under Secretary/Section Officer or equivalent from any Central Govt. Ministry/Department and having extensive experience in establishment, general administration, budget and accounts related matters. Knowledge of computer is a must. Application of retired Govt. Officer below 62 years (as on last date of receipt of applications) of age will be considered.  |  |
| Consultant (PS)                       | 01          | Officers retired as PPSK... PS from any Central Govt. Ministry/Department having extensive experience of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, managing appointments/ engagements attending to telephone calls and receiving visitors, maintaining papers required to be retained by the officer. Knowledge of computer is a must. Application of retired Govt. Officer below 62 years (as on last date of receipt of applications) of age will be considered. |  |
| Consultant (Steno Gr.D)               | 01          | Officers retired as Steno Gr. D/ Steno Gr. C from any Central Govt. Ministry/Department having extensive experience of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, maintaining papers required to be retained by the officer. Knowledge of computer is a must. Application of retired Govt. Officer below 62 years (as on last date of receipt of applications) of age will be considered.   |  |
| Consultant (LDC)                      | 02          | Officers retired as Assistant/UDC from any Central Govt. Ministry/Department having extensive experience in administration/work of compilation of data on social sector schemes. Knowledge of computer is a must. Application of retired Govt. Officer below 62 years (as on last date of receipt of applications) of age will be considered.   |  |
|                                       |             |   |  |

2. Interested and eligible officers retired from Ministries/Departments of Central Govt. may send the duly filled in application (as per format attached) along with copy of PPO to Deputy Director, National Commission for Safai Karamcharis, Room No. 7, 'B' Wing, 4<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 by 08.05.2022. **No application will be accepted after 08.05.2022 (6.00 p.m.).**
3. Officers appearing for interview must bring copy of PPO at the time of interview.
4. **Period and other terms and conditions of the Contract:** The period of contract will be initially for six months and is extendable depending on the satisfactory performance of the officer.
5. Applications received after **08.05.2022 (6.00 p.m.)** or otherwise found incomplete shall not be entertained.

  
8/4/2022  
(Anil Kumar Jha)  
Deputy Director  
Tel: 011-24649351

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. Under Secretary(Admn.) of all Ministries/Departments as per list attached with the request to inform the recently retired eligible officers to apply for the above posts.

**APPLICATION FOR CONSULTANT [UNDER SECRETARY(ADMN.)]/CONSULTANT (ASSISTANT DIRECTOR)/SECTION OFFICER/PS/Steno Gr. D/LDC IN NATIONAL COMMISSION FOR SAFAI KARAMCHARIS**

(Last date of receipt of applications .....)

|     |   |  |
|-----|---|--|
| 1.  | Name  |  |
| 2.  | Designation at the time of retirement         |  |
| 3.  | PPO No.                                       |  |
| 4.  | Pay level in which retired                    |  |
| 5.  | Name of the Department from where retired     |  |
| 6.  | Date of retirement                            |  |
| 7.  | Address for correspondence                    |  |
| 8.  | Contact Mobile No.:<br>Alternate Contact No.: |  |
| 9.  | Email id                                      |  |
| 10. | Experience details                            | Please provide information in the format below |

| Name of the Ministry/Department | Period |    | Designation | Brief details of the work handled |
|---------------------------------|--------|----|-------------|-----------------------------------|
|                                 | From   | To |             |                                   |
|                                 |        |    |             |                                   |
|                                 |        |    |             |                                   |
|                                 |        |    |             |                                   |

11. Additional relevant information, if any, in support of your suitability for the said engagement (Attach separate sheet, if necessary).

**DECLARATION**

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of Consultant.

Signature of the applicant  
Name: \_\_\_\_\_

Place:  
Date: