

F.No-21/4/2015-CS.I (P)  
Government of India  
Ministry of personnel, Public Grievances & Pension  
Department of Personnel & Training

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Lok Nayak Bhawan, New Delhi

Dated 1<sup>st</sup> June 2016

**Office Memorandum**

**Subject:-** Filling up of various posts in National Commission for Scheduled Castes (NCSC) on deputation basis -reg.

A vacancy circular No.-17015/1/2016-SCD-VI dated 26.05.2016 received from National Commission for Scheduled Castes under M/o Ministry of Social Justice & Empowerment on the subject cited above is circulated for information of all CSS officers.

2. It may be noted that Cadre clearance form CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.



(Raju Saraswat)

Under Secretary to the Government of India

Tel:-24629412

To

All Ministries/Departments (through Website of DOP&T)

No.17015/1/2016-SCD-VI.  
Government of India  
Ministry of Social Justice & Empowerment  
Department of Social Justice & Empowerment

Shastri Bhawan, New Delhi-110001.  
Dated the 26 May, 2016.

To

Shri K. Ganesan.  
Director General,  
Directorate of Advertising & Visual Publicity,  
Room No.273, 2<sup>nd</sup> Floor, Sookhana Bhawan,  
CGO Complex, Lodi Road,  
New Delhi-110003.

Subject: Releasing of an advertisement for the post of Law Officer, Assistant Librarian & Information Officer and Assistant Director (Programming) in National Commission for Scheduled Castes (NCSC) in Employment News.

Sir,

I am directed to say that this Ministry is proposing to fill up the vacant posts of (i) Law Officer, (ii) Assistant Librarian & Information Officer and (iii) Assistant Director (Programming) in National Commission for Scheduled Castes (NCSC). The necessary details of requirement of each post is enclosed herewith. The advertisement is required to be published in the Employment News in both English and Hindi versions.

2 In view of above, you are requested to kindly take necessary steps to get the advertisement published in the Employment News in both English and Hindi versions at the earliest.

Yours faithfully,

Encls.: As above.

*N.S. Venkateshwaran*  
(N.S. Venkateshwaran) 26/5/2016

Under Secretary to the Government of India  
Tele.No. 23388541

Copy to:-

1. Shri R.C. Joshi, Director, Directorate of Advertising & Visual Publicity, Room No.269, 2<sup>nd</sup> Floor, Sookhana Bhawan, CGO Complex, Lodi Road, New Delhi-110003.

2. Ms. Sumedha, Directorate of Advertising & Visual Publicity, Room No.270, 2<sup>nd</sup> Floor, Sookhana Bhawan, CGO Complex, Lodi Road, New Delhi-110003.
3. Dy. Director (Media), M/o Social Justice & Empowerment , Shastri Bhawan, New Delhi with the request to follow up the matter for publishing the advertisement at the earliest.
4. Shri Raju Saraswat, Under Secretary, CS-I, DoPT, Lok Nayak Bhawan, Khan Market, New Delhi with the request to upload the matter on the website of DoPT.
5. 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.
6. National Commission for Scheduled Castes (NCSC), Lok Nayak Bhawan, New Delhi with the request to upload the vacancies on the portal of the Commission.

N.S. Venkateshwar  
26/5/2016  
( N.S. Venkateshwar )  
Under Secretary

No.17015/1/2016-SCD-VI  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment

Shastri Bhawan, New Delhi,  
Dated 26/5/2016

**Filling up of post of Assistant Director (Programming) in the National Commission for Scheduled Castes (NCSC) in the pay scale of PB 3 of Rs. 15600-39100+Grade Pay of Rs. 5400/- on deputation.**

Applications are invited for filling up of the post of Assistant Director (Programming) in the NCSC on deputation basis in NCSC headquarter. Classification of the post, its pay scale, eligibility conditions etc. are given in Annexure. The pay of the officer selected will be regulated in accordance with the Department of Personnel & Training's OM No. 6/8/2009-Estt (Pay-II) dated 17.6.2010.

2. It is requested that the applications in the prescribed format (Annexure-II) submitted by the eligible officers may be sent to the Joint Secretary, National Commission for Scheduled Castes, 5<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi 110003 alongwith the complete ACRS for the last five years, vigilance and integrity certificate within sixty days from the date of publication in the employment news.

  
(Surendra Rawat)

Deputy Secretary to the Government of India

## Annexure

1. Name of Post : Assistant Director (Programming)
2. Number of Posts : 1
3. Classification : General Central Service, Group 'A' (Gazetted)- Non Ministerial
4. Scale of Pay : Pay Band-3 (Rs. 15600-39100)+Grade Pay of Rs. 5400/-
5. Eligibility Conditions : Officers of the Central/State Governments/Union Territory/  
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 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. 9300-394800 with Grade Pay of Rs.4800/- 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 post in Pay Band-2 in  
the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600 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 out of which  
at least one year experience should be a 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 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 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 State Council of Technical Educations 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.

No.17015/1/2016-SCD-VI  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment

Shastri Bhawan, New Delhi,  
Dated 2.6.15/2.01.6

**Filling up of post of Assistant Library and Information Officer (ALIO) in the National Commission for Scheduled Castes (NCSC) in the pay scale of PB 3 of Rs. 15600-39100+Grade Pay of Rs. 5400/- on deputation.**

Applications are invited for filling up of the post of Assistant Library and Information Officer (ALIO) in the NCSC on deputation basis in NCSC headquarter. Classification of the post, its pay scale, eligibility conditions etc. are given in Annexure. The pay of the officer selected will be regulated in accordance with the Department of Personnel & Training's OM No. 6/8/2009-Estt (Pay-II) dated 17.6.2010.

2. It is requested that the applications in the prescribed format (Annexure-II) submitted by the eligible officers may be sent to the Joint Secretary, National Commission for Scheduled Castes, 5<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi 110003 alongwith the complete ACRS for the last five years, vigilance and integrity certificate within sixty days from the date of publication in the employment news.

  
(Surendra Rawat)

Deputy Secretary to the Government of India

## Annexure

1. Name of Post : Assistant Library and Information Officer (ALIO)
2. Number of Posts : 1
3. Classification : General Central Service, Group 'A' (Gazetted)- Non Ministerial
4. Scale of Pay : Pay Band-3 (Rs. 15600-39100)+Grade Pay of Rs. 5400/-
5. Eligibility Conditions : Officer 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. 9300-394800 with Grade Pay of Rs.4800/- 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 post in Pay Band-2 in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600 or equivalent in the parent cadre or Department; and

(b) Possessing the following qualifications:

(i) Master's degree in Library Science or Information Science or Documentation Science from a recognized University or Institute; and

(ii) Three years professional experience in a Public or Institutional Library.



No.17015/1/2016-SCD-VI  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment

Shastri Bhawan, New Delhi,  
Dated .2.6.15.2016

**Filling up of post of Law Officer in the National Commission for Scheduled Castes (NCSC) in the pay scale of PB 3 of Rs. 15600-39100+Grade Pay of Rs. 6600/- on deputation.**

Applications are invited for filling up of the post of Law Officer in the NCSC on deputation basis in NCSC headquarter. Classification of the post, its pay scale, eligibility conditions etc. are given in Annexure. The pay of the officer selected will be regulated in accordance with the Department of Personnel & Training's OM No. 6/8/2009-Estt (Pay-II) dated 17.6.2010.

2. It is requested that the applications in the prescribed format (Annexure-II) submitted by the eligible officers may be sent to the Joint Secretary, National Commission for Scheduled Castes, 5<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi 110003 alongwith the complete ACRS for the last five years, vigilance and integrity certificate within sixty days from the date of publication in the employment news.

  
(Surendra Rawat)

Deputy Secretary to the Government of India

## Annexure

1. Name of Post : Law Officer
2. Number of Posts : 1
3. Classification : General Central Service, Group 'A' (Gazetted)- Non Ministerial
4. Scale of Pay : Pay Band-3 (Rs. 15600-39100)+Grade Pay of Rs. 6600/-
5. Eligibility Conditions : Officer under the Central or State Government or Union Territories or University recognized research institutions or Public Sector Undertakings or Semi-Government or Statutory 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/- 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 or equivalent in the parent cadre or department;

### **Re-employment for Armed Forces Personnel:**

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 qualification 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) and

(b) Possessing any of the following qualifications:

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.

**Proforma for Application**

1. Name and Address in Block letters:
2. Date of Birth (In Christian era):
3. Date of retirement under Central Govt./State Govt./under the rule applicable to the candidate:
4. Educational & other Qualifications possessed by the candidate (relevant to essential qualifications prescribed for the post):
5. Service to which belongs and the cadre and year of allotment:
6. Present post held and whether it is a cadre post:
7. Present grade and the scale of Pay and date of appointment thereto on regular posts:
8. Are you holding analogous post on a regular basis under Central/State Govt.:
9. Nature of present employment, i.e. regular/ad-hoc/temporary/permanent:
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 parent office/organization to which you belong:
11. Details of Service in chronological order (enclose a separate sheet, duly authenticated by your signature, if any space below is insufficient):

Sl. No.	Office/Institution	Post held with scale of pay	Period of Service		Basic Pay	Nature of appointment whether regular/ad-hoc/deputation	Duties(In brief)
			From	To			

12. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate in the pre-revised scale of pay:
13. Basic pay and total emoluments per month now drawn (Pay Band, Pay and Grade Pay to the indicated if drawing pay in revised pay structure):
14. Whether belongs to SC/ST/OBC:

15. 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:
16. Additional details about present employment. Please state whether working under:
  - (a) Central Government
  - (b) State Government
  - (c) University/Recognized Research Institute
  - (d) Public Section Undertaking
  - (e) Semi-Govt. Statutory or Autonomous Organization
17. Please state clearly whether in the light of entries made above, you meet the requirements of the post: Yes/No

Date:.....

Signature of the applicant

Address.....

.....

**Certificate**

**(to be filed in by the Parent Office/Department)**

1. Certified that the particulars furnished above by the applicant have been checked for available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the advertisement.
3. Certified also that no vigilance case is either pending or being contemplated against the applicant, Integrity of the applicant is also certified.
4. Photocopies of complete and upto date CR dossier of the officer for the last five years, duly attested, on each page enclosed.
5. No major/minor penalty has been imposed on the concerned officer during the preceding ten years.

(Signature)

Name & Designation of the Head of the Department/

Authorized Signatory with seal

Telephone Number