

F.No.51/1/NCST/2018-Estt.  
Government of India  
National Commission for Scheduled Tribes  
( A Constitutional body set up under Article 338 A of the Constitution of India)

छँटी तल, लोक नायक भवन,  
6<sup>th</sup> Floor, B Wing, Loknayak Bhawan,  
खान मार्केट, नई दिल्ली  
Khan Market, New Delhi-110003  
Dated 19 June, 2019

**C I R C U L A R**

Subject: - Filling up the post of Upper Division Clerk (UDC) in the National Commission of Scheduled Tribes by deputation basis regarding.

It is proposed to fill up 03 posts of Upper Division Clerk (General Central Service, Group 'C' Non- Gazetted, Ministerial in Level -4 of the pay matrix ( Rs. 25500-81100) of seventh Central Pay Commission in the National Commission of Scheduled Tribes, Regional offices located in Bhopal/Raipur/Ranchi/Bhubaneshwar/Jaipur and Shillong by deputation initially for a period of one year and likely to be continued up to three years. The eligibility conditions for selection by deputation for the said post are given below:-

2. Officers under the Central Government or State Government or Union territory Administration or Universities or recognized research institutions or public sector undertakings or autonomous or statutory 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 the posts in level 2 in the pay matrix ( Rs. 19900- 63200) in the parent cadre or department; and  
(b) Possessing the educational qualification and experience as under:  
1) 12<sup>th</sup> class or its equivalent/qualification from a recognized Board or University.  
2) Maximum typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer.

Note(1) The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, educationists shall not be eligible for consideration for appointment by promotion.

Note (2) Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed four years.

Note (3) The maximum age limit for appointment by deputation shall not be exceeding fifty -six years as on the closing date of receipt or applications.

3. Duties to the post of UDC are given below:  
Dealing with All matters related to administration, and Accounts & Budget, etc. Up-dation of Service Books, preparation of all information and data related to audit; Hindi/English computer related typing work; Preparation of Yearly, Half-yearly, quarterly, monthly returns, etc. Preparation of Reports & Meetings related to Official Language and receipts, etc. Any other work assigned by higher officers.



4. The pay of the selected candidate shall be regulated in terms of Department of Personnel & Training O.M. No. 6/8/2009-Estt Pay-II) dated 17.06.2010 as amended from time to time.
5. Candidate selected for the post are likely to posted any of the Six Offices of NCST as mentioned in Para 1. as per requirement and discretion of the Commission. Candidate may also indicate choice of their posting in the application.
6. Application ( in duplicate) in the prescribed proforma (as in Annexure-I) of the candidate who fulfils the eligibility criteria and can be spared immediately together with the required documents mentioned as per Annexure-II may be forwarded to the Assistant Director (Admn) , National Commission for Scheduled Tribes, 6<sup>th</sup> Floor, Lok Nayak Bhawan, New Delhi within 60 days from the date of publication of the advertisement in the Employment, News.

*D.S. Kumbhare*  
9.6.2019  
(D.S.Kumbhare)  
Under Secretary to the Government of India  
Tel:-24657271

To

1. All Ministries/Departments of Government of India
2. State Government/Universities/Recognized Institutes/Public Sector Undertakings /Semi-Government/Statutory or Autonomous Organization.
3. Regional Offices of National Commission for Scheduled Tribes, Bhopal / Raipur /Ranchi / Bhubaneshwar/Jaipur and Shilong.
4. Under Secretary, Ministry of Tribal Affairs, NCST Division, Patel Chowk, Ashoka Road, New Delhi with the request to upload the vacancy circular on their website for wide publicity.
5. Under Secretary Department of Personnel and Training, Lok Nayak Bhawan, New Delhi with the request to upload the vacancy circular on their website for wide publicity.
6. NIC, NCST for uploading of the vacancy circular on their website of the Commission.



**Proforma for Application for the Post of Upper Division Clerk**

1. Name and address in Block capitals:
2. Date of Birth (In Christian era):
3. Date of retirement under Central Govt./ State Govt. under the rule applicable to the candidate:
4. Education & Other Qualifications possessed by the candidate (relevant to essential qualification prescribed for the post):
5. Are you holding an analogous post on regular basis: Yes/No
6. Present Pay and Scale of Pay.
7. Please State clearly whether in the light of entries made by you above you meet the requirements of the post: Yes /No
8. Details of Service (Enclose a separate sheet, duly authenticated by your signature, if any space below insufficient):

Office/Institution	Post held with scale of pay	Period of Service		Basic Pay	Nature of appointment whether regular/ ad-hoc/deputation	Duties

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. Additional details about present employment. Please state whether working under:
  - a) Central Government, b) State Govt., c) University / Recognized Research Institute
  - d) Public Sector undertaking, e) Semi-Govt. Statutory or Autonomous Organization.
12. 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 of pay.
13. Basic pay and total emoluments per month now drawn.
14. 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.
15. Whether belong to SC/ST:
16. Remarks

Signature of the applicant

Address.....

Date.....



**CERTIFICATE TO BE FURNISHED BY THE EMPLOYERS/ HEAD OF  
OFFICE/FORWARDING AUTHORITY**

Certified that the particulars furnished by  
Shri/Smt./Kum..... are correct and he/she possess educational qualifications and  
experience mentioned in the vacancy circular.

Also certified that:

- i) There is no vigilance case pending/contemplated against him/ her.
- ii) His/her complete CR Dossier /ACRs for last 5 years duly attested on each page by and officer  
of the rank of an Under Secretary to the Govt. of India are enclosed:
- iii) His/her integrity is beyond doubt.
- iv) No major/ minor penalties have been imposed on him/her during the last 10 years.
- v) List of major/ minor penalties imposed on him / her during the last 10 years is enclosed.

Signature.....

Name & Designation.....

Office Seal.....

Date:.....