



By Speed Post

No. NCST-11011/2/2022-Estt
National Commission for Scheduled Tribes
(A constitutional body under Article 338A of the Constitution of India)

6th Floor, "B" Wing,
Lok Nayak Bhawan,
Khan Market, New Delhi-110003

The 19th July, 2022

To

1. All Ministries/ Departments of Govt. of India, New Delhi
2. Chief Secretaries of the State Governments and Union Territories.
3. All the Constitutional Bodies/ Statutory Bodies/Autonomous Bodies
- 4/ All Universities & Recognized Research Institutions

Subject: Filling up of the posts of Office Superintendent, on deputation basis, in the National Commission for Scheduled Tribes (NCST)- regarding.

Sir / Madam,

I am directed to say that it is proposed to fill up four (4) posts of Office Superintendent, on deputation basis, at the Regional Offices of the National Commission for Scheduled Tribes, the details of posts and their location are as follows: -

Sr. No.	Name of the Post and Pay Scale	Location of the posts	Number of Posts
1.	Office Superintendent - Group 'B' Non-gazetted, Level 6 in the pay Matrix (Rs. 35400-112400) as per the 7 th CPC Pay Matrix	Bhopal, Ranchi, Jaipur & Shillong	Four (4)

2. The number of vacancies are provisional and may vary on account of actual manpower position at the time of final selection. The vacancies are available at the stations as shown in the table above. However, all these posts carry All India Transfer Liability.

3. Job requirements, experience and qualifications required for the post is indicated in Annexure-I.

o/c

4658-97
JUL 19 2022
ISSUED

4. Completed applications of eligible and willing officers, who could be relieved immediately in the event of selection, may be forwarded in the prescribed format (Annexure-II) along with the following documents through proper channel to the **Under Secretary, National Commission for Scheduled Tribes, A Wing, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003, Email: us@ncst.nic.in**, within a period of 15 days from the date of publication of this advertisement, latest by 6.00 P.M. of 2nd August, 2022:

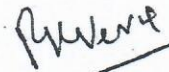
- i. APARs / Complete and up-to-date Confidential Reports for five years in original or photocopy thereof duly attested by an officer not below the rank of Under Secretary.
- ii. Vigilance Clearance and Integrity Certificate.
- iii. Cadre Clearance

Candidates may send advance copy of their completed applications. However, at the time of selection, only those applications forwarded through proper channel will be considered. Candidates once selected will not be allowed to withdraw their candidature subsequently.

5. Applications not received in the prescribed format or received after the last date or without confidential reports and other relevant documents or found incomplete will not be considered.

6. The appointment will be on deputation basis. The period of deputation is initially for one (1) year which can be extended up to three (3) years. The terms and conditions of the deputation will be governed as per the instructions issued by Department of Personnel & Training vide O.M. No. 6/8/2009-Estt. (Pay-II) dated 17th June, 2010, as amended from time to time.

7. The qualifications/ conditions for the post are relaxable with the approval of the Hon'ble Chairperson in case of deserving candidates.



(Rajesh Kumar Verma)
Under Secretary
Tel.: (011) 24657271
Email: us@ncst.nic.in

Encl.: As above

Copy to:

1. Guard File
2. NIC, NCST- for uploading on the website of the Commission

Essential and desirable qualifications, experience etc. in respect of the post of Office Superintendent

Name of the Post & Pay Level	Office Superintendent - Group 'B' Non-gazetted, Level 6 in the pay Matrix (Rs. 35400-112400) as per the 7 th CPC Pay Matrix
<p><u>Essential Conditions: -</u></p> <p>Officers of the Central Government/ State Governments/Union Territories/ PSUs/ Constitutional Bodies/ Autonomous bodies/ Statutory bodies, Universities or Recognized Research Institutions-</p> <ol style="list-style-type: none"> i. holding analogous post on regular basis; or ii. with two years' experience in the post of Upper Division Clerk (UDC) in the Government/Semi-government departments in Group C, Non-gazetted, Level-4 in the pay Matrix (Rs 25,500-81,100) as per 7th CPC Pay Matrix. <p><u>Desirable Conditions:</u></p> <ul style="list-style-type: none"> • Computer knowledge of MS-Office <p>Note:</p> <ol style="list-style-type: none"> i. Period of deputation including short term contract in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/ Department of the Central Government shall not exceed (03) three years. ii. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of application. 	

APPLICATION FORM

Annexure -II

1	Post Applied For						
2	Name (in BLOCK LETTERS)						
3	Name of Office and Address						
4	Date of Birth						
5	Date of superannuation under Central/State Govt. Rules						
6	Name of Post held and level of pay in pay matrix as per 7 th CPC						
	Whether the present post is held on deputation/ad-hoc/Regular basis (Strike out the one which is not application)	Deputation/Ad-hoc/Regular					
	Date of appointment to the present post						
7	If the present post is on deputation/ ad-hoc basis , name of the post held on regular basis and Level of pay of the regular post in the Pay Matrix						
8	Date of return from last appointment on deputation						
9	Whether Educational and other qualifications required for the post are satisfied.. (if any qualification has been treated as equivalent to the one prescribed in the requirement, state the details of the same)						
Qualifications/Experience possessed by the officer							
10	Educational qualifications						
11	Essential						
12	Desirable						
13	Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is not sufficient.)						
	Sr. No.	Name of the Office/Organisation	Post Held	From	To	Scale of Pay and Basic Pay	Nature of Duties
	1	2	3	4	5	6	7
	(i)						
	(ii)						
14	Additional details about present Employment. Please state whether working under Central Government/ State Government/ Constitutional Bodies/ Statutory Bodies/ Autonomous Organisation/ Government Undertaking/ University						

15	Details of experience in the Scheduled Tribes Affairs	
16	Additional information, if any, which you would like to mention in support of your suitability for post. (enclose a separate sheet, if the space below is not sufficient.)	
17	Whether belongs to SC/ST/OBC	

Signature of the Candidate

Place :	Address for Communication	
Date :	Phone No. (Office)	
	Mobile No.	
	E-mail address	

CERTIFICATE

(To be given by the Head of the Department)

1. Certified that the particulars furnished above have been verified and found to be correct.
2. It is also certified that no disciplinary / vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.

**Signature of the Head of the Department
(With rubber stamp)**