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F.No. 1/2/NCSCC/2012-Admn.  
Government of India  
**National Commission for Scheduled Castes**

5th Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi -11003

Dated: 30.5.2012

**OFFICE MEMORANDUM**

Sub: Filling up of post of Investigator (General Central Service, Group 'B' (Non- Gazetted), Non-Ministerial) in the Joint Cadre of the National Commission for Scheduled Castes, including Ministry of Social Justice & Empowerment and National Commission for Scheduled Tribes by 'Transfer of deputation'.

Services of suitable Officers are required to fill up 7 posts of Investigator of Joint Cadre of National Commission for Scheduled Castes including Ministry of Social Justice & Empowerment and National Commission for Scheduled Tribes by 'Transfer of deputation'. Details regarding classification of post, pay scale, qualification of candidates and job requirement are given in Annexure-I

Pay of the officer selected on deputation will be regulated in accordance with the DoPT O.M No. 6/8/2009-Estt. (Pay-II) dated 17.6.2010 as amended from time to time:

Officials who volunteer for this post will not be permitted to withdraw their name later. The officials selected for appointment are liable to be posted in the National Commission for Scheduled Castes including Ministry of Social Justice & Empowerment, New Delhi and National Commission for Scheduled Tribes, New Delhi and its State Offices located at stations given at Annexure- III. Only such recommendations which are accompanied by the requisite personal data (in duplicate) of officials, in Annexure-II will be considered.

It is requested that the names of suitable officers who are eligible, willing and can be spared may be recommended within 60 days of the issue of this office Memorandum /advertisement in the Employment News the copies of ACRs duly attested by an officer not below the rank of Under Secretary or equivalent for the last 5 years along with the vigilance clearance, Integrity Certificate and Certificate of Major/ Minor Penalty imposed, if any during the last 10 years of the recommended officers may also be forwarded with complete applications to the undersigned by the stipulated date.

(M.R. Bali)  
Director

Tel: 24601213

Copy to:

1. All Ministries / Department of the Government of India.
2. All State Offices of National Commission for Scheduled Castes
3. National Commission for Scheduled Tribes, New Delhi with the request to circulate among its various State Offices.

Annexure 1

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|----|----------------------|---|
| 1. | Name of the Post     | Investigator  |
| 2. | No. of Posts         | Seven (7) ( to be filled up on deputation basis)  |
| 3. | Classification       | General Central Services-Group "B" Non-Gaztted non-ministerial  |
| 4. | Scale of Pay         | PB-2+ 4200 (GP)   |
| 5. | Eligibility          | <p>Persons holdings analogous/ equivalent posts under the central Govt. and UDC or CSCS/Stenographers Grade III in the non-participating the following educational qualification.</p> <p>Master's degree in social or Applied Anthropology/Sociology/special Work/Economics/Geography/ Human Geography/ Mathematics with statistics/statistics from a recognized University</p> <p style="text-align: center;">Or</p> <p>Bachelor's degree with Anthropology/Sociology/Social Work/Economics/Geography/Human Geography/Mathematics with a post-graduate diploma in social Work from the Tata Institute of Science or any other similar Institute.</p> <p>Desirable: Experience in conducting socio-economic surveys or Studies and in drafting reports.</p> |
| 6. | Job requirements     | Collection, Compilation, analysis and inter-pretation of data. Drafting of reports and any other work.  |
| 7. | Period of Deputation | Initially the period of deputation will be for one year which is likely to the extended upto 3 years.   |
| 8. | Place of duty        | Ministry of Social Justice & Empowerment/National Commission for SCs & STs with its State Offices situated in various states in India.  |



**Proforma for Application for the Post of Investigator(Jt.Cadre)**

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. Educational & other Qualifications possessed by the candidate (relevant to essential qualifications prescribed for the post):
5. Are you holding an analogous post on a 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 is insufficient):

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

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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 belongs to SC/ST:
16. Remarks

Date.....

Signature of the applicant

Address.....

**Details of Officers located all over India**

1. Ministry of Social Justice & Empowerment, New Delhi.
2. National Commission for Scheduled Castes, HQs, New Delhi
3. National Commission for Scheduled Tribes, HQs, New Delhi

**State Offices under National Commission for Scheduled Castes**

- (a) Agartala
- (b) Ahmedabad
- (c) Bangalore
- (d) Chennai
- (e) Chandigarh
- (f) Guwahati
- (g) Hyderabad
- (h) Kolkata
- (i) Lucknow
- (j) Patna
- (k) Pune
- (l) Trivandrum

**State Offices under National Commission for Scheduled Tribes :-**

- (a) Bhuneshwar
- (b) Jaipur
- (c) Ranchi
- (d) Shilong
- (e) Raipur
- (f) Bhopal

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Annexure IV  
Annexure IV

**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:p

- I) There is no vigilance case pending/contemplated against him/her.
- II) His/her complete CR Dossier/ACRs for the last 5 years duly attested on each page by an 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: