



F. No. 1/4/NCSC/2013-Admn.  
Government of India

**National Commission for Scheduled Castes**

(A Constitutional body set up under Article 338 of the Constitution of India)

5<sup>th</sup> Floor, Loknayak Bhawan,  
Khan Market, New Delhi-110003.

Dated: 23.04.2015

**OFFICE MEMORANDUM**

**Subject: Filling up the post of Assistant Director (Programming) in the National Commission for Scheduled Castes by deputation (Including short-term contract).**

It is proposed to fill up one post of Assistant Director (Programming)(General Central Service Group 'A' Gazetted, Non Ministerial) in the Pay Band-3 (Rs. 15600-39100) +5400 (GP) in the National Commission for Scheduled Castes by deputation (Including short-term contract) for a period ordinarily not exceeding 3 years. The eligibility condition for selection by deputation (Including short-term contract) for the said post are given below:

Officers of the Central/State Governments/Union Territories/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/Department; or
  - (ii) With two years' service in the grade rendered after appointment there to on a regular basis in PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4800/- or equivalent in the parent cadre/Department; or
  - (iii) With three years' service in the grade rendered after appointment there to on a regular basis in PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4600/- or equivalent in the parent cadre/Department; or
- (b) Possessing educational qualification and experience as under:

for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up gradation.

2. Duties attached to the post of Assistant Director (Programming):
  - (i) Designing of website and operation of various software methods
  - (ii) Supervision of work of programming and computer operations; and
  - (iii) Designing and operation of computer based MIS for the organization
3. 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.
4. Application (in duplicate) in the prescribed proforma (as in Annexure-I) of the candidate who fulfills the eligibility condition and can be spared immediately together with the required documents mentioned as per Annexure-II may be forwarded to Deputy Secretary (Admn.), National Commission for Scheduled Castes, 5<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 within 60 days from the publication of the advertisement in the Employment News.

  
(S. K. Dubey)

**Under Secretary to the Govt. of India**

Tel : 24606845

To

1. All Ministries/Departments of Governments of India (as per list).
2. State Governments/Union Territories/Universities/Recognized Research Institutions/Public Sector Undertakings/Semi-Government Organizations/Statutory or Autonomous bodies.
3. Programmer, NIC, NCSC for uploading of the vacancy circular on the Website of the Commission.
4. Notice Board.

