

F. No NCSC-Adm.019/7/2022-ADMIN [58669]

**Government of India**  
National Commission for Scheduled Castes

5<sup>th</sup> & 7<sup>th</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
**Dated: 19.05.2023**

**ENGAGEMENT OF OFFICE ASSISTANT**

**Subject: Circular/advertisement for engagement of Five Office Assistants on contract basis in the National Commission for Scheduled Castes (NCSC), New Delhi.**

National Commission for Scheduled Castes (NCSC), New Delhi invites applications from eligible interested candidates for engagement as Office Assistant on contract basis in NCSC at New Delhi. The number of vacancies is tentative and the same may be increased or decreased as per requirement of NCSC.

2. The interested candidates may fill up application form and the declaration as given in Annexure-II & III and send the same online through e-mail **only** at [prashant.bhardwaj78@gov.in](mailto:prashant.bhardwaj78@gov.in). Last date of submission of application is 30 days from the date of publication in Employment News. Incomplete applications, applications received after the due date will be summarily rejected.

Encl: As above

  
**(Prashant Bhardwaj)**  
Section Officer

Copy to the following authorities with the request to upload this circular/advertisement on their website for wide publication/circulation of the same.

- i. The Under Secretary, M/o SJ&E, Shashtri Bhawan, New Delhi,
- ii. The Director, NIC, DoPT, North Block, New Delhi.

**Government of India**  
National Commission for Scheduled Castes

5<sup>th</sup> & 7<sup>th</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
**Dated: 19.05.2023**

**VACANCY CIRCULAR**

**Subject: Engagement of Five Office Assistants on contract basis in the National Commission for Scheduled Castes (NCSC), New Delhi.**

National Commission for Scheduled Castes (NCSC), New Delhi invites applications from eligible interested candidates for engagement on full time and on contract with the following job description and experience: -

1.	Name of Position	Office Assistant
2.	Number of Vacancy	05
3.	Mode of Engagement	Contract Basis
4.	Place of Posting	National Commission for Scheduled Castes (NCSC), New Delhi
5.	Age Limit	Maximum of 62 years as on the closing date for submission of application.
6.	Period of Contract	Initially for a period of six months
7.	Eligibility	<b>Minimum:</b> (a) Graduate from a recognized University having minimum 55% marks, (b) Minimum two-year work experience in the capacity of Office Assistant/Dealing Assistant and (c) Computer knowledge and able to work in MS Office/MS Excel for day- to-day work including web-based work like searching and email etc.  <b>Desirable:</b> Preference will be given to the person having background/experience in the Central/State Government.
8.	Assignments	They will be engaged for providing support to the Sections dealing with Grievances/Complaints received primarily from Scheduled Castes.
9.	Remuneration	Rs. 30,000/- (inclusive all)

**Terms and Conditions:** The terms and conditions for engagement of Office Assistant are as given in Annexure-I.

**Submission of Application:** The application should be in the format as given in Annexure-II & Annexure-III and shall be accompanied with self-attested copies of relevant documents. The applications are to be submitted online through e-mail **only** at email id "[prashant.bhardwaj78@gov.in](mailto:prashant.bhardwaj78@gov.in)". The last date of submission of application is 30 days from the date of publication in Employment News. Incomplete application, applications received after due date will be summarily rejected. No TA/DA etc. will be given for completing any pre-engagement formalities.

  
**(Prashant Bhardwaj)**  
Section Officer

GENERAL TERMS AND CONDITIONS

1. **No right for permanent employment in Government:** The nature of engagement will be purely contractual and such engagement will not bestow any right for regular/permanent engagement/appointment in NCSC. Also, engagement as Office Assistant will not be treated as a case of re-employment in any manner.
2. **TDS:** TDS as admissible shall be deducted from the monthly remuneration of the Office Assistant. TDS certificate shall be issued by the concerned DDO on demand.
3. **Leave:** Paid leave of absence will be admissible @ 1.5 days for each completed month. There will be no accumulation of leave beyond a calendar year.
4. **Procedure for Selection:** All applications received will be scrutinized, shortlisted and will be placed before a Screening Committee. The Screening Committee will interact with the shortlisted candidates and recommended a panel, including waitlisted candidates. Recommendations of the Screening Committee will be placed before the competent authority for approval.
5. **Submission of File/Cases:** Office Assistant will be required to submit their files/cases through their controlling officers.
6. **Working Hours:** Working hours of NCSC is from 9.30 Hrs to 18.30 Hrs. However, in the exigency of work, Office Assistant may be required to sit late and attend office on Saturdays/Sundays/Holidays. No compensatory leave will be given for attending office on Saturdays/Sundays/Holidays. Office Assistant would be required to compulsorily enroll themselves in Aadhar based Biometric Attendance System (BAS) and mark their attendance at the time of arrival and departure.
7. Office Assistant will be governed by the Official Secrets Act, 1923 and shall not disclose any information/data that they may gather by virtue of Office Assistant, to any unauthorized person during or after period of their engagement as Office Assistant in NCSC. In this regard their attention is also drawn to various Circulars issued by the CVC/other Statutory Bodies under which any misuse of official position makes them accountable and triable under due process of law.
8. Office Assistant must work and act all times, in the interest of NCSC and render service with professional integrity, transparency, competitiveness and courtesy.
9. **Performance Appraisal:** A quarterly Performance Appraisal of the Office Assistant will be done to bring objectivity in the assessment of performance of Office Assistant. Assessment will be done by the controlling officer and same shall be placed before the competent authority in NCSC for further continuation or termination of the Office Assistant, as the case may be.
10. **Termination:** NCSC may terminate contract for engagement as Office Assistant under any of the following conditions.
  - (i) Office Assistant unable to address the assigned works.
  - (ii) Quality of output of Office Assistant not to the satisfaction of NCSC.
  - (iii) Office Assistant failed to do the work within the prescribed time.
  - (iv) Office Assistant lacking in honesty and integrity.
  - (v) NCSC also reserves the right to terminate the contract unilaterally by giving 15 days' notice. Office Assistant will also have the right to end the contract by giving 15 days' notice. Office Assistant's Notice Period can be curtailed with the approval of competent authority.

  
19/11/2023

11. **Rights of NCSC:** NCSC reserves the right to cancel the advertisement, at any stage. It may accept or reject any application(s) received even after closing of advertisement or extend due date for receiving applications or may relax any term & conditions.

19/11/23

**Application for engagement as Office Assistant in National Commission for Scheduled Castes, New Delhi**

1. Name:
2. Father's/Spouse Name:
3. Date of Birth:
4. Gender:
5. Mailing Address:  
Tel./Mobile No.: -  
E-mail address: -
6. Permanent Address:
7. Educational Qualification from Graduation onwards:

Course	Subject	University/ Institute	Year of Passing	Division/ Class

8. Do you have Laptop/Computer (Yes/No) .....
9. Knowledge of Computer/Internet (Please tick)
  - (a) MS Word: working knowledge/Proficient:
  - (b) MS Excel: working knowledge/Proficient:
  - (c) Power Point Presentation: working knowledge/Proficient:
  - (d) Internet application and tools  
(cloud/sharing etc.) working knowledge/proficient:
  - (e) E-Office: working knowledge/Proficient:

*[Handwritten Signature]*  
19/10/23

10. Details of employment during the last 5 years (in descending order i.e., latest one first)

S.No.	Ministry/ Department/Organization	Post Held	Last Pay/ Salary/ Remuneration	Period		Nature of duties
				From	To	

11. Date of Retirement (If any):

12. Last Pay/Salary/Remuneration Drawn:

13. Is any relative/known working in NCSC. If so, details thereof:

14. Have previously worked in NCSC. If so, details thereof:

15. Any other relevant information:

#### DECLARATION

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incomplete/incorrect, my candidature is liable to be rejected and I shall be bound by the decision of the National Commission for Scheduled Castes. I have read the Vacancy Circular and ready to accept all the terms and conditions for engagement as Office Assistant.

Signature (Full Name of the applicant)

Place:

Date:

19/1/2023

**Undertaking for engagement as Office Assistant in National Commission for Scheduled Castes**

To,

The Section Officer  
National Commission for Scheduled Castes  
5<sup>th</sup> & 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi.

**Subject: Agreement for engagement as Office Assistant in NCSC**

Sir/Madam,

I, ..... (name), hereby accept all the terms & conditions as mentioned in NCSC Advertisement No. \_\_\_\_\_ dated \_\_\_\_\_ .....inviting applications for engagement as Office Assistant in NCSC.

2. I do swear that I will be faithful and bear true allegiance to NCSC and to the Constitution of India and will uphold the sovereignty and integrity of India and will do my duties with full loyalty, faithfulness and impartially.

3. I do swear that I will not disclose, communicate to any unauthorized party/person any information that I may gather or access during the course of performing duties as Office Assistant in NCSC. I shall not remove/take away any document from NCSC without authorization from the competent authority.

Yours faithfully,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Date:

  
19/1/2023