

F. No. NCSC-Adm.019/06/2022-ADMIN.[57901]  
Government of India  
**National Commission for Scheduled Castes**  
(A Constitutional body set up under Article 338 of the Constitution of India)  
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5<sup>th</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated:24.02.2023

**CIRCULAR**

**Subject: - Inviting applications from retired Under Secretary/ Section Officer/ Assistant Section Officers or equivalent of Central Govt./State Govt. Services for rendering their services as Consultant and Office Assistants on monthly basis in State offices of National Commission for Scheduled Castes (NCSC) – regarding.**

It is proposed to engage retired Under Secretary/ Section Officer/ Assistant Section Officers or equivalent of Central Govt./State Govt. Service to render their services as Consultant and Office Assistants in State offices of NCSC initially for six months (can be extended further) as per details given below:

1	Name of the Post	Consultant
2	Total number of vacancies	06* (*no. of vacancies may increase/decrease as per the requirement)
3	Period of engagement	6 months from the date of appointment (can be extended further)
4	Job Location	Ahmedabad, Bangalore, Chandigarh, Chennai, Lucknow and Pune
5	Eligibility Criterion	Officers retired in the pay Level- 8/9/10/11 from Central Govt./State Govt. offices.
6	Age Eligibility	Should be less than 64 years
7	Experience	Having the knowledge and experience of Administration, Budget, Finance, Vigilance etc and competence to work on computers/ peripherals and ability to handle RTI applications, VIP/CPGRAMS/PMO references, court cases and examination of grievances/complaints, etc.
8	Remuneration	Last pay drawn minus pension plus TA in term of D/o Expenditure's OM No-3-25/2020-E.IIIA dated 09.12.2020
9	Leave	1.5 paid leave for every month
10	Working hours	<ul style="list-style-type: none"><li>➤ Normal Office timings from 9:30 AM to 6:00 PM</li><li>➤ Marking Biometric Attendance is mandatory</li><li>➤ May also have to devote more time than usual to meet the exigencies of work</li></ul>
11	Terms of Engagement	The engagement will be on hire & fire basis which is



		purely dependent on their work performance and will be governed by D/o Expenditure's OM No-3-25/2020-E.IIIA dated 09.12.2020
12	How to apply	<p>The applications in the prescribed format (complete in all respects) along with the requisite documents i.e. copy of PPO, Last Pay Certificate &amp; Bank Details, Aadhar Card &amp; PAN Card may be sent to the following address:</p> <p>The Under Secretary (GA) Room No. 733, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 or email at :</p>
13	Last date for receipt of application	14.03.2023

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1	Name of the Post	Office Assistant
2	Total number of vacancies	08* (*no. of vacancies may increase/decrease as per the requirement)
3	Period of engagement	6 months from the date of appointment (can be extended further)
4	Job Location	Ahmedabad, Bangalore, Chandigarh, Guwahati, Hyderabad, Kolkata, Pune and Thiruvananthapuram.
5	Eligibility Criterion	Officers retired upto pay Level- 7 from Central Govt./State Govt. offices.
6	Age Eligibility	Should be less than 64 years
7	Experience	Having the knowledge and experience of office management and competence to work on computers/peripherals and ability to handle RTI applications, VIP/CPGRAMS/PMO references, court cases and examination of grievances/complaints, etc.
8	Remuneration	Last pay drawn minus pension plus TA in term of D/o Expenditure's OM No-3-25/2020-E.IIIA dated 09.12.2020
9	Leave	1.5 paid leave for every month
10	Working hours	<ul style="list-style-type: none"> <li>➤ Normal Office timings from 9:30 AM to 6:00 PM</li> <li>➤ Marking Biometric Attendance is mandatory</li> <li>➤ May also have to devote more time than usual to meet the exigencies of work</li> </ul>
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13	Last date for receipt of application	14.03.2023



(Jitendra Sihwag)

Under Secretary to the Government of India

Email: jitendra.sihwag@nic.in

**Proforma for inviting application for the post of Consultant/Office Assistant**  
**(Please tick the relevant)**

**Place for which applied: \_\_\_\_\_**

1.	Name of retired personnel	
2.	Last Designation held	
3.	Name of the Department from where retired	
4.	Post from which retired	
5.	Date of Birth	
6.	Date of retirement	
7.	PPO No.	
8.	Last Pay Drawn and Level	
9.	Monthly Pension (before commutation) sanctioned	
10.	Present Address	
11.	Contact No.	
12.	Email ID	