

F.No. 2/1/NCSC/2018-Admn.
Government of India
National Commission for Scheduled Castes
(A Constitutional body set up under Article 338 of the Constitution of India)

5th, Loknayak Bhawan,
Khan Market, New Delhi-110003

Dated: 07.01.2019

CIRCULAR

Subject: Filling up the post of Research Officer in the National Commission for Scheduled Castes by deputation (including short-term contract).

It is proposed to fill up 04 posts of **Research Officer** (General Central Service, Group 'B' Gazetted, Non-Ministerial) in Level-8 of the pay matrix (Rs.47600-151100) of 7th Central Pay Commission [(Pay Band-2 of Rs. 9300-34800+4800 (GP) (pre-revised))] in the National Commission for Scheduled Castes/Ministry of Social Justice & Empowerment in Delhi and Commission's State Offices located in Agartala, Ahmadabad, Thiruvananthapuram, Guwahati, Chennai and Hyderabad by deputation (including short-term contract) initially for a period of one year and likely to be extended up to three years. The eligibility conditions for selection by deputation (including short-term contract) for the said post are given below:-

Officers under the Central Government or State Government or Union territory or Universities of recognized research institution or public sector undertakings or autonomous or statutory organizations:

(a) (i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with two years' service in the grade rendered after appointment thereto on a regular basis in level 7 in the pay matrix (Rs. 44900-112400/-) in the parent cadre or department; and

(b) possessing the educational qualification, and experience as under:-

- (i) Master's Degree of a recognized university or Institution in Social Work or Sociology or Economics or Anthropology or Social Anthropology or applied Anthropology or Statistic or Psychology or Geography or Mathematics (with statistics)
- (ii) Two years' experience of conducting survey or research in the field of social welfare including analysis of data and preparation of the reports.

Note (I):- the departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation (including short-term contract). Similarly, deputationists shall not be eligible for consideration for appointment by promotion

Note(2):-Period of deputation (including short-terms contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age-limit for appointment by deputation (including short terms contract) shall be not exceeding fifty-six years as on the closing date of receipt of applications.

2. Duties attached to the post of **Research Officer** are:-

(i) Collection, Compilation, analysis and interpretation of data, drafting of reports and any other work.

(ii) Supervisory work in planning or development of social welfare organization or in the work relating to the welfare of SCs.

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. Candidates selected for the post will likely to be posted in Delhi or in any of the States Offices as per requirement of the Commission. Candidate may also indicate choice of place of posting in the application.

4. Application (in duplicate) in the prescribed pro forma (as in Annexure-I) of the candidate who fulfils the eligibility criteria and can be spared immediately together with the required documents mentioned as per Annexure-II may be forwarded to the undersigned, National Commission for Scheduled Castes, 5th Floor, Lok Nayak Bhawan, New Delhi within 60 days from the date of 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 Government of India.
2. State Government / Universities / Recognized Institutes/ Public Sector Undertakings / Semi-Government/ Statutory or Autonomous Organization.
3. State Offices of National Commission for Scheduled Castes (as per standard distribution)
4. Ministry of Social Justice & Empowerment, Department of Social Justice & Empowerment. [Attn: US (SCD-VI)] with the request to upload the vacancy circular on their website for wide publicity.
5. Department of Personnel and Training [Attn: US (CS:I) DOPT], Lok Nayak Bhawan, New Delhi with the request to upload the vacancy circular on their website for wide publicity.
6. Programmer, NIC, National Commission for Scheduled Castes for up-loading of the vacancy circular on the website of the Commission.

Proforma for Application for the Post of (Research Officer)

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 |
|------------------------|-----------------------------------|-------------------------|--------------|---|--------|
| | | | | | |

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.....

**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:

- 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: