

BIO-DATA/CURRICULUM VITAE PROFORMA

1 Name and Address (in Block Letters)	
2 Date of Birth (in Christian era)	
3.a) Date of entry into service	
b) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5 Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
5.1. Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	
6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio- data) with reference to the post applied.	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. 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 the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization</p>			

10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details

11. Additional details about present employment:

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. 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

14. Total emoluments per month now drawn

Basic Pay in the PJ	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break up details)	Total Emoluments

16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post

(This among other things may provide information with regard to (i) additional academic qualifications (ii)

professional training and (iii) work experience meet and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient)

16.B Achievements:

The candidates are requested to indicate information with regard to;

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarships/Official Appreciation
- (iii) Affiliation with the professional bodies/institutions/societies and;
- (iv) Patents registered in own name or achieved for the organization
- (v) Any research/ innovative measure involving official recognition
- (vi) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)

(The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").

18. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

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3/12/18

F.No. 17016/29/2017/SCD-VI
Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment

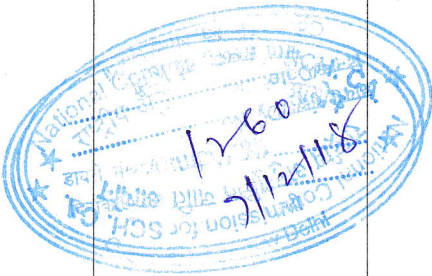
Shastri Bhawan,
New Delhi-110001,
Dated: 26th November, 2018.

VACANCY CIRCULAR

The Ministry of Social Justice and Empowerment intends to fill the Post of Law Officer in the National Commission for Scheduled Castes by deputation (including short-term contract/absorption/re-employment of ex-Servicemen).

Post	Number of Posts	Pay Scale	Eligibility
Law Officer	1	Pay Band-3 Rs 15600-39100 (Grade Pay Rs 6600)-Pre revised [Level-11 of Pay Matrix-Revised]	Officers under the Central or State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:- (A) (i) Holding analogous post on regular basis in the parent cadre or Department; Or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-3 in the Scale of Pay of Rs. 15600-39100 with Grade Pay of Rs. 5400-pre revised (Level-10 of Pay Matrix-Revised) or equivalent in the parent cadre or Department; Or (iii) With six years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-2 in the Scale of pay of Rs. 9300-34800 with Grade Pay of Rs. 4800-pre revised (Level-8 of Pay Matrix-Revised) or equivalent in the parent cadre or Department;

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			<p>and</p> <p>(B) Possessing the following qualification:</p> <p>(i) Master's degree in law of a recognized University or Institute and possessing five years' teaching and/or research experience in law; Or Bachelor's degree in law of a recognized University or Institute and possessing seven years' teaching and/or research experience in law; Or Should have been a member of State Judicial Service for seven years; Or Should be a qualified legal practitioner i.e. Advocate (within the meaning of Advocates Act, 1961), who has practiced as such for seven years.</p> <p>Note 1 : In computing the period during which a person has held an office in the State Judicial Service, there shall be included any period during which he has held any other legal posts or any period during which he has been a legal practitioner.</p> <p>Note 2 : In computing the period during which a person has been qualified legal practitioner there shall be included any period during which he has held any office in the State Judicial Service or has held a legal post in the department of the State or Central Government, Union Territory, Government Research Institute or other research</p>
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			<p>institute of recognized Universities.</p> <p>Absorption :</p> <p>Only officers of the Central Government or State Governments and Union Territories shall be eligible for consideration for appointment on absorption basis.</p> <p>Re-employment for Armed Forces Personnel :</p> <p>The Armed Forces Personnel of the rank of Captain or equivalent due to retire or who are to be transferred to reserve within a period of one year and having requisite qualifications and experience shall also be considered while selecting persons for appointment on deputation (including short-term contract). Such persons shall be given deputation terms up to the date in which they are due to release from the Armed Forces and thereafter, they may be continued on re-employment (Re-employment up to the age of superannuation with reference to civil post).</p>
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Note 1: Period of deputation (including short-term contract) including period of deputation (including short-term 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 exceed four years.

Note 2: The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

Note 3: For the purposes of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or Pay Scale, and where this

benefit will extend only for the posts for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

2. The selected officers will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The selected officer will be posted with the National Commission for Scheduled Castes.

3. All Ministries/Departments of Government of India, All State/Union Territories Governments, All Universities, All Recognized Research Institutions, All Public Sector Undertakings, All Semi-Government Organizations, All Statutory or Autonomous bodies are requested to circulate the above posts among the officers, working with them and forward the application (in prescribed pro forma **Annexure A**) of eligible and interested officers, along with a certificate to the effect that they are clear from vigilance angle, their integrity certificate, details of major/minor penalty imposed on them during the last 10 years and attested photocopies of their ACRs/APARs for the last 5 years to the undersigned at the following address within 60 days of its publication in the Employment News:

Shri N.S. Venkateshwaran,
Under Secretary, D/o SJ&E,
9th floor, Jeevan Prakash Building,
25, KG marg, New Delhi-110001.

N.S. Venkateshwaran
26/11/2018
(N.S. Venkateshwaran)

Under Secretary to the Government of India

To

1. The Director (CS), Department of Personnel and Training, North Block, New Delhi-110001 with the request to get this O.M. placed on the DOPT website.
2. (i) All Central Government Ministries & Departments with request to circulate the vacancy circular amongst all employees of your Ministry/Department and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your Ministry/Department.
(ii) All State/Union Territories Governments with request to circulate the vacancy circular amongst all employees of your State/UT Government and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your State/Union Territory Government.
(iii) All Universities.
(iv) All Recognized Research Institutions.
(v) All Public Sector Undertakings.
(vi) All Semi-Government Organizations.
(vii) All Statutory or Autonomous bodies.
3. Ministry's website.
4. E-office notice board.

F.No. 17016/28/2017/SCD-VI
Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment

Shastri Bhawan,
New Delhi-110001,
Dated: 26 November, 2018.

VACANCY CIRCULAR

The Ministry of Social Justice and Empowerment intends to fill the Post of Assistant Director (Programming) in the National Commission for Scheduled Castes by deputation (including short-term contract/absorption/re-employment of ex-Servicemen).

Post	Number of Posts	Pay Scale	Eligibility
Assistant Director (Programming)	1	Pay Band-3 Rs. 15600-39100 (Grade Pay of Rs 5400)-pre revised [Level-10 of Pay Matrix-Revised)	<p>Officers of the Central/State Government/Union Territories/Universities/recognized research institutions/Public Sector Undertakings/Semi-Government Organizations/Statutory or autonomous bodies:-</p> <p>(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 thereto on a regular basis in Pay Band-2 in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4800-Pre revised (Level-8 of Pay matrix-Revised or equivalent in the parent cadre or Department; or (iii) With three years' service in the grade rendered after appointment thereto on a regular basis in Pay Band-2 in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600-Pre revised (Level-7 of Pay Matrix-Revised or equivalent in the parent cadre or Department; and</p> <p>(B) Possessing the following</p>

			<p>qualifications:</p> <p>(i) Master's degree in Computer Applications/Computer Science or M.Tech (with specialization in Computer Applications) or B.E./B.Tech in Computer Engineering/Computer Science/Computer Technology of a recognized University or equivalent; and</p> <p>(ii) Two years' experience of electronic Data processing work including experience of actual programming;</p> <p>OR</p> <p>(i) Degree in Computer Applications/Computer Science or Degree in Electronics/Electronics and Communication Engineering from a recognized University or equivalent; and</p> <p>(ii) Three years' experience in Electronics Data processing work out of which at least one year experience should be in actual programming.</p> <p>OR</p> <p>(i) Master's Degree of a recognized University or equivalent or Degree in Engineering of recognized University or equivalent; and</p> <p>(ii) Four years' experience of electronics data processing work out of which at least two years' experience should be in actual programming;</p> <p>OR</p> <p>(i) 'A' level Diploma under DOEACC Programme or Post Graduate Diploma in Computer Applications offered under University Programme/Post Polytechnic Diploma in Computer Applications awarded by</p>
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			State Council of Technical Educations or equivalent; and (ii) Four years' experience of electronics data processing work out of which at least two years experience should be in actual programming.
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Note 1: Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.

Note 2: The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

Note 3: For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006/the date from which the revised pay structure based on the 6th CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the posts for which that grade pay/pay scale is the normal replacement grade without any upgradation.

2. The selected officers will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The selected officer will be posted with the National Commission for Scheduled Castes.

3. All Ministries/Departments of Government of India, All State/Union Territories Governments, All Universities, All Recognized Research Institutions, All Public Sector Undertakings, All Semi-Government Organizations, All Statutory or Autonomous bodies are requested to circulate the above posts among the officers, working with them and forward the application (in prescribed pro forma **Annexure A**) of eligible and interested officers, along with a certificate to the effect that they are clear from vigilance angle, their integrity certificate, details of major/minor penalty imposed on them during the last 10 years and attested photocopies of their ACRs/APARs for the last 5 years to the undersigned at the following address within 60 days of its publication in the Employment News:

Shri N.S. Venkateshwaran,
Under Secretary, D/o SJ&E,
Shastri Bhawan, New Delhi-110001.

N.S. Venkateshwaran
26/11/2018

(N.S. Venkateshwaran)

Under Secretary to the Government of India

1. The Director (CS), Department of Personnel and Training, North Block, New Delhi-110001 with the request to get this O.M. placed on the DOPT website.
2. (i) All Central Government Ministries & Departments with request to circulate the vacancy circular amongst all employees of your Ministry/Department and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your Ministry/Department.

(ii) All State/Union Territories Governments with request to circulate the vacancy circular amongst all employees of your State/UT Government and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your State/Union Territory Government.

(iii) All Universities.

(iv) All Recognized Research Institutions.

(v) All Public Sector Undertakings.

(vi) All Semi-Government Organizations.

(vii) All Statutory or Autonomous bodies.
3. Ministry's website.
4. E-office notice board.

F.No. 17016/30/2017/SCD-VI
Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment

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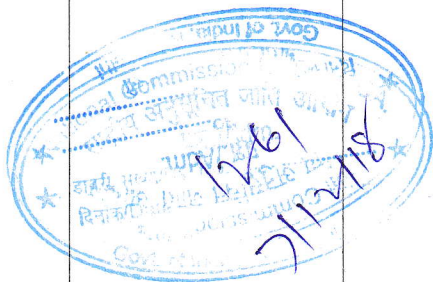
Shastri Bhawan,
New Delhi-110001,
Dated: 26 November, 2018.

VACANCY CIRCULAR

The Ministry of Social Justice and Empowerment intends to fill the Post of Assistant Library and Information Officer in the National Commission for Scheduled Castes by deputation (including short-term contract/absorption/re-employment of ex-Servicemen).

Post	Number of Posts	Pay Scale	Eligibility
Assistant Library and Information Officer	1	Pay Band-3 Rs 15600-39100 (Grade Pay Rs 5400)-Pre revised [Level-10 of Pay Matrix-Revised]	Officers under the Central or State Governments or Union Territory Administration or Universities or Recognized Research Institutions or Public Sector Undertakings or Statutory or Autonomous 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 posts in Pay Band-2 in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4800-Pre revised (Level-8 of Pay Matrix-Revised) or equivalent in the parent cadre or Department; Or (iii) With three years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Band-2 in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600-Pre revised (Level-7 of Pay Matrix-Revised) or equivalent in the parent cadre or Department; and

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			<p>(B) Possessing the following qualifications:</p> <p>(i) Master's degree in Library Science or Information Science or Documentation Science from a recognized University or Institute; and</p> <p>(ii) Three years professional experience in a Public or Institutional Library.</p>
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Note 1: Period of deputation (including short-term contract) including period of deputation (including short-term 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 exceed three years.

Note 2: The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications.

Note 3: For the purposes of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1.1.2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common Grade Pay or Pay Scale, and where this benefit will extend only for the posts for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

2. The selected officers will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The selected officer will be posted with the National Commission for Scheduled Castes.

3. All Ministries/Departments of Government of India, All State/Union Territories Governments, All Universities, All Recognized Research Institutions, All Public Sector Undertakings, All Semi-Government Organizations, All Statutory or Autonomous bodies are requested to circulate the above posts among the officers, working with them and forward the application (in prescribed pro forma **Annexure A**) of eligible and interested officers, along with a certificate to the effect that they are clear from vigilance angle, their integrity certificate, details of major/minor penalty imposed on them during the last 10 years and attested photocopies of their ACRs/APARs for the last 5 years to the undersigned at the following address within 60 days of its publication in the Employment News:

Shri N.S. Venkateshwaran,
Under Secretary, D/o SJ&E,
9th floor, Jeevan Prakash Building,
25, KG marg, New Delhi-110001.

N.S. Venkateshwaran
26/11/2011
(N.S. Venkateshwaran)

Under Secretary to the Government of India

1. The Director (CS), Department of Personnel and Training, North Block, New Delhi-110001 with the request to get this O.M. placed on the DOPT website.
2. (i) All Central Government Ministries & Departments with request to circulate the vacancy circular amongst all employees of your Ministry/Department and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your Ministry/Department.
(ii) All State/Union Territories Governments with request to circulate the vacancy circular amongst all employees of your State/UT Government and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your State/Union Territory Government.
(iii) All Universities.
(iv) All Recognized Research Institutions.
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3. Ministry's website.
4. E-office notice board.