



No. NCST-11011/2/2022-Estt  
National Commission for Scheduled Tribes  
(A constitutional body under Article 338A of the Constitution of India)

6<sup>th</sup> Floor, ``B`` Wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi-110003  
The 29<sup>th</sup> March, 2023

To

1. All Ministries/ Departments of Govt. of India
2. Chief Secretaries of the State Governments and Union Territories.
3. All the Constitutional Bodies/ Statutory Bodies/Autonomous Bodies
4. All Universities & Recognized Research Institutions

Subject: Filling up of four posts of Office Superintendent, on deputation basis, in the National Commission for Scheduled Tribes (NCST)- regarding.

Sir / Madam,

I am directed to say that it is proposed to fill up four (4) posts of Office Superintendent, on deputation basis, in the National Commission for Scheduled Tribes, the details of which are as follows: -

Sr. No.	Name of the Post and Pay Scale	Location of the posts	Number of Posts
1.	Office Superintendent - Group `B` Non-gazetted, Level 6 (Rs. 35400-112400) of the 7 <sup>th</sup> CPC Pay Matrix	Jaipur, Bhopal, Bhubaneswar Shillong	Four(4)

2. The number of vacancies are provisional and may vary on account of actual manpower position at the time of final selection. The vacancies are available at the stations as shown in the table above. However, the posts carry All India Transfer Liability.

3. Job requirements, experience and qualifications required for the post is indicated in Annexure-I.

4. Completed applications of eligible and willing officers, who could be relieved immediately in the event of selection, may be forwarded in the prescribed format (Annexure-II) along with the following documents through proper channel to **the Under**



**Secretary, National Commission for Scheduled Tribes, A Wing, 2<sup>nd</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003, Email: us@ncst.nic.in, within a period of 60 days from the date of publication of this advertisement, latest by 6.00 P.M. of 29<sup>th</sup> May, 2023:**

- (i) Complete and up-to-date APARs/Confidential Reports for the last five years (2017-18 to 2021-22) in original or photocopy thereof duly attested by an officer not below the rank of Under Secretary.
- (ii) Vigilance Clearance, No penalty Certificate and Integrity Certificate.
- (iii) Cadre Clearance/NOC

Candidates may send an advance copy of their completed applications. However, at the time of selection, only those applications forwarded through proper channel will be considered. Candidates once selected will not be allowed to withdraw their candidature subsequently.

5. Applications not received in the prescribed format or received after the last date or without confidential reports and other relevant documents or found incomplete will not be considered.

6. The appointment will be on deputation basis. The period of deputation is initially for one (1) year which can be extended up to three (3) years. The terms and conditions of the deputation will be governed as per the instructions issued by Department of Personnel & Training vide O.M. No. 6/8/2009-Estt. (Pay-II) dated 17<sup>th</sup> June, 2010, as amended from time to time.

7. The qualifications/ conditions for the post are relaxable with the approval of the Hon`ble Chairperson in the case of deserving candidates.



(Rajesh Kumar Verma)  
Under Secretary

Tel.: (011) 24657271/Email: us@ncst.nic.in

**Copy to:** NIC, NCST- for uploading on the website of the Commission.



## Annexure – I

**Essential and desirable qualifications, experience etc. in respect of the post of Office Superintendent**

Name of the Post & Pay Level	Office Superintendent - Group `B` Non-gazetted, Level 6 (Rs. 35400-112400) of the 7 <sup>th</sup> CPC Pay Matrix
<p><b><u>Essential Conditions: -</u></b></p> <p>Officers of the Central Government/ State Governments/Union Territories/ PSUs/ Constitutional Bodies/ Autonomous bodies/ Statutory bodies, Universities or Recognized Research Institutions-</p> <p>(a)(i) holding analogous posts on regular basis in the parent cadre or Department; or  (ii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in level 5 in the 7<sup>th</sup> CPC pay matrix or equivalent in the parent cadre or department; or  (iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in posts in level 4 in the 7<sup>th</sup> CPC pay matrix or equivalent in the parent cadre or department; and  (b) having two years' experience in administration, establishment and accounts matters.</p> <p><u>Desirable Conditions:</u></p> <ul style="list-style-type: none"> <li>• Computer knowledge of MS-Office</li> </ul> <p><u>Note:</u></p> <p>(i) Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/ Department of the Central Government shall not exceed (03) three years.</p> <p>(ii) The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of application.</p>	



**APPLICATION FORM****Annexure -II**

1	Post Applied for						
2	Name ( in BLOCK LETTERS)						
3	Name of Office and Address						
4	Date of Birth						
5	Date of superannuation under Central/State Govt. Rules						
6	Name of Post held and level of pay in pay matrix as per 7 <sup>th</sup> CPC						
	Whether the present post is held on deputation/ad-hoc/Regular basis (Strike out the one which is not application)						Deputation/Ad-hoc/Regular
	Date of appointment to the present post						
7	If the present post is on deputation/ ad-hoc basis , name of the post held on regular basis and Level of pay of the regular post in the Pay Matrix						
8	Date of return from last appointment on deputation						
9	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 requirement, state the details of the same)						
	Qualifications/Experience possessed by the officer						
10	Educational qualifications						
11	Essential						
12	Desirable						
13	Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is not sufficient.)						
	Sr. No.	Name of the Office/Organisation	Post Held	From	To	Scale of Pay and Basic Pay	Nature of Duties
	1	2	3	4	5	6	7
	(i)						
	(ii)						
14	Additional details about present Employment. Please state whether working under Central Government/ State Government/ Constitutional Bodies/ Statutory Bodies/ Autonomous Organisation/ Government Undertaking/ University						



15	Details of experience in the Scheduled Tribes Affairs	
16	Additional information, if any, which you would like to mention in support of your suitability for post. (enclose a separate sheet, if the space below is not sufficient.)	
17	Whether belongs to SC/ST/OBC	

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)

Place :	Address for Communication	
Date :	Phone No. (Office)	
	Mobile No.	
	E-mail address	

### **Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

#### **2. Also certified that:**

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.....

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years (2017-18 to 2021-22) duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be).

**Countersigned**  
**(Employer/ Cadre Controlling Authority with Seal)**