



NCST-11011/7/2023-Estt.
National Commission for Scheduled Tribes
(A constitutional body under Article 338A of the Constitution of India)

Lok Nayak Bhawan, Khan Market,
New Delhi-110003
The 15th May, 2023

To

1. All Ministries/ Departments of Govt. of India, New Delhi
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 posts of Assistant Director (Information Technology), Law Officer, Accountant and Librarian-cum-Documentation Assistant on deputation basis, in the National Commission for Scheduled Tribes (NCST)- Invitation of applications for

Sir / Madam,

I am directed to say that it is proposed to fill up the undermentioned posts on deputation basis in the National Commission for Scheduled Tribes:

Sr. No.	Name of the Post and Pay Scale	Location of the post	Number of Posts
1	Assistant Director (Information Technology) General Central Service Group "A" Gazetted, Non-ministerial., Level 10 (Rs 56100-177500) of 7th CPC pay matrix	New Delhi	One
2	Law Officer General Central Service, Group "B", Non-gazetted, Non-ministerial, Level 6 (Rs35400-112400) of 7th CPC pay matrix.	New Delhi	One
3	Librarian-cum-Documentation Assistant, General Central Service, Group B Non-gazetted, Non-ministerial, Level 6 (Rs 35400-112400) of 7th CPC Pay Matrix	New Delhi	One
4.	Accountant General Central Service, Group B Non-gazetted, Ministerial, Level 5 (29200-92300) of 7th CPC pay matrix.	New Delhi	One

2. Job requirements, experience and qualifications required for the posts are indicated in **Annexure-I**.

3. It is requested that duly 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 following documents through proper channel to "The Under Secretary, National Commission for Scheduled Tribes, "A" Wing, 2nd Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 (Email: us@ncst.nic.in)', within a period of one month from the date of issue of this circular.

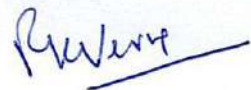
- i. Complete and up-to-date APARs / Confidential Reports for the five years (2017-18 to 2021-22) in original or photocopy thereof duly attested by an officer not below the rank of Under Secretary to the Government of India.
- ii. Vigilance Clearance Certificate, No Penalty Certificate and Integrity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

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

5. The appointment will be on deputation basis. The period of deputation is initially for one year. 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 17th June, 2010, as amended from time to time.

6. The essential and desirable qualifications/ conditions to the respective posts are relaxable with the approval of the Hon'ble Chairperson in case of deserving candidates.

7. The National Commission for Scheduled Tribes reserves the right to cancel the advertisement/vacancy circular at any time without assigning any reasons.



(Rajesh Kumar Verma)
Under Secretary

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

Copy to: NIC, NCST for uploading the vacancy circular on the NCST website.

Annexure – I

Essential and desirable qualifications, experience etc. in respect of the posts

Post	Job requirement	Eligibility conditions
Assistant Director (Information Technology) Level 10	The incumbent is required to manage and supervise the work relating to e-office system in the NCST, NCST website and operation of different software, programming and computer operations, designing and operation of computer based MIS for different work of the organisation etc.	Officers of the Central Government, State Governments, Union Territories, PSUs, Autonomous bodies or Statutory bodies, PSUs, Universities or Recognized Research Institutions: (A) (i) Holding analogous post on regular basis in the parent cadre/Department; or (ii) With four years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-8 of 7 th CPC Pay Matrix or equivalent in the parent cadre or Department; and B) Possessing the following qualifications and experience: (i) Master's Degree in Computer Applications or Information Technology or Computer Science or Software Engineering from a recognized University or Institute; and two years' experience in electronic data processing or experience of actual computer programming or software development or data base management system or web designing or networking or organizing computerized information storage and retrieval system or data security. OR Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology or Computer Science and

		<p>Engineering or Software Engineering or Information Technology or Electronics Engineering or Electronics and Communication Engineering from a recognized University or Institute; and</p> <p>three years' experience in electronic data processing or experience of actual computer programming or software development or data base management system or web designing or networking or organizing computerized information storage and retrieval system or data security.</p>
Law Officer Level 6	<p>The incumbent will be required to handle court cases in the NCST, render legal advice to the Commission, do legal research work and any other matter containing legal aspects etc.</p>	<p>Officers of the Central Government, State Governments, Union Territories, Autonomous or Statutory organisations, PSUs, Universities or Recognized Research Institutions:</p> <p>(A)(i) Holding analogous post on regular basis in the parent cadre or Department; Or (ii) With six years' service rendered after appointment to the post on a regular basis in Level-5 of the 7th CPC Pay Matrix or equivalent in the parent cadre or Department; and (B) Possessing the following qualification and experience: (i) Bachelor's degree in law of a recognized University or institute: and (ii) possessing three years' experience in legal work including handling litigation/court matters in the Central/State Government, Union Territory, Constitutional/Statutory/ Autonomous bodies.</p>
Librarian-cum- Documentation Assistant Level 6	<p>To man the NCST Library. The duties of the incumbent would include cataloging, indexing, systematic record keeping and managing/maintaining the</p>	<p>Officers of the Central Government, State Governments, Union Territories, Autonomous or Statutory organisations, PSUs, Universities or Recognized Research Institutions:</p>

	<p>library, acquisition of books for the library, overseeing the daily operations of the library, issuance of Library cards to employees, issuance of library materials such as books, periodicals, electronic material to employees, etc.</p>	<p>(i) holding analogous post on regular basis; or (ii) with six years' service rendered after appointment to the post on a regular basis in level 5 of the 7th CPC pay matrix or equivalent in the parent cadre/department; and (b) possessing the following educational qualifications and experience: Essential (i) Bachelor's degree in Library Science of a recognised University/Institute; and (ii) Two years' professional experience in an institutional library of standing; Desirable Certificate in computer applications from a Government recognised institute.</p>
<p>Accountant Level 5</p>	<p>To manage the work relating to cash and accounts and budget of NCST.</p>	<p>Officers of the Central Government, State Governments, Union Territories, Autonomous or Statutory organisations, PSUs, Universities or Recognized Research Institutions: (a)(i) holding analogous post on regular basis; or (ii) with five years' service rendered after appointment to the post on a regular basis in Level 4 of the 7th CPC pay matrix or equivalent in the parent cadre or Department. and (b) who have undergone training in cash and accounts work in the ISTM or equivalent and possessing two years' experience of cash, accounts and budget work.</p>

APPLICATION FORM

1	Post Applied For	Director (Investigation)				
2	Name (in BLOCK LETTERS)					
3	Name of Office and Address					
4	Date of Birth					
5	Date of superannuation under Central/State Govt. Rule					
6	Name of Post held and pay level and pay in pay matrix as per 7 th 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
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					

Signature of the Candidate

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

CERTIFICATE

(By 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. i) 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 APARs in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank or Under Secretary to 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)