



F.No. 51/1/NCST/2018-Estt.
National Commission for Scheduled Tribes
(A Constitutional Body under Article 338A of the Constitution of India)

B Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated: 30th Oct, 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 posts of Upper Division Clerk(UDC) in the National Commission for Scheduled Tribes on deputation basis

Sir / Madam,

I am directed to say that it is proposed to fill up one post of Upper Division Clerk (UDC), General Central Service, Group-'C' Non-Gazetted, Ministerial, in Level- 4 (Rs. 25500-81100) in 7th CPC pay matrix, on deputation basis, in the National Commission for Scheduled Tribes.

2. The number of vacancies is provisional and may vary on account of actual manpower position at the time of final selection. At present, the vacancy is available at New Delhi. However, all posts of UDC carry all India transfer liability.

3. Eligibility conditions:

Officers under the Central Government or State Governments or Union territory Administration or Universities or recognised research institutions or public sector undertakings or autonomous, Semi-Government or statutory organisations-

- (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 the posts in level 2 in the pay matrix (Rs.19900-63200) in the parent cadre or department; and
- (b) Possessing the educational qualifications and experience as under:

- (i) 12th Class or its equivalent/qualification from a recognized Board or University.
- (ii) Minimum typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer.

Note1: Period of deputation 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 four years.

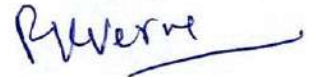
Note 2: The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt or applications.

4. It is requested that duly completed applications of eligible and willing officials, who could be relieved immediately in the event of selection, may be forwarded in the prescribed format (Annexure) along with the 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 30 days from the date of publication of this advertisement:

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

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. 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.

6. The period of deputation is for 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 17th June, 2010, as amended from time to time.



(Rajesh Kumar Verma)
Under Secretary to the Government of India
Tel.: (011) 24657271/Email: us@ncst.nic.in

Copy to:

1. The Under Secretary(CS-I), Department of Personnel and Training, Lok Nayak Bhavan, New Delhi-with a request to upload the vacancy circular on DOP&T website for wider circulation.
2. NIC, NCST for uploading on the NCST website.

Rajesh Kumar Verma

(Rajesh Kumar Verma)
Under Secretary to the Government of India

BIO-DATA/ CURRICULUM VITAE PROFORMA FOR THE POST OF UPPER DIVISION CLERK

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) 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
<u>Essential</u>	<u>Essential</u>
A) Qualification /experience Officers under the Central Government or State Governments or Union territory Administration or Universities or recognised research institutions or public sector undertakings or autonomous, Semi-	A) Qualification/experience

Government or statutory organisations- (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 the posts in level 2 in the pay matrix (Rs.19900-63200) in the parent cadre or department; and (b) possessing the educational qualifications and experience as under: (1) 12th Class or its equivalent/qualification from a recognized Board or University. (2) Minimum typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer.	
<u>Desirable</u>	<u>Desirable</u>
<u>A) Qualification</u>	
<u>B) Experience</u>	
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.	

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 level 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. Adhoc 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
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.			
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/ organisation.			
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		
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 (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 over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
17. 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

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 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)