

**F No. 21/2/2017-CS-I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**  
**(CS –I (APAR))**

2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhgawan,  
Khan Market, New Delhi  
Dated 20<sup>th</sup> March, 2017

**OFFICE MEMORANDUM**

Subject: Filling up of vacancy of Deputy Secretary in the National Commission for De-notified , Nomadic and Semi Nomadic Tribes (NCDNT) on deputation basis.

A copy of vacancy circular received from Ministry of Social Justice & Empowerment vide their Circular No. 16014/22/2008-BC III (Pt.) dated 6th March, 2017 on the above mentioned along with its enclosures is circulated for information of all CSS officers.

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

  
(Chandra Shekhar)

Under Secretary to the Govt. of India  
Tele: 2462406

To

All Ministries/Departments (through website of DoP&T)

No.16014/22/2008-BC-III (Pt.)  
Government of India  
Ministry of Social Justice & Empowerment  
Department of Social Justice & Empowerment  
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9<sup>th</sup> Floor, Jeevan Prakash Building  
25, K.G. Marg, New Delhi.  
Dated: the 6<sup>th</sup> March, 2017

**VACANCY CIRCULAR**

Ministry of Social Justice & Empowerment, Department of Social Justice & Empowerment proposes to fill one post of Deputy Secretary in the National Commission for De-notified, Nomadic and Semi Nomadic Tribes (NCDNT) from amongst the officers of the Central/State Government/ Autonomous Bodies/Institutes including officers of the Central Secretariat Service in the Ministries/Departments of the Government of India or from open market, **on deputation basis**. Office of NCDNT is located at 9<sup>th</sup> Floor, Jeevan Prakash Building, 25 K.G. Marg, New Delhi – 110001.

S.N.	Name of Post	No. of Post(s)	Scale of Pay	Eligibility
1.	Deputy Secretary	01	Pay Band -3 of Rs. 15,600-39,100 + Grade Pay Rs 7600/ (Pre-Revised) (On Deputation)	<p>Officers under the Central Government/ Central Autonomous Bodies/Institutes:</p> <p>(i) Holding analogous Posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years service in the Grade rendered after appointment thereto on a regular basis in the posts in Pay Band-3 (Rs 15,600-39,100) and grade pay of Rs 6600 or equivalent in the parent cadre or Department, and</p> <p><b>Desirable Qualification:</b></p> <p>1. Studied a subject of Sociology/Anthropology/Social Work at the level of Graduation/Post Graduation along with working knowledge of computers.</p> <p>2. Similar experience of working in the National/State Commissions or research in Tribal, DNTs women, child and other related subjects.</p> <p>3. Fair knowledge of the DNTs.</p>

2. The selected officer will be on deputation upto January 2018 initially, which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending Ministry/Department, wherever applicable.

3. In the above Pay band, the pay of the candidate selected for appointment on deputation basis would be fixed according to DoPT's guidelines on the subject.

4. Eligible applicants who wish to apply for the above post may submit their Application in the prescribed proforma Annexure-A. In case of Applicants who are working under Central Government or an organization under the Central Government, State Governments or an organization under the State Government applying for this post may get their applications routed through proper channel along with Vigilance Clearance (Annexure-1), Integrity Certificate (Annexure-2) and No Penalty Certificate (Annexure-3). Applications for the above said post may be sent to the undersigned, **latest by 27<sup>th</sup> March, 2017.**

*Handwritten notes and signatures:*

08/03  
15/3/17  
17/3  
Santosh

5. Decision of the Selection Committee for appointment to the above post on deputation basis will be final and binding on all Applicants.

Note 1: Period of deputation including 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 three years.

Note2: The maximum age limit for appointment by deputation as on cut-off is 58 years. The cut-off date for deciding eligibility/experience is 1<sup>st</sup> April, 2017.

Note 3: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> January, 2016 or the date from which the revised pay structure based on the Seventh 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 post for which that grade pay or pay scale is the normal replacement grade without any up gradation.



(S. S. KUMAR)

Under Secretary to the Govt. of India

Copy to :-

1. Ministry's website.
2. All Chief Secretaries of States/UTs.
3. Director (CS), Department of Personnel & Training (DoPT), Lok Nayak Bhawan, Khan Market, New Delhi – 110003 with the request to upload this vacancy circular on DoPT's website for wider circulation.

CURRICULAM VITAE PROFORMA

1. Name and address (In BLOCK LETTERS)
2. Applied for the post of
3. Date of Birth (in Christian era)  
Age as on 1.04.2017
4. Date of retirement as per Central/State Government rule
5. Educational Qualifications
6. Whether belong to SC/ST
7. Education qualifications and Experience possessed

Qualification/ Experience Required	Qualification/ Experience possessed by the Officer
Essential	
Desirable	

8. Details of employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

OFFICE/ INSTITUTE/ ORGANISATION	POST HELD AND SERVICE/ CADRE TO WHICH IT BELONGS	FROM	TO	PAY IN THE PAY BAND AND CLASSIFICATIO N OF POST	NATURE OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

## 9. Nature of Present employment i.e.

- (i) Ad-hoc basis
- (ii) Regular/on temporary basis
- (iii) Pay in the Pay band
- (iv) Grade Pay drawn

10.	In case the present employment is held on deputation basis, please state:  (a) The date of initial appointment (b) Period of appointment on deputation (c) Name of the parent office/organization to which you belong	
11.	Additional details about present employment, please state whether working under:  (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities	
12.	Are you in Revised Pay Structure? if yes, give the date from which the revision took place and also indicate the pre-revised scale.	
13.	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.	Remarks	

Signature of the candidate

Date:-

Address

Countersigned with office seal by the authorized signatory of the parent office

ANNEXURE-1

VIGILANCE CLEARANCE CERTIFICATE

Certified that no Vigilance case or disciplinary proceedings or criminal proceedings is either pending or contemplated against ..... who has applied for the post of ..... on deputation basis in the National Commission for De-notified, Nomadic and Semi Nomadic Tribes under Ministry of Social Justice & Empowerment, Department of Social Justice & Empowerment.

(Authorised Signatory)

Name & office Seal:  
Date:

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during the last 10 years on ..... who has applied for the post of..... on deputation basis in the National Commission for De-notified, Nomadic and Semi Nomadic Tribes under Ministry of Social Justice & Empowerment, Department of Social Justice & Empowerment.

(Authorised Signatory)

Name & office Seal:

Date:

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report/ Annual Performance Appraisal Reports of ..... who has applied for the post of ..... on deputation basis in the National Commission for De-notified, Nomadic and Semi Nomadic Tribes under Ministry of Social Justice & Empowerment, Department of Social Justice & Empowerment basis, it is certified that his/her integrity is beyond doubt.

(Authorised Signatory)

Name & office Seal:

Date:

(Not below the rank of Deputy Secretary)