

VACANCY CIRCULAR

Subject:- **Filling up the post of Lower Division Clerk in National Commission for Safai Karamcharis on deputation basis.**

One post of Lower Division Clerk and panel of three candidates in the Pay Band of Rs. **5200-20,200+1900** (Grade Pay) is proposed to be filled on filled on deputation basis, initially for a period of two years from officials of Central Ministries/Departments with eligibility conditions etc are as under:-

“Holding analogous post on regular basis or Matriculate Group ‘D’ employees with 5 (Five) years regular service possessing minimum 30/25 w.p.m. speed in English/Hindi typewriting. Knowledge to operate Computer will be an added qualification”

2. The pay of officials appointed to this post will be regulated in accordance with the Ministry of Personnel, Public grievances and Pensions, Department of Personnel and Training Office Memorandum No. 2/2/9/91-Estt.(Pay.11) dated 05.01.1994, as amended from time to time.

3. **It is requested that application of willing and eligible officers, working in Ministries/Departments of Central Government may be forwarded to the undersigned, in the proforma prescribed in Annexure-I along with attested copies of their last 5 years ACRs, Vigilance Clearance and Integrity Certificate, within a period of 45 Days from the date of issue of this circular.**

4. The applicant should not be more than **56 years** of age as on closing date of the applications.

5. It may be ensured that applications of only such officers who are eligible and willing and whose services can be spared immediately on their selection, are forwarded to the Commission. Applications received after the prescribed date or incomplete in any respect shall not be considered.

6. The candidate once selected has to join the Commission immediately.

7. The detailed advertisement along with application form is also available at website: www.ncsk.nic.in/ and www.socialjustice.nic.in/

Sd/-
(B.B. Sharma)
Deputy Director

To

All Ministries/Departments of Central Government.

Annexure-I

Application for the post of _____ in the National Commission For Safai Karmacharis on deputation basis.

1. Name of the Applicant (in block capital) :
2. Date of Birth :
3. Date of Entry in Government Service :
4. Date of Retirement from Government Service :
5. Educational/Professional Qualification :

Examination	Year of passing	Board/ University	Main Subjects
-------------	-----------------	-------------------	---------------

6. Details of examination passed or training in Official Language, if any :
7. Details of present post held (On regular basis)
 - (a) Present post held :
 - (b) Office :
 - (c) Scale of Pay (Pre-revised & Revised) :
 - (d) Present Pay therein (revised) :
 - (e) Date of appointment in present post :

8. Service particulars in chronological order :

S.No.	Post Held	Period From	To	Scale of Pay	Substantive/ Officiating	Nature of Duties
-------	-----------	-------------	----	--------------	--------------------------	------------------

9. Last date of return from ex-cadre post :
10. Whether SC/ST/OBC and if so, indicate the caste/tribe :
11. Any other details not covered by the above :

Signature of the applicant
Date
Telephone

Place :

The above declarations have been verified and found correct.

Signature of the sponsoring authority with seal.