

No. 11012/03/2010-Admn.

Dated: 28.08.2010

VACANCY CIRCULAR

Subject:- **Appointment to various posts in National Commission for Safai Karamcharis on deputation basis.**

The National Commission for Safai Karamcharis invites applications to fill up various posts on deputation basis. The period of deputation will initially be for two years or till further orders, whichever is earlier.

2. The pay of officials appointed to these posts will be regulated in accordance with the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17.06.2010, 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 last 5 years ACRs, Vigilance Clearance and Integrity Certificate, within a period of 45 Days from the date of issue of publication the in Employment News and the daily newspapers (Hindi & English).**

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

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 alongwith application form is also available at two websites, viz., www.socialjustice.nic.in/ and www.ncsk.nic.in/

Sd/--

(B. K. Verma)

Under Secretary(Admn.)

Tel. No.24649354

To

All Ministries/Departments of Central Government.

Copy to: 1) NIC, Lok Nayak Bhawan, New Delhi for uploading the circular on the website of this Commission i.e www.ncsk.nic.in/ under "vacancy".
2) NIC, Ministry of SJ&E, Shastri Bhawan New Delhi for uploading the circular on the website of Ministry of Social Justice & Empowerment i.e www.socialjustice.nic.in/ under "vacancy".

S. No.	Posts	Pay Band and Grade Pay/Scale in accordance with revised pay structure	No. of posts	Eligibility condition(s)
1.	Private Secretary Group 'B'	PB-2 (Rs.9300-34800/) with Grade Pay of Rs.4800/-	01	Holding analogous post on regular basis or 6 years regular service in a post in the pay band and grade pay/pay scale of CSSS Rs.9300-34800+4200 (Grade Pay) or 2 years regular service in a post in the pay band and grade pay/pay scale of CSSS Rs. 9300-34800+4600 (Grade Pay) or equivalent. Knowledge to operate Computer is must.
2.	Section Officer, Group 'B'	PB-2 (Rs.9300-34800/) with Grade Pay of Rs.4800/-	01	Holding analogous posts on regular basis or 6 years regular service in the post of Assistant of CSS in the pay band and grade pay/pay scale of Rs. 9300-34800+4200 (Grade Pay) or 2 years regular service in a post in the pay band and grade pay/pay scale of CSS Rs.9300-34800+4600 (Grade Pay) or equivalent. Experience in dealing with administrative matters, budget and accounts will be an added advantage.
3.	Sr. Hindi Translator Group 'B'	PB-2 (Rs.9300-34800/) with Grade Pay of Rs.4200/-	01	Holding analogous post on regular basis or 10 years regular service in the post of Jr. Hindi Translator in the pay band and grade pay/pay scale of Rs.5200-20200+2400 (Grade Pay) or 6 years regular service in a post in the pay band and grade pay/pay scale of Rs.5200-20200+2800 (Grade Pay) or equivalent with adequate experience of translation work and appropriate knowledge of vocabulary being used in Govt. Ministries/Departments.
4.	Research Assistant, Group 'B'	PB-2 (Rs.9300-34800/) with Grade Pay of Rs.4200/-	01	Holding analogous post on regular basis or 10 years regular service in the post of UDC in the pay band and grade pay/pay scale of Rs.5200-20200+2400 (Grade Pay) or 6 years regular service in a post in the pay band and grade pay/pay scale of Rs.5200-20200+2800 (Grade Pay) or equivalent with adequate experience or work involving formation/ implementation and compilation of data

				of social sector schemes.
5.	Steno Gr. 'D' Group 'C'	PB-1 (Rs.5200- 20,200) with Grade Pay of Rs.2400/-	02	Holding analogous post on regular basis or 8 years service in the PB-1 with Grade Pay of Rs.1900/- or 5 years in the PB-1 with Grade Pay of Rs.2000/- and possessing minimum speed of 80 words per minute in English Shorthand. Knowledge of computers will be an added advantage.

Annexure-II

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
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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
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9. Last date of return from ex-cadre post :
10. Whether SC/ST/OBC ? :
11. Any other details not covered by the above :

Signature of the applicant

Date

Place :

Telephone/Mobile

The above declarations have been verified and found correct.

Signature of the sponsoring authority with seal.