

No.11012/01/2023-Admn.  
Government of India  
Department of Social Justice & Empowerment  
National Commission for Safai Karamcharis

B' Wing, 4<sup>th</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003.  
Date: 30 June,2023.

**Vacancy circular**

The National Commission for Safai Karamcharis, New Delhi invites applications to fill up the post of Under Secretary (Admn), Deputy Director (R&D), Private Secretary, Section Officer (Admn.), Assistant, Research Assistant, Senior Hindi Translator, Steno Grade 'D' and LDC on deputation basis as per the eligibility criteria, qualifications etc. for the post given below:

Name of the post	Pay in Pay Matrix	No. of Post	Eligibility Conditions
Under Secretary (Admn)	Pay Level 11 of 7 <sup>th</sup> CPC	One	Holding analogous post on regular basis or 5 years regular service in Pay Level-10 of 7 <sup>th</sup> CPC or 8 years regular service in Pay Level 8 of 7 <sup>th</sup> CPC with adequate experience in administration, cash budget and accounts. Knowledge to operate computer is must.
Deputy Director (R&D)	Pay Level-11 of 7 <sup>th</sup> CPC	One	Holding analogous post on regular basis or 5 years regular service in the Level-10 of Pay Matrix of 7 <sup>th</sup> CPC. The candidate should have adequate experience of work involving formulation/ implementation of social sector schemes. Knowledge to operate computer is must.
Private Secretary	Pay Level-8 of 7 <sup>th</sup> CPC	One	Holding analogous post on regular basis or 2 years regular service in the Level-7 of 7 <sup>th</sup> CPC or equivalent or 6 years regular service in a similar post in the Pay Level 6 or equivalent. Knowledge to operate computer is must.
Section Officer (Admn.)	Pay Level-8 of 7 <sup>th</sup> CPC	One	Holding analogous post on regular basis or 2 years regular service in the post of Assistant Section Officer(ASO) of CSS in Pay Level 7 (Pre-revised scale of PB-2 Rs.9300-34800 with Grade Pay of Rs.4600/-) or equivalent or 6 years regular service in a post (Pre-revised scale of PB-2 Rs.9300-34800 with Grade Pay of Rs.4200/-) or equivalent. Experience in dealing with administration, budget and accounts will be an added advantage. Knowledge to operate computer is must.

<b>Assistant</b>	Pay Level-6 of 7 <sup>th</sup> CPC	Two	Holding analogous post on regular basis or 6 years regular service in the post of Sr. Secretariat Assistant of CSCS in Pay Level 5 or 10 years regular service in the post of Sr. Secretariat Assistant of CSCS in Pay Level-4 or equivalent. Preference will be given to those having experience in Administration and Cash / Budget / Accounts. Knowledge to operate Computer is must.
<b>Research Assistant</b>	Pay Level-6 of 7 <sup>th</sup> CPC	Two	Holding analogous post on regular basis or 6 years of regular service in Pay Level 5 or 10 years regular service in the post of Sr. Secretariat Assistant of CSCS in the Pay Level 4 or with adequate experience of work involving formation / implementation and compilation of data of social sector schemes. Knowledge to operate Computer is must.
<b>Sr. Hindi Translator</b>	Pay Level 6 of 7 <sup>th</sup> CPC	One	Holding analogous post on regular basis or 6 years regular service in Pay Level-5 or 10 years regular service in a post of Junior Hindi Translator in the pay Level-4 or equivalent with adequate experience of translation work and appropriate knowledge of vocabulary being used in Govt. Ministries/Departments. Knowledge to operate Computer is must.
<b>Steno Grade 'D'</b>	Pay Level 4 of 7 <sup>th</sup> CPC	One	Holding analogous post on regular basis or 5 years regular service in the pay level 3 or 8 years regular service in the pay level 2 and possessing minimum speed of 80 wpm in English shorthand. Knowledge to operate computer is must.
<b>Lower Division Clerk</b>	Pay Level 2 of 7 <sup>th</sup> CPC	One	Holding analogous post on regular basis with 3 years regular service in the pay level 2 or Matriculate MTS with 7 years regular service possessing minimum 30/25 w.p.m. speed in English/Hindi typewriting. Knowledge to operate computer is must.

\* Deputation Duty Allowance will be allowed as per existing rules.

2. Interested and eligible officers/employees working in Ministries/ Department of Central Government only may apply through proper channel. For any related queries contact Telephone No. 24618119/24649351 or refer Commission's website (<https://ncsk.nic.in>).

3. Duly filled application along with all requisite documents should reach to Assistant Director (R&D), National Commission for Safai karamcharis, Room No. 9, 'B' Wing, 4<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 through proper channel within 30 days from the date of publication of this advertisement in the Employment News. No application will be accepted in the Commission after 30 days of the publication of this advertisement in Employment News.

4. **Period and other terms and conditions of deputation:** The period of deputation will be up to 3 years (annual extension of 1 year) subject to extension of the term of the Commission. The initial period of deputation shall be extendable by a further period as per Department of Personnel & Training's O.M. No.6/8/2009-Est.(Pay-II) dated 17.06.2010.

Deputation allowance will be allowed as per existing rules. The terms and conditions of deputation will be governed by the DOP&T's aforementioned O.M. dated 17.06.2010 and Government's instructions issued from time to time on the subject.

5. **Age Limit:-** The maximum age limit for appointment on deputation shall not exceed 56 years as on closing date of receipt of application.

6. Eligible and willing officers, working in Ministries/Departments of Central Government, may apply through proper channel in the prescribed format- ANNEXURE-I. Cadre Controlling Authorities/Head of Department are requested to forward applications of eligible and willing officers whose services can be spared on deputation immediately on their selection. The applications of only such officers would be considered that are routed through proper channel and are accompanied by following documents:

- (i) Application in prescribed proforma (**ANNEXURE- I**).
- (ii) Cadre Clearance Certificate from the Cadre Controlling Authority (**ANNEXURE-II**).
- (iii) Statement giving details of Major/Minor penalties, imposed upon the officer, if any, during the last ten (10) years (**ANNEXURE-II**).
- (iv) Vigilance Clearance/Integrity Certificate (**ANNEXURE -II**).
- (v) Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent (**ANNEXURE -II**).

7. While forwarding the application it may also be certified by the Cadre Controlling Authority that the particulars furnished by the officer are correct (**ANNEXURE-II**).


8. The applications of willing and eligible officers complete in all respect, in the prescribed format (**Annexure-I**), along with documents listed in para 6 above may be forwarded to Section Officer (Admn), National Commission for Safai Karamcharis, 4th Floor, 'B' Wing, Lok Nayak Bhawan, Khan Market, New Delhi – 110003 **within 30 days** from the date of publications of this advertisement in the Employment News. The application may also be sent through e-mail at e-mail IDs – ankush.chugh86@gov.in & secy-ncsk@gov.in

9. **Since these vacancies are to be filled up on deputation basis, State government officials/non-Government officials/private candidates are not eligible to apply.**

10. Applications received after the last date or otherwise found incomplete shall not be entertained.

11. The officer once selected has to join the Commission immediately.

12. The detailed advertisement along with application form is also available on the website of the Commission, viz. <http://ncsk.nic.in>.

  
30/06/2023  
(Ajay Kumar)  
Section Officer (Admn)  
Tel No. 24618119

1. Under Secretary (CS-I), CS Division, Department of Personnel and Training, Lok Nayak Bhawan, Khan Market, New Delhi – with the request to upload this Vacancy Circular on the DoP & T's website.
2. Director/Deputy Secretary (Admn) of all Ministries/Departments

Copy to:

1. Sr. Economic Advisor (Plan Division), D/o Social Justice & Empowerment, Ground Floor, Antyodaya Bhawan, CGO Complex, New Delhi-110003.
2. Sr. PPS to Secretary, Ministry of Social Justice & Empowerment, Room No.604, 'A' Wing, Shastri Bhawan, New Delhi-110001.
3. Under Secretary (Plan division), B-2, Ground Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodi Road, New Delhi-110003.

## APPLICATION FOR THE POST OF \_\_\_\_\_

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

Photo

Examination	Year of Passing	Board/University

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:-

	Post Held	Period		Scale of Pay/BP/ Level	Substantive/ Officiating	Nature of Duties
		From	To			

9. 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  
Tel/Mob \_\_\_\_\_

Date:  
Place:

The above declarations have been verified and found correct.

Signature of the sponsoring authority with seal  
(Admin./ Establishment Section)

**TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY**

Office of \_\_\_\_\_

F.No: \_\_\_\_\_

Date \_\_\_\_\_

1. The officer, if selected, will be relieved immediately.
2. Certified that the particulars furnished by the officer have been checked from available records and found correct.
3. Certified that the officer is eligible for the post applied as per conditions mentioned in the Vacancy Circular/advertisement.
4. Integrity of the officer is certified as 'Beyond Doubt'.
5. No Vigilance case is pending/contemplated against the officer.
6. It is certified that no penalty has been imposed on the officer during the last 10 years (Alternatively, penalty statement during the last 10 years may be enclosed).
7. Attested photocopies of up-to-date ACRs/APARS for the last 5 years are enclosed. Photocopies of ACRs/APARS have been attested on each page by an officer not below the rank of Under Secretary or equivalent.

Signature of the sponsoring authority with seal  
(Admin/ Establishment Section)