



No. NCST-11011/6/2025-Estt.
National Commission for Scheduled Tribes
(A Constitutional Body under Article 338A of the Constitution of India)

2nd Floor, A-Wing, Lok Nayak Bhavan,
Khan Market, New Delhi
The 13th February, 2025

To,

The Director,
Directorate of Advertising and Visual Publicity,
Ministry of Information and Broadcasting,
Phase - IV, Sookhana Bhawan,
CGO, Complex, Lodhi Road, New Delhi- 110003
(Email: davpcamp @gmail.com)

Subject: Filling up one (1) post of Upper Division Clerk in pay level 4 in the National Commission for Scheduled Tribes (NCST) on deputation basis - Release of advertisement regarding.

Sir/Madam,

I am directed to refer to the subject mentioned above and to request that the advertisement may be released in the Employment News (with complete details as per Annexure-A).

2. A window text of the advertisement matter may also be published in National Level News Papers i.e. Times of India, Hindustan Times, Hindustan, Dainik Jagran & Punjab Kesari (as per details at Annexure-B).

3. The date of release of the advertisement may kindly be intimated to this Ministry.

4. This issues with the approval of the competent authority.

Encl: As above.

Yours faithfully,

(Praveen Kumar Singh)

Under Secretary to the Government of India

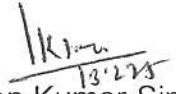
Tel: 011-24657271/E-mail: us@ncst.nic.in

SO(A)
A
19/02/25

Adm/6315
20/02/2025

Copy to:

1. All Central Ministries & Departments with the request to circulate the vacancy amongst all employees of the Ministry/ Department as per Annexure A.
2. All State/Union Territories Governments with the request to circulate the vacancy amongst all employees of the State/UT government as per Annexure A.
3. All Constitutional Bodies/ Statutory Bodies/Autonomous Bodies/ Universities & Recognized Research Institutions with the request to circulate the vacancy amongst all employees of the organisation as per Annexure A.
4. NIC Cell, NCST with the request to get this uploaded on the website of the Commission (As per Annexure A).



(Praveen Kumar Singh)

Under Secretary to the Government of India

(to be published in the Employment News)



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National Commission for Scheduled Tribes
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2nd Floor, A-Wing,
Lok Nayak Bhawan,
Khan Market, New Delhi-110003
The 13th February, 2025

VACANCY CIRCULAR

Subject: Filling up of one post of Upper Division Clerk, Group C, pay level 4, on deputation basis, in the National Commission for Scheduled Tribes (NCST)- regarding.

Applications are invited for filling up of one post of Upper Division Clerk, Group 'C', Level 4 (Rs. 25500-81100) the 7th CPC Pay Matrix, on deputation basis, in the National Commission for Scheduled Tribes. The incumbent will be posted at the NCST HQs, New Delhi.

2. Job requirements, experience and qualifications required for the post are as under:

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:

(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.

Note 1: The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation.

Note 2: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed four years.

Note 3: The maximum age-limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt or applications.

3. Completed applications of eligible and willing officers, who could be relieved immediately in the event of selection, may be forwarded in the prescribed format (**attached**) 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 60 days from the date of publication of this advertisement in the Employment News:

- (i) Complete and up-to-date APARs/Confidential Reports for the last five years (2018-19 to 2022-23) in original or photocopy thereof duly attested by an officer not below the rank of Under Secretary to the Government of India.
- (ii) Vigilance Clearance, No penalty Certificate and Integrity Certificate.
- (iii) Cadre Clearance/NOC

4. Applications not received through proper channel, 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 once selected will not be allowed to withdraw their candidature subsequently.

5. The appointment will be on deputation basis. The period of deputation is for four(4) 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.


(Praveen Kumar Singh)

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

APPLICATION FORM

1	Name (in BLOCK LETTERS)	
2	Date of Birth in Christian era	
3	i. Date of entry into Govt service	
	ii. Date of retirement under Central/State Govt. 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
	Essential	Essential
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	Desirable	Desirable
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	

6.1	Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied.					
7	Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is not sufficient.)					
	Office/Organisation	Post Held on regular basis	From	To	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
	<ul style="list-style-type: none"> 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	

	<p>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.</p> <p>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</p>		
10	<p>If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>		
11	<p>Additional details about present Employment. Please state whether working under (a) Central Government/, (b) State Government, (c) Autonomous Organisation, (d) Government Undertaking, (e) Universities, (f) others:</p>		
12	<p>Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
13	<p>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</p>		
14	<p>Total emoluments per month now drawn</p>		
	Basic Pay in the PB	Grade Pay	Total emoluments
16A	<p>Additional information, if any, which you would like to mention in support of your suitability for post:</p> <p>(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)</p>		

	(enclose a separate sheet, if the space below is not sufficient.)	
16B	<p>Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
17	<p>Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis</p> <p>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
	<p>(The option of 'STC' / 'Absorption' 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
18	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)

Place :	Address for Communication	
Date :	Phone No. (Office)	
	Mobile No.	
	E-mail address	

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 (2017-18 to 2021-22) 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)**