



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

2<sup>nd</sup> Floor, A-Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003  
The 8th September, 2025

To

1. All the Central Government Ministries & Departments
2. All the State/Union Territories Governments
3. All the Constitutional Bodies/ Statutory Bodies/Autonomous Bodies/ Universities & Recognized Research Institutions

Subject: Filling up of three vacancies of Upper Division Clerk, Group C, pay level 4 (7<sup>th</sup> CPC), on deputation basis, in the National Commission for Scheduled Tribes (NCST)- regarding.

Sir/Madam,

I am directed to say that the National Commission for Scheduled Tribes, a Constitutional body under Article 338A of the Constitution of India, proposes to fill up three vacancies of Upper Division Clerk, Group 'C', Level 4 (Rs. 25500-81100) in the 7<sup>th</sup> CPC Pay Matrix, on deputation basis. One vacancy each is located at the NCST HQs, New Delhi, Regional Office, Bhubaneswar (Odisha) and Regional Office, Jaipur.

2. The eligibility conditions 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, 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.

Vaibhaw  
22/09/2025

SO/A  
19/9/25

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(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.

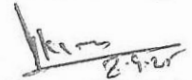
3. Completed applications of eligible and willing officers, who could be relieved immediately in the event of selection, may be forwarded in the prescribed format (**attached**) along with the following documents through proper channel to the Under Secretary, National Commission for Scheduled Tribes, A Wing, 2<sup>nd</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003, Email: us@ncst.nic.in, by 8<sup>th</sup> November, 2025.

- (i) Complete and up-to-date APARs/Confidential Reports for the last five years (2019-20 to 2023-24) 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 or not 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 terms and conditions of the deputation will be governed as per the instructions issued by Department of Personnel & Training, Government of India vide O.M. No. 6/8/2009-Estt. (Pay-II) dated 17<sup>th</sup> June, 2010, as amended from time to time.

Yours faithfully,



(Praveen Kumar Singh)

Under Secretary to the Government of India

Tel.: (011) 24657271/Email: us@ncst.nic.in

**Copy to:** NIC Cell, NCST for uploading in the NCST website.

Handwritten note: 16.09.25

**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 Qualification   |                            | Essential Qualification                             |    |   |  |
|     | 1) Qualification: 12th Class or its equivalent/qualification from a recognized Board or University<br>(2) Minimum typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer.                           |                            |   |    |   |  |
| 6   | Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications 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 | Nature of Duties (in detail) highlighting experience required for the post applied for |

|    |  |  |  |  |  |
|----|--|--|--|--|--|
|    |  |  |  | post held on regular basis   |  |
|    |  |  |  |  |  |
|    |  |  |  |  |  |
|    |  |  |  |  |  |
|    | <ul style="list-style-type: none"> <li>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;</li> </ul>  |  |  |  |  |
|    | Office/Institution   | Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme | From   | To   |  |
|    |  |  |  |  |  |
| 8  | Nature of present employment i.e. Ad-hoc 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) &amp; (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 | If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.  |  |  |  |  |
| 11 | <p>Additional details about present Employment.</p> <p>Please state whether working under (a) Central Government/, (b) State Government, (c) Autonomous Organisation, (d) Government Undertaking, (e) Universities, (f) others:</p>  |  |  |  |  |

|     |   |                               |
|-----|---|-------------------------------|
|     |   |                               |
| 12  | Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.  |                               |
| 13  | 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   |                               |
| 14  | Total emoluments per month now drawn  |                               |
|     | Basic Pay in the PB   | Grade Pay<br>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> <p>(enclose a separate sheet, if the space below is not sufficient.)</p>  |                               |
| 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</p> <p>vi) any other information.</p> |                               |

|    |   |  |
|----|---|--|
|    | (Note: Enclose a separate sheet if the space is insufficient)   |  |
| 17 | Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.#<br>(Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract) |  |
|    | # (The option of 'STC' / 'Absorption'/Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").   |  |
| 18 | Whether belongs to SC/S   |  |

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 (2018-19 to 2023-24) 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)**