

**F.No-21/6/2017-CS.I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**(Department of Personnel & Training)**  
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2<sup>nd</sup> Floor, A Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 20<sup>th</sup> July, 2018  
23


**OFFICE MEMORANDUM**

Subject:-Filling up of posts in National Commission for Scheduled Castes (NCSC) and Ministry of Statistics & Programme Implementation on deputation basis.

The undersigned is directed to circulate herewith under mention two vacancy circulars received from National Commission for Scheduled Castes (NCSC) and Ministry of Statistics & Programme Implementation with its enclosures for the information of all CSS officers.

S.No.	Department/Ministry	Name of Post
1.	National Commission for Scheduled Castes (NCSC)	Director, Deputy Director, Assistant Director
2.	Ministry of Statistics & Programme Implementation	Deputy Director (Admn)

2. It may be noted that cadre clearance from CS-I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.
3. In case of any further clarifications, applicants are advised to contact concerned Ministry/Department.

  
(K. Srinivasan)  
Under Secretary to the Government of India  
Tel : 24642705

To

All Ministries/Departments (through website of DoP&T)

F.No.1/4/NCSC/2018-Admn.  
Government of India  
**National Commission for Scheduled Castes**  
(A Constitutional body set up under Article 338 of the Constitution of India)

5<sup>th</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003

Dated 09.07.2018

To

The Director (CS),  
Department of Personnel and Training,  
Lok Nayak Bhawan,  
New Delhi

[(Kind Attn: Under Secretary (CS-I)]

Sub: Filling up the post of Director, Deputy Director and Asstt. Director in NCSC  
reg

Sir,

I am directed to refer to the vacancy circular No.17016/10,11,12/2018-SCD-VI dated 25.06.2018 regarding filling up the vacant posts on deputation issued by Ministry of Social Justice & Empowerment and to request that the vacancy circulars for the above posts may kindly be uploaded on the website of Dop&T for wide publicity.

2. This issues with the approval of Hon'ble Chairman, NCSC.

Encl: As above

Yours faithfully,

(S K Dubey)

Under Secretary to the Govt. of India  
Tel.No.24606845

20716/17  
US/CA  
16/07/18  
S.K.P.  
17/11/18  
Sh. Karan

F.No. 17016/11/2018/SCD-VI

Government of India

Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment

Shastri Bhawan,  
New Delhi-110001,  
Dated: 25 June 2018.

**VACANCY CIRCULAR**

The Ministry of Social Justice and Empowerment intends to fill the Post of Deputy Director (Joint Cadre) in the National Commission for Scheduled Castes by deputation (including short-term contract).

Post	Number of Posts	Vacancy Locations	Pay Scale	Eligibility
Deputy Director	3 (Three)	Ahmedabad, Delhi/Agartala, Thiruvananthapuram and Guwahati	Level-11 in the pay matrix (Rs. 67700-208700/-)	<p>Deputation(ISTC): Officers under the Central Government or State Governments or Union territory Administrations or Universities or recognised research institutions or public sector undertakings or autonomous, semi-Government or statutory organizations-</p> <p>(A) (i) Holding analogous post on regular basis in the parent cadre/Department; or (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in level 10 in the pay matrix (Rs. 56100-177500/-) in the parent cadre or department; and</p> <p>(B) Possessing the educational qualifications and experience as under: (i) Master's degree of a recognised University or Institutions in Social Work or</p>

					Sociology or
					Economics or
					Anthropology or
					Social anthropology
					or Applied
					Anthropology or
					Statistics or
					Psychology or
					Geography or
					Mathematics (with
					Statistics);
				(ii) Five years' experience of conducting survey or research in the field of social welfare including analysis of data and preparation of the reports.	
				Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation (including short term contract) and similarly, deputationists shall not be eligible for consideration for appointment by promotion.	

**Note 1:** Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed four years.

**Note 2:** The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

2. The selected officers will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The selected officer will be posted with the National Commission for Scheduled Castes.

3. All Ministries/Departments of Government of India, All State/Union Territories Governments, All Universities, All Recognized Research Institutions, All Public Sector



Undertakings, All Semi-Government Organizations, All Statutory or Autonomous bodies are requested to circulate the above posts among the officers, working with them and forward the application (in prescribed pro forma **Annexure A**) of eligible and interested officers, along with a certificate to the effect that they are clear from vigilance angle, their integrity certificate, details of major/minor penalty imposed on them during the last 10 years and attested photocopies of their ACRs/APARs for the last 5 years to the undersigned at the following address within 60 days of its publication in the Employment News:

Shri N.S. Venkateshwaran,  
Under Secretary, D/o SJ&E,  
Room No.-622  
Shastri Bhawan, New Delhi-110001.

*N.S. Venkateshwaran*  
25/6/2018  
(N.S. Venkateshwaran)

Under Secretary to the Government of India

To

1. The Director (CS), Department of Personnel and Training, North Block, New Delhi-110001 with the request to get this O.M. placed on the DOPT website.
2. (i) All Central Government Ministries & Departments with request to circulate the vacancy circular amongst all employees of your Ministry/Department and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your Ministry/Department.  
(ii) All State/Union Territories Governments with request to circulate the vacancy circular amongst all employees of your State/UT Government and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your State/Union Territory Government.  
(i) All Universities.  
(ii) All Recognized Research Institutions.  
(iii) All Public Sector Undertakings.  
(iv) All Semi-Government Organizations.  
(vii) All Statutory or Autonomous bodies.
3. Ministry's website.
4. E-office notice board.

# ANNEXURE-I

## BIO-DATA CURRICULUM VITAE PROFORMA

1 Name and Address (in Block Letters)	
2 Date of Birth (in Christian era)	
3 (i) Date of entry into service	
(ii) Date of retirement under Central/State Government 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
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.	
5.2 In the case of Degree and Post Graduate qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate	
6. Please state clearly whether in the light of entries made by you above, you meet the required 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 Bio- data) with reference to the post applied.	

3

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341

1999

1995-1996

1999

Nature of routes (in highlighting experience required for the post applied for)

\*Important: Pay band and grade (pay control) under ACP/MAC 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. Retiree of A.C./MAJ/ with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

benefits have been drawn by the Candidate, may be mitigated as follows.

Office/Institution	Pay, Pay Band, and Grade Pay drawn under A/P / MAA / % bump	To
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8. Nature of present employment (e.g. full-time, part-time, temporary, seasonal, contract, etc.)

<p>Relative of present employment i.e. Ad hoc or temporary or casual/ permanent or/ permanent</p> <p>7. In case the present employment is held on deputation/contract basis please state -</p>	<p>a) The date of initial appointment</p> <p>b) Period of appointment on deputation/contract</p>	<p>c) Name of the parent office/organization to which the applicant belongs</p>	<p>d) Name of the parent office/organization to which the post held in the capacity in the parent organization</p>
<p>Relative of present employment i.e. Ad hoc or temporary or casual/ permanent or/ permanent</p> <p>7. In case the present employment is held on deputation/contract basis please state -</p>	<p>a) The date of initial appointment</p> <p>b) Period of appointment on deputation/contract</p>	<p>c) Name of the parent office/organization to which the applicant belongs</p>	<p>d) Name of the parent office/organization to which the post held in the capacity in the parent organization</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. Additional details about present employment:**

Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

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

Basis Pay in the PA

Grade Pay

Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of increment

Dearness Pay/interim relief /other Allowances, etc. (with break up details)

Total Emoluments

**16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post**

(This among other things may provide information with regard to (i) additional academic qualifications, (ii)



Address

(Signature of the candidate)

I have carefully gone through the vacancy notice/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly submitted 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.

18. Whether belongs to 1st/2nd

Re-employment 1

# [The option of "SFC" / Absorption/ Re-employment mentioned recruitment by "SFC" or "Absorption" are available only if the vacancy carries the said

Term Contract

17. Please state whether you are applying for deputation (SFC)/Absorption/Re-employment. If eligible for "Absorption" Candidates of non Government Organizations are eligible only for short

insufficient)

(Note: Enclose a separate sheet if the space is recognition vi) any other information.

(v) Any research/ innovative measure involving educational organization

(iv) Patents registered in own name or achieved for the bodies/institutions/societies and

(iii) Affiliation with the professional (ii) Awards/scholarships/Official Appreciation

projects

(i) Research publications and reports and special with regard to

The candidates are requested to indicate information 16.B Achievements:

insufficient)

(Note: Enclose a separate sheet, if the space is

Curricular/Advertisement)

above is prescribed in the

Professor at Training and (iii) Work experience in all

F.No. 17016/10/2018/SCD-VI  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment

Shastri Bhawan,  
New Delhi-110001,  
Dated: 25 June, 2018.

**VACANCY CIRCULAR**

The Ministry of Social Justice and Empowerment intends to fill the Post of Director in the National Commission for Scheduled Castes by deputation (including short-term contract).

Post	Number of Posts	Vacancy Locations	Pay Scale	Eligibility
Director	5 (Five)	Bangalore, Hyderabad, Kolkatta, Chennai and Lucknow	Level 12 in the pay matrix (Rs 78800-209200/-)	<p>Deputation (ISTC):</p> <p>Officers under the Central Government or State Governments or Union territory Administrations or Universities or recognised research institutions or public sector undertakings or autonomous, semi-Government or statutory organizations-</p> <p>(A) (i) Holding analogous post on regular basis in the parent cadre or department; or</p> <p>(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the posts in level 11 in the pay matrix (Rs. 67700-208700) in the parent cadre or department; and</p> <p>(B) Possessing the following qualifications:</p> <p>(i) Master's Degree of a recognised University or institution in Social Work or Sociology or Economics or Anthropology or Social Anthropology or Applied Anthropology or Statistics or</p>

				<p>Psychology or Geography or Mathematics(with Statistics):</p> <p>(ii) Eight years experience of conducting survey or research in the field of social welfare including analysis of data and preparation of the reports.</p> <p>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 and similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p>
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**Note 1:** Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed four years.

**Note 2:** The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

2. The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The selected officer will be posted with the National Commission for Scheduled Castes.

3. All Ministries/Departments of Government of India, All State/Union Territories Governments, All Universities, All Recognized Research Institutions, All Public Sector Undertakings, All Semi-Government Organizations, All Statutory or Autonomous bodies are requested to circulate the above posts among the officers, working with them and forward the application (in prescribed pro forma **Annexure A**) of eligible and interested officers, along with a certificate to the effect that they are clear from vigilance angle, their integrity certificate, details of major/minor penalty imposed on them during the last 10 years and attested photocopies of their ACRs/APARs for the last 5 years to the undersigned at the following address within 60 days of its publication in the Employment News:

Shri N.S. Venkateshwaran,  
Under Secretary, D/o SJ&E,  
Room No.-622, Shastri Bhawan,  
New Delhi-110001.

*N.S. Venkateshwaran*  
25/6/2018  
(N.S. Venkateshwaran)

Under Secretary to the Government of India



1. The Director (CS), Department of Personnel and Training, North Block, New Delhi-110001 with the request to get this O.M. placed on the DOPT website.

2. (i) All Central Government Ministries & Departments with request to circulate the vacancy circular amongst all employees of your Ministry/Department and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your Ministry/Department.

(ii) All State/Union Territories Governments with request to circulate the vacancy circular amongst all employees of your State/UT Government and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your State/Union Territory Government.

(i) All Universities.

(ii) All Recognized Research Institutions.

(iii) All Public Sector Undertakings.

(iv) All Semi-Government Organizations.

(vii) All Statutory or Autonomous bodies.

3. Ministry's website.

4. E-office notice board.



F.No. 17016/10/2018/SCD-VI  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment

Shastri Bhawan,  
New Delhi-110001,  
Dated: 25 June, 2018.

**VACANCY CIRCULAR**

The Ministry of Social Justice and Empowerment intends to fill the Post of Assistant Director in the National Commission for Scheduled Castes by deputation (including short-term contract).

Post	Number of Posts	Vacancy Locations	Pay Scale	Eligibility
Assistant Director	5 (Five)	Chennai, Delhi, Hyderabad, Thiruvananthapuram, Agartala and Ahmedabad	Level-10 in the pay matrix (Rs. 56100-177500/-)	<p>Deputation(ISTC): Officers under the Central Government or State Governments or Union territory Administrations or Universities or recognised research institutions or public sector undertakings or autonomous, semi-Government or statutory organizations-</p> <p>(A) (i) Holding analogous post on regular basis in the parent cadre/Department; or (ii) With two years' service in the grade rendered after appointment thereto on a regular basis in level 8 in the pay matrix (Rs. 47600-151100/-) in the parent cadre or department;</p> <p>Note1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation (including short term contract) and similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(B) Possessing the educational</p>

				<p>qualifications and experience as under:</p> <p>(i) Master's Degree of a recognised University or institution in social Work or Sociology or Economics or Anthropology or Social Anthropology or Applied Anthropology or Statistics or Psychology or Geography or Mathematics (with Statistics);</p> <p>(ii) Three years experience of conducting survey or research in the field of social welfare including analysis of data and preparation of the reports.</p>
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**Note 1:** Period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.

**Note 2:** The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

2. The selected officers will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The selected officer will be posted with the National Commission for Scheduled Castes.

3. All Ministries/Departments of Government of India, All State/Union Territories Governments, All Universities, All Recognized Research Institutions, All Public Sector Undertakings, All Semi-Government Organizations, All Statutory or Autonomous bodies are requested to circulate the above posts among the officers, working with them and forward the application (in prescribed pro forma **Annexure A**) of eligible and interested officers, along with a certificate to the effect that they are clear from vigilance angle, their integrity certificate, details of major/minor penalty imposed on them during the last 10 years and attested photocopies of their ACRs/APARs for the last 5 years to the undersigned at the following address within 60 days of its publication in the Employment News:

Shri N.S. Venkateshwaran,  
Under Secretary, D/o SJ&E,  
Shastri Bhawan, New Delhi-110001.

*N. S. Venkateshwaran*  
25/6/2019  
(N.S. Venkateshwaran)

Under Secretary to the Government of India

To

1. The Director (CS), Department of Personnel and Training, North Block, New Delhi-110001 with the request to get this O.M. placed on the DOPT website.
2. (i) All Central Government Ministries & Departments with request to circulate the vacancy circular amongst all employees of your Ministry/Department and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your Ministry/Department.  
  
(ii) All State/Union Territories Governments with request to circulate the vacancy circular amongst all employees of your State/UT Government and also to forward a copy of this advertisement to all Universities/recognized research institutions/Public Sector Undertaking/Semi-Government Organizations/Statutory or autonomous bodies under your State/Union Territory Government.  
  
(i) All Universities.  
  
(ii) All Recognized Research Institutions.  
  
(iii) All Public Sector Undertakings.  
  
(iv) All Semi-Government Organizations.  
  
(vii) All Statutory or Autonomous bodies.
3. Ministry's website.
4. E-office notice board.



Immediate.

No. A-11011/4/2017-Admn.III  
Government of India  
Ministry of Statistics & Programme Implementation

Sardar Patel Bhavan, Sansad Marg,  
New Delhi-110001 dated 11.07.2018.

OFFICE MEMORANDUM

Subject:- Filling up the post of Deputy Director(Administration) in Field Operations Division, NSSO, New Delhi on deputation basis.

The undersigned is directed to say that one post of Deputy Director(Admn), a Group 'A' post in PB-3 i.e Rs.15600-39100 + grade pay of Rs. 6600/-(pre-revised) is proposed to be filled up on deputation basis in Field Operations Division, National Sample Survey Office, New Delhi a Subordinate Office of the Ministry of Statistics & Programme Implementation. The details regarding eligibility criteria, etc. for the post are given in Annexure-I. Duties to the post of Deputy Director(Admn) are given in Annexure-II. The pay and other terms of deputation will be regulated under the provisions contained in the Department of Personnel & Training's O.M. No.6/8/2009-Estt.(Pay-II) dated 17.6.2010, as amended from time to time.

2. It is requested that the above post may be circulated in the Ministries/Departments including attached & subordinate offices and the applications in duplicate of eligible and interested officers, in the enclosed Proforma (Annexure-III) may be forwarded alongwith the following documents within 60 days from the date of publication in the Employment News to Under Secretary, (Admn.III) M/o Statistics & P.I., Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.

- i) Attested photocopies of the ACRs/APARs for the last five years i.e. w.e.f. 2013-14 to 2017-2018(each page attested by an officer not below the rank of an Under Secretary to the Govt. of India)
- ii) Integrity Certificate.
- iii) Vigilance Clearance.
- iv) A certificate that no Major/Minor penalty has been imposed on the concerned officer during the last 10 years.

3. Applications/CVs not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.

13/7/18

Sd/-  
17/7/18  
Sh. Karan

Sanjay Kumar

(Sanjay Kumar)  
Under Secretary to the Govt. of India.  
Tel. No. 23747356.



1. All Ministries/Departments of Govt. of India(as per list attached)with the request that the vacancy may please be given wide circulation.
2. All attached/subordinate Offices of Ministry of Personnel, Public grievances & Pensions.
3. The Secretary, Union Public Service Commission, New Delhi.
4. Cabinet Secretariat/Central Vigilance Commission/President Secretariat/Vice Presidents Secretariat/Prime Minister's Office/Planning Commission.
5. Central Board of Direct Taxes/Central Board of Excise & Customs
6. National Human Rights Commission, New Delhi
7. DoP&T(Estt-B), North Block, New Delhi/~~DoP&T~~(CS-I(U), Lok Nayak Bhavan, Khan Market, New Delhi **with the request to place the circular on DoP&T website.**
8. Director General, DAVP, Ministry of Information and Broadcasting, 10th Floor, Sookhana Bhavan, Phase-IV, CGO Complex, Lodhi Road, New Delhi-110003 with the request to publish this circular in the ensuing issue of Employment News/Rozgar Samachar.
9. Circulating-cum-advertising Manager, Employment News, East Block-IV, R.K. Puram, New Delhi with the request to publish this circular in the ensuing issue of Employment News/Rozgar Samachar.
10. All Regional/Sub-Regional Offices of SSC.
11. Hindi Section with the request that soft copy and hard copy of Hindi version may be forwarded for onward transmission to Web Cell, SSC and Rozgar Samachar.
12. Web Cell, SSC.

Copy also forwarded to:-

1. Additional Director General, Field Operations Division, NSSO, Sankhiyiki Bhawan, GPOA Building at CBD Shahdar, near Karkardooma Court, Delhi-110032.
2. Deputy Director General, Data Processing Division, National Sample Survey Office, Mahalanobis Bhavan, 164, GLT Road, Kolkatta-700108.
3. Deputy Director General, Survey Design & Research Division, National Sample Survey Office, Mahalanobis Bhavan 164, GLT Road, Kolkatta-700108.
4. Director (Admn.) CSO (I.S Wing), 1-Council House Street, Kolkata-700001.
5. Deputy Director General, Computer Centre, R K Puram, New Delhi-110022 for placing on website of the Ministry.

*Sanjay Kumar*

( Sanjay Kumar )

Under Secretary to the Govt. of India.

Tel. No. 23747356.

1.	Name of the post	Deputy Director (Administration)
2.	Number of post	One
3.	Scale of pay	Rs. (Rs.15600-39100 + grade pay Rs 6600/- PB.3) (Group 'A' – Gazetted – Ministerial).
4.	Method of recruitment	By promotion failing which by deputation.
5.	Eligibility Criteria for deputation	<p>Deputation:</p> <p>Officers of the Central Government</p> <p>(a) (i) holding analogous posts on a regular basis in the parent cadre/Department; or</p> <p>(ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in PB-3 Rs.15600-39100/- plus grade pay of Rs.5400/- or equivalent in the parent cadre/Department; or</p> <p>(iii) with eight years service in the grade rendered after appointment thereto on a regular basis in posts in PB-2 Rs.9300-34800/- with grade pay of Rs.4600/- or equivalent in the parent cadre/Department; and</p> <p>(b) possessing five years experience in Administration, Establishment and Accounts matters.</p> <p>Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation or absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including 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 three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation basis, the service rendered on regular basis by an officer prior to 1<sup>st</sup> January, 2006 or the date from which the revised pay structure based on the recommendations of the Sixth Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>



Duties of the post of Deputy Director(Admn) in Field Operations Division, National Sample Survey Office.

1. Deputy Director(Admn) is in-charge of a Branch consisting of two or more Section in Field Operations Division Hqrs and is responsible for disposal of administrative matters related to this Division.
2. He/She is responsible for ensuring maintenance of order and discipline in all sections.
3. He/She is responsible to keep track of all Court case matters of this Division on regular basis.
4. He/She looks after the work routed through Senior Administrative Officer(s)/Administrative Officer(s) under his/her control.
5. He/She has to supervise and assist the Chief Administrative Officer/Head of the Department in all matters relating to administration, establishment, vigilance and accounts of the Field Operations Division.
6. He/She has to function as Welfare Officer for the staff/officers posted in Field Operations Division, Hqrs. Delhi.
7. He/She has to Chair/associate as a Member in various Departmental Promotion Committees, as per provisions of the various Recruitment Rules as well as Screening Committees constituted in Field Operations Division.
8. He/She has to utilize the statutory powers delegated to her/him, if any, under Central Civil Service(Classification, Control and Appeal)Rules 1957, as amended from time to time.
9. He/She discharges duties and responsibilities of the Head of Office/Drawing & Disbursing Officer, delegated to him/her, if any, by the Head of the Department.
10. Any other duties assigned to him/her by the Chief Administrative Officer/Head of Department including other senior officers of Field Operations Division from time to time.

## BIO DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into 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

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.

5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.

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 Bio-data) 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 in-sufficient.

Office/Institution	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

\*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/ Organisation to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.

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 alien in his parent cadre/organization.

10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Govt. b) State Govt. c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
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	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (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) (Note: Enclose a separate sheet, if the space is insufficient).		

<p>16.B Achievements: The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> <li>● Research publications and reports and special projects.</li> <li>(ii) Awards/Scholarships/Official Appreciation.</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/innovative measure involving official recognition.</li> <li>(vi) Any other information</li> </ul> <p>(Note: Enclose a separate sheet if the space is insufficient.)</p>	
<p>17. Please state whether you are applying for deputation (STC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisation 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>	
<p>18. Whether belongs to SC/ST</p>	

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)

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Date \_\_\_\_\_

### 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 duly attested by an officer of the rank of Under Secretary to the Government 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)