

**No. 25/4/2019-CS-II(A)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**  
\*\*\*

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi – 110 003

**Dated: 25.01.2021**

**OFFICE MEMORANDUM**

**Subject: - Filling up of the post of Section Officer, Private Secretary, Assistants, Research Assistants, Senior Hindi Translator and Steno Grade 'D' in National Commission for Safai Karamcharis (NCSK) New Delhi on deputation basis.**

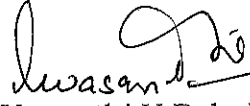
\*\*\*\*\*

National Commission for Safai Karamcharis (NCSK) has invited applications for filling up of various posts on deputation basis (copy enclosed). The eligible officers/officials who wish to apply may forward their application along with all the requisite documents through proper channel to:

Under Secretary (Admin),  
National Commission for Safai Karamcharis (NCSK),  
4<sup>th</sup> Floor, 'B' Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003.

2. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.

Encls: As above

  
(Vasanthi V Babu) 25/01/21  
Under Secretary to the Govt. of India  
Tel: 24623157

To

All the cadre units of CSSS (through website of this Department)

Copy for information to:

Under Secretary (Admin), National Commission for Safai Karamcharis (NCSK), 4<sup>th</sup> Floor, 'B' Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003.

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

Date: 31<sup>st</sup> December, 2020.

### VACANCY CIRCULAR

Subject: Filling up of the post of Section Officer, Private Secretary, Assistants, Research Assistants, Senior Hindi Translator and Steno Grade 'D' in National Commission for Safai Karamcharis (NCSK) New Delhi on deputation basis.

National Commission for Safai Karamcharis, New Delhi invites applications to fill up the post of Section Officer, Private Secretary, Assistants, Research Assistants, Sr. Hindi Translator and Steno Grade 'D' on deputation basis as per eligibility criteria and qualifications etc. for the posts given below:-

| Name of the post          | Pay in Pay Matrix                                                                                         | No. of Post | Eligibility Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------|-----------------------------------------------------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Section Officer</b>    | Pay Level 8 of 7 <sup>th</sup> CPC (Pre-revised scale of PB-2 Rs.9300-34800 with Grade Pay of Rs.4800/-). | 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 in Pay Level 6 (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>Private Secretary</b>  | Pay Level 8 of 7 <sup>th</sup> CPC (Pre-revised scale of PB-2 Rs.9300-34800 with Grade Pay of Rs.4800/-). | One         | Holding analogous post on regular basis or 2 years regular service in a post of PA of CSSS 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 similar post in the Pay Level 6 (Pre-revised scale of PB-2 Rs.9300-34800 with Grade Pay of Rs.4200/-) or equivalent. Knowledge to operate Computer is a must.                                                                                                                             |
| <b>Assistant</b>          | Pay Level 6 of 7 <sup>th</sup> CPC (Pre-revised scale of PB-2 Rs.9300-34800 with Grade Pay of Rs.4200/-). | Two         | Holding analogous post on regular basis or 10 years regular service in the post of Sr. Secretariat Assistant of CSCS in Pay Level 4 (Pre-revised scale of PB-1 (Rs.5200-20200 with Grade Pay of Rs.2400/-) 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 (Pre-revised scale of PB-2 Rs.9300-34800 with Grade Pay of Rs.4200/-). | Two         | Holding analogous post on regular basis or 6 years of regular service in a similar post in Pay Level 5 (Pre-revised scale of PB-1 Rs.5200-20200 with Grade pay of Rs.2800/- or 10 years regular service in the post of Sr. Secretariat Assistant of CSCS in Pay Level 4 (Pre-revised scale of PB-1 Rs.5200-20200 with Grade Pay of Rs.2400/-) or equivalent with adequate experience of work involving formation/implementation and compilation of data of social sector schemes. Knowledge to operate Computer is must. |

*[Signature]*  
3/12/2020

|                             |                                                                                                           |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------|-----------------------------------------------------------------------------------------------------------|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sr. Hindi Translator</b> | Pay Level 6 of 7 <sup>th</sup> CPC (Pre-revised scale of PB-2 Rs.9300-34800 with Grade Pay of Rs.4200/-). | One  | Holding analogous post on regular basis or 6 years regular service in Pay Level 5 (Pre-revised scale of PB-1 Rs.5200-20200 Grade Pay Rs.2800/-) or 10 years regular service in a post of Junior Hindi Translator in the Pay Level 4 (Pre-revised scale of PB-1 Rs.5200-20200 with Grade Pay Rs.2400/-) 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 (Pre-revised scale of PB-1 Rs.5200-20200 with Grade Pay of Rs.2400/-). | Two  | Holding analogous post on regular basis or 5 years regular service in the Pay Level 3 (Pre-revised scale of Rs.5200-20200 with Grade Pay of Rs.2000/-) or 8 years' regular service in Pay Level 2 (Prevised scale of PB-1 Rs.5200-20200 with Grade Pay of Rs.1900/-) and possessing minimum speed of 80 wpm in English shorthand. Knowledge to operate computer is a must.                                                                                                                   |
| <b>Lower Division Clerk</b> | Pay Level 2 of 7 <sup>th</sup> CPC (Pre-revised scale of Rs.5200-20200 with Grade Pay of Rs.1900/-).      | Four | Holding analogous post on regular basis with 03 years regular service in the grade of LDC having Grade Pay of Rs.1900/- or Matriculate MTS with 5 (Five) years regular service and possessing minimum 30/25 w.p.m. speed in English/Hindi typewriting. Deputation allowance will be allowed as per existing rules. Knowledge to operate computer is a must.                                                                                                                                  |

2. Interested and eligible Officers working in Ministries/Department of Central Government/other Govt. Bodies may download the vacancy circular from Commission's website (nscs.nic.in.) For related queries contact Telephone 24618119/24649354.

3. Duly filled application along with all requisite documents should reach **Under Secretary(Admn.), National Commission for Safai Karamcharis, Room No.7, 'B' Wing, 4<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi 110003 through proper channel within 45 days** from the date of publication of this advertisement in the Employment News. No application will be accepted in the Commission after 45 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 initially upto 31<sup>st</sup> March, 2022 or till further orders, whichever is earlier. 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-Estt.(Pay-II) dated 17.06.2010. 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/other Government Bodies, may apply through proper channel in the prescribed format- **ANNEXURE-I**. Cadre Controlling Authorities/Heads of Departments 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) 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)**.

*Nam*  
31/12/2020

- 3-
- (iv) Statement giving details of Major/Minor penalties, imposed upon the officer, if any, during the last ten (10) years (**ANNEXURE-III**).
  - (v) Vigilance Clearance/Integrity Certificate (**ANNEXURE -III**).

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 **Under Secretary(Admn.), National Commission for Safai Karamcharis, 4<sup>th</sup> Floor, 'B' Wing, Lok Nayak Bhawan, Khan Market, New Delhi – 110003** within 45 days from the date of publications of this advertisement in the Employment News.

9. Since these vacancies are to be filled up on deputation basis, 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. [ncsk.nic.in](http://ncsk.nic.in).

  
31/12/2020  
(Jatender Singh)  
Under Secretary (Admn.)  
Tel No. 24649354

To

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.

## 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:

| 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:-

| Sl. No. | Post Held | Period |    | Scale of Pay | 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 & stamp of the sponsoring authority with seal  
(Admn./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. 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 & stamp of the sponsoring authority with seal  
(Admn./Establishment Section)

ANNEXURE-IIIVIGILANCE/ INTEGRITY CERTIFICATE

\*It is certified that no Vigilance enquiry is pending contemplated against Shri/Smt. \_\_\_\_\_ His/ Her integrity is beyond doubt.

Signature -----

(with office seal)

Designation -----

Dated:

CERTIFICATE(LIST OF PENALTIES IMPOSED DURING THE LAST 10 YEARS)

\*It is certified that no penalty (Major or Minor) has been imposed during the last ten years on Sh./Smt. \_\_\_\_\_.

2. \* The following major/minor penalties have been imposed on Shri/Smt. \_\_\_\_\_  
\_\_\_\_\_ during the last 10 years:-

Signature -----

(with office seal)

Designation -----

Dated: