

F. No. NCSC-Adm.019/06/2022-ADMIN.[57901]
Government of India
National Commission for Scheduled Castes
(A Constitutional body set up under Article 338 of the Constitution of India)

5th Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003
Dated:24.02.2023

CIRCULAR

Subject: - Inviting applications from retired Under Secretary/ Section Officer/ Assistant Section Officers or equivalent of Central Govt./State Govt. Services for rendering their services as Consultant and Office Assistants on monthly basis in State offices of National Commission for Scheduled Castes (NCSC) – regarding.

It is proposed to engage retired Under Secretary/ Section Officer/ Assistant Section Officers or equivalent of Central Govt./State Govt. Service to render their services as Consultant and Office Assistants in State offices of NCSC initially for six months (can be extended further) as per details given below:

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|----|---------------------------|---|
| 1 | Name of the Post | Consultant |
| 2 | Total number of vacancies | 06* (*no. of vacancies may increase/decrease as per the requirement) |
| 3 | Period of engagement | 6 months from the date of appointment (can be extended further) |
| 4 | Job Location | Ahmedabad, Bangalore, Chandigarh, Chennai, Lucknow and Pune |
| 5 | Eligibility Criterion | Officers retired in the pay Level- 8/9/10/11 from Central Govt./State Govt. offices. |
| 6 | Age Eligibility | Should be less than 64 years |
| 7 | Experience | Having the knowledge and experience of Administration, Budget, Finance, Vigilance etc and competence to work on computers/ peripherals and ability to handle RTI applications, VIP/CPGRAMS/PMO references, court cases and examination of grievances/complaints, etc. |
| 8 | Remuneration | Last pay drawn minus pension plus TA in term of D/o Expenditure's OM No-3-25/2020-E.IIIA dated 09.12.2020 |
| 9 | Leave | 1.5 paid leave for every month |
| 10 | Working hours | <ul style="list-style-type: none">➤ Normal Office timings from 9:30 AM to 6:00 PM➤ Marking Biometric Attendance is mandatory➤ May also have to devote more time than usual to meet the exigencies of work |
| 11 | Terms of Engagement | The engagement will be on hire & fire basis which is |



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| | | purely dependent on their work performance and will be governed by D/o Expenditure's OM No-3-25/2020-E.IIIA dated 09.12.2020 |
| 12 | How to apply | The applications in the prescribed format (complete in all respects) along with the requisite documents i.e. copy of PPO, Last Pay Certificate & Bank Details, Aadhar Card & PAN Card may be sent to the following address: The Under Secretary (GA) Room No. 733, 7 th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 or email at : |
| 13 | Last date for receipt of application | 14.03.2023 |

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| 1 | Name of the Post | Office Assistant |
| 2 | Total number of vacancies | 08* (*no. of vacancies may increase/decrease as per the requirement) |
| 3 | Period of engagement | 6 months from the date of appointment (can be extended further) |
| 4 | Job Location | Ahmedabad, Bangalore, Chandigarh, Guwahati, Hyderabad, Kolkata, Pune and Thiruvananthpuram. |
| 5 | Eligibility Criterion | Officers retired upto pay Level- 7 from Central Govt./State Govt. offices. |
| 6 | Age Eligibility | Should be less than 64 years |
| 7 | Experience | Having the knowledge and experience of office management and competence to work on computers/peripherals and ability to handle RTI applications, VIP/CPGRAMS/PMO references, court cases and examination of grievances/complaints, etc. |
| 8 | Remuneration | Last pay drawn minus pension plus TA in term of D/o Expenditure's OM No-3-25/2020-E.IIIA dated 09.12.2020 |
| 9 | Leave | 1.5 paid leave for every month |
| 10 | Working hours | <ul style="list-style-type: none"> ➤ Normal Office timings from 9:30 AM to 6:00 PM ➤ Marking Biometric Attendance is mandatory ➤ May also have to devote more time than usual to meet the exigencies of work |
| 11 | Terms of Engagement | The engagement will be on hire & fire basis which is purely dependent on their work performance and will be governed by D/o Expenditure's OM No-3-25/2020-E.IIIA dated 09.12.2020 |
| 12 | How to apply | <p>The applications in the prescribed format (complete in all respects) along with the requisite documents i.e. copy of PPO, Last Pay Certificate & Bank Details, Aadhar Card & PAN Card may be sent to the following address:</p> <p>The Under Secretary (GA) Room No. 733, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003 or email at :</p> |
| 13 | Last date for receipt of application | 14.03.2023 |



(Jitendra Sihwag)

Under Secretary to the Government of India
Email: jitendra.sihwag@nic.in

Proforma for inviting application for the post of Consultant/Office Assistant
(Please tick the relevant)

Place for which applied: _____

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|-----|---|--|
| 1. | Name of retired personnel | |
| 2. | Last Designation held | |
| 3. | Name of the Department from where retired | |
| 4. | Post from which retired | |
| 5. | Date of Birth | |
| 6. | Date of retirement | |
| 7. | PPO No. | |
| 8. | Last Pay Drawn and Level | |
| 9. | Monthly Pension (before commutation) sanctioned | |
| 10. | Present Address | |
| 11. | Contact No. | |
| 12. | Email ID | |