

F. No. 11012/1/2025-Admn.
Government of India
Ministry of Social Justice and Empowerment
National Commission for Safai Karamcharis

‘B’ Wing, 4th Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Date: 4th April, 2025

Vacancy Circular

The National Commission for Safai Karamcharis, New Delhi invites applications to fill up the posts of Assistant Director, Section Officer, Assistants, Research Assistants, Senior Hindi Translator, Steno Grade ‘D’ and LDC in National Commission for Safai Karamcharis (NCSK) New Delhi on deputation basis as per the eligibility criteria, qualifications etc. mentioned against the post:-

Sl. No.	Post	Pay Band and Grade Pay/Scale in accordance with revised pay structure	No. of Posts	Eligibility condition(s)
1.	Assistant Director (R&D)	Level-9	01	Holding analogous post on regular basis. Preference will be given to candidates with experience of work involving Research and Investigation in social sphere. Knowledge to operate computer is must.
2.	Section Officer (Admn.)	Level-8	01	Holding analogous post on regular basis. Experience in dealing with administration, budget and accounts will be an added advantage. Knowledge to operate computer is must.
3.	Assistant	Level-6	02	Holding analogous post on regular basis. Preference will be given to those having experience in Administration and Cash/Budget/Accounts. Knowledge to operate Computer is must.
4.	Research Assistant	Level-6	02	Holding analogous post on regular basis with adequate experience of work involving formation/implementation and compilation of data of social sector schemes. Knowledge to operate Computer is must.
5.	Sr. Hindi Translator	Level-6	01	Holding analogous post on regular basis with adequate experience of translation work and

				appropriate knowledge of vocabulary being used in Govt. Ministries/Departments. Knowledge to operate Computer is must.
5.	Stenographer Grade 'D'	Level-4	02	Holding analogous post on regular basis. Knowledge to operate Computer is a must.
6.	Lower Division Clerk	Level-2	04	Holding analogous post on regular basis. Knowledge to operate computer is a must.

2. Interested and eligible officers/employees working in the Central Government/Central PSUs/Central Autonomous/Statutory bodies may apply through proper channel. For any related queries contact Telephone No. 24618119 or refer Commission's website (<https://ncsk.nic.in>).

3. Period and other terms and conditions of deputation: - The period of deputation will be initially for a period upto 03 years subject to further extension based on extension of the tenure of the commission and satisfactory performance of the individual. The terms and conditions of deputation will be governed by the DOP&T's O.M. No 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and Government's instructions issued from time to time on the subject.

4. Age Limit: - The maximum age limit for appointment on deputation shall not exceed 45 years as on closing date of receipt of application.

5. Eligible and willing officers, working in Central Government/Central PSUs/Central Autonomous/Statutory bodies, may apply through proper channel in the prescribed format- ANNEXURE-I. Cadre Controlling Authorities/Head of Department 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) Statement giving details of Major/Minor penalties, imposed upon the officer, if any, during the last ten (10) years (ANNEXURE-III).
- (iv) Vigilance Clearance/Integrity Certificate (ANNEXURE -III).
- (v) 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).

6. The applications of willing and eligible officers complete in all respects, in the prescribed format (Annexure-I), along with documents listed in Para 5 above may be forwarded to Section Officer (Admn), National Commission for Safai Karamcharis, 4th Floor, 'B' Wing, Lok Nayak Bhawan, Khan Market, New Delhi - 110003 within 30 days from the date of publication of this

Bhawan, Khan Market, New Delhi – 110003 within 30 days from the date of publication of this advertisement in the Employment News. The application may also be sent through e-mail at e-mail IDs – shubham.garg@gov.in & secy-ncsk@gov.in

7. Applications received after the last date or otherwise found incomplete shall not be entertained.

8. The officer once selected has to join the Commission immediately.

9. The detailed advertisement along with application form is also available on the website of the Commission, viz. <https://ncsk.nic.in>.

Shubham
(Shubham Garg)

Section Officer (Admn)

Tel No. 24618119

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.
2. NCSK's Website

Copy to:

1. Director/Deputy Secretaries (Admin) of all Ministries/Departments of Government of India
2. Sr. Economic Advisor (Plan Division), D/o Social Justice & Empowerment, Ground Floor, Antyodaya Bhawan, CGO Complex, New Delhi-110003.
3. Sr. PPS to Secretary, Ministry of Social Justice & Empowerment, Room No.604, 'A' Wing, Shastri Bhawan, New Delhi-110001.
4. Under Secretary (Plan Division), B-2, Ground Floor, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodi Road, New Delhi-110003.

ANNEXURE-I

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:

Paste your
recent
passport
size
photograph
in this
space

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:-

	Post Held	Period		Scale of Pay/BP/Level	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 of the sponsoring authority with seal
(Admin./ 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. It is 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 of the sponsoring authority with seal
(Admin./ Establishment Section)

Annexure-III

VIGILANCE/ 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: