

N-1

F. No 17011/01/2019-EMRS  
Government of India  
Ministry of Tribal Affairs  
(NESTS)

Chief Secretary's Office

Dy. No.: 137938

Date: 24-10-19

Dated: 18<sup>th</sup> October 2019

Vacancy Circular

**Subject: Vacancy circular for filling up the post in National Education Society for Tribal Students, M/o Tribal Affairs on deputation basis;**

The Ministry of Tribal affairs was set up in 1999 with the objective of providing a more focused approach towards the integrated socio-economic development of the Scheduled Tribes in a coordinated and planned manner and to provide the best quality education to the tribal children in their own environment. It has been decided that by the year 2022, every block with more than 50% ST population and at least 20,000 tribal persons, will have an Eklavya Model Residential School. Eklavya Schools will be on par with Navodaya Vidyalayas and will have special facilities for preserving local art and culture besides providing training in sports and skill development". In order for EMRS to function effectively, an Autonomous Society in the name of National Education Society for Tribal Students (NESTS) has been set up at the Central level under Societies Registration Act 1860. Further details may be seen at <https://tribal.nic.in/EMRS.aspx>.

2. In this regard, the M/o Tribal Affairs intends to fill the following post in National Education Society for Tribal Students (NESTS) on deputation (including short term contract) basis in its headquarters at New Delhi. The eligibility criteria and qualifications for the positions are enclosed (Annexure-I):

B.O.  
PS/CS  
24/10/19  
SS  
24-10-19  
SS/A  
Hasslo

Sl. No.	Name	Number of Post	Pay Scale
1.	Deputy Commissioner (Administrative)	One (1)	Level 11, Rs. 67700-208700/-
2.	Deputy Commissioner (Finance)	One (1)	Level 11, Rs. 67700-208700/-
3.	Assistant Commissioner (Administrative)	Three (3)	Level 8 Rs. 47600-151100/-
4.	Assistant Commissioner (Finance)	One (1)	Level 8 Rs. 47600-151100/-
5.	Private Secretary	One (1)	Level 7 Rs. 44900- 142400/-
6.	Office Superintendent (Administrative)	Two (2)	Level 7 Rs. 44900-142400/-
7.	Office Superintendent (Finance)	Two (2)	Level 7 Rs. 44900-142400/-
8.	Stenographer Grade - I	One (1)	Level 6-Rs. Rs. 35400-112400/-
9.	Stenographer Grade - II	One (1)	Level 4 Rs. 25500-81100/-

The appointment will be made on deputation basis initially for the period of one year, which can be extended as per the requirement and decision of competent authority. The maximum age limit for the appointment on deputation basis shall be 56 years as on the closing date of receipt of applications.

29/10/19  
SS/A

Services-II Branch

Diary No. 137938

Date 29/10/19

4. On appointment to the post, the pay of the individuals and other terms and conditions of the appointed candidate will be regulated in accordance with the instructions contained in the Ministry of Personnel and Grievances and Pension (Department of Personnel and Training), office Memorandum No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

5. It is requested to bring the contents of this circular to the notice of all eligible officers of your department and bio-data of the willing officers may be forwarded through proper channel in the proforma given at **Annexure II**, alongwith their complete and up-to-date Confidential Reports / APARs, Vigilance clearance, Integrity certificate and a statement showing details of major / minor penalties imposed on them, if any, during the period of last 10 years, so as to reach **Commissioner (NESTS), NSTFDC, NBCC Tower, 5th Floor, 15 Bhikaji Cama Place, New Delhi -110066** latest by **6<sup>th</sup> December 2019**.

6. In case, it is decided to send copies of the Confidential reports, the same may be authenticated by an officer not below the rank of Under Secretary to Government of India. Bio-data received after expiry of prescribed period and / or found to be incomplete in any manner and / or not accompanied with all the requisite documents shall not be entertained. Bio-data of only those officers, whose services can be spared immediately on their selection, may be forwarded. Candidates, who apply for the post, will not be allowed to withdraw their candidature subsequently.

Encl: As above

  
(Dr. Anil Kumar Addepally)  
Director  
Tel: 011-23073706

To

1. **All Ministries/Departments of Government of India.**
2. **The Chief Secretaries** to the States Governments / Union Territory Administrations
3. **The NIC Cell, New Delhi** to upload the vacancy circular on the official website of M/o Tribal Affairs.

Copy to:

1. **The Commissioner (NESTS), NSTFDC, NBCC Tower, 5th Floor, 15 Bhikaji Cama Place, New Delhi -110066.**



**Eligibility Criteria**

Sl. No.	Name of post	No. of posts	Scale of pay/Pay level in the Pay Matrix	Eligibility Criteria
1.	Private Secretary	One (1)	Level 7 Rs. 44900- 142400/-	Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations. I. Holding analogous post OR with 3 years of regular service as PA/Steno in the Level 6 (Rs.35400-112400/-).
2.	Stenographer Grade - I	One(1)	Level 6- Rs. 35400-112400/-	Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations.  I. Holding analogous post on regular basis; OR II. with ten years regular service in the level of 4 (Rs.25500-81100/-) or equivalent III. Graduate in any discipline. IV. Shorthand and Typing Speed of 45w.p.m. in English/Hindi Typing. V. Computer knowledge.
3.	Stenographer Grade - II	Two(2)	Level 4 Rs. 25500-81100/-	Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations. I. Holding analogous post on regular basis in Level 4 (Rs. 25500-81100). II. 12th class pass from recognized Board or University III. Knowledge of Computer Operation.
4.	Deputy Commissioner	One (1)	Level 11 Rs. 67700-208700/-	Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations. I. Holding analogous posts on regular basis OR with 5 years' service in level 10 (Rs. 56100 - 177500/-) as Assistant Commissioner and Principal together out of which minimum 03 years regular service as assistant commissioner.

				<p>II. Working knowledge of Hindi and English.</p> <p>III. Experience in directing in-service training programmes for teachers &amp; administrators and/or research in education.</p>
5.	Deputy Commissioner (Finance)	One (1)	Level 11 Rs. 67700-208700/-	<p>Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations</p> <p>I. Holding analogous posts on regular basis OR with 5 years' service in level 10 (Rs. 56100 - 177500/-) as Assistant Commissioner and Principal together out of which minimum 03 years regular service as assistant commissioner.</p> <p>II. Working knowledge of Hindi and English.</p> <p>III. Possessing experience of handling Financial matters in a responsible capacity</p>
6.	Assistant Commissioner	Three (3 nos)	Level 8 Rs. 47600-151100/-	<p>Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations</p> <p>(i) Holding analogous posts on regular basis OR with 6 years' service in the level 6 (Rs. 35400-112400/-).</p> <p>(i) Graduate Degree from a recognized University.</p>
7.	Assistant Commissioner (Finance)	One (1)	Level 8 Rs. 47600-151100/-	<p>Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations</p> <p>I. Holding analogous posts on regular basis OR</p> <p>II. With 6 years' service in the level 6 (Rs. 35400-112400/-).</p> <p>III. B.Com from a recognized University</p> <p>IV. Possessing experience of handling Financial matters in a responsible capacity in Central/State Govt./ Autonomous/ Statutory Organisation.</p>
8.	Office Superintendent	Two (2)	Level 7 Rs. 44900-142400/-	<p>Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations.</p>

				<p>I. holding analogous post in the parent cadre or department.</p> <p>II. Bachelor's Degree of a recognized University.</p> <p>III. with six years regular service in the grade rendered after appointment therto on a regular basis in the level 4 (Rs. 25500-81100/-) or equivalent in the parent cadre. OR having 10 years regular service in level 4 (Rs. 25500-81100/-).</p>
9.	Office Superintendent (Finance)	Two (2)	Level 7 Rs. 44900-142400/-	<p>Officers of the Central Govt/State Govt/UTs/Autonomous Organisation</p> <p>I. holding analogous posts on regular basis. OR 3-year regular service in Level 6 (Rs. 35400-112400/-).</p> <p>II. Possessing experience of handling financial matters in a responsible capacity.</p> <p>III. B.Com with 50% marks in the aggregate or equivalent.</p> <p>IV. Knowledge of computer application.</p>

**Note 1:**

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

**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 exceed three years. The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications



Proforma of Application

Passport size  
photograph to be  
pasted here

1.	Name and address (in Block Letters):					
2.	Post Applied for (separate applications are to be sent for different posts)					
3.	Date of Birth (in Christian era):					
4.	Date of retirement under Central/State Govt. rules:					
5.	Service to which the officer belongs and cadre (with year of batch):					
6.	Status of your present employer Central Government/State Government/Autonomous organization/ Government Undertaking/Universities/ Others (Mention name)					
7.	Permanent Residential Address with Telephone No.					
8.	Present post held, and whether it is a cadre post (with address of the office).					
9.	Present pay grade and scale of pay and date of appointment thereto on regular posts:					
10.	Are you holding analogous post on a regular basis under Central / State Government:					Yes / No
11.	Educational Qualifications (Metric onwards)					
	Exam Passed	Name of University / Institute / Board	Year of passing	Duration of Course	Subjects	Percentage of Marks

12.	Whether eligibility conditions are fulfilled:						
13.	Details of employment, in chronological order. (Enclose a separate sheet, if required)						
	Sl. No.	Name of the organization	Post held with pay scale	Period of service from to	Basic pay (PB/Grade pay/Level)	Nature of appointment whether regular / ad-hoc/deputation	Duties in brief
14.	Nature of present employment i.e. permanent/temporary/adhoc:						
15.	In case the present employment is on deputation/contract basis, please state: a) The date of initial appointment: b) Period of appointment on deputation/contract: c) Name of parent Office / organization to which you belong:						
16.	Are you in the revised scale of pay? If yes, give the date from which the pay was revised (Also indicate pre-revised scale of pay)						
17.	Pay and emoluments now drawn in revised scale						
18.	Whether belongs to SC/ST/OBC:						
19.	Any other information applicant wants to furnish:						

I have carefully gone through the vacancy circular/advertisement and I am well aware that the application duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. It is also certified that the information furnished above is correct and true to the best of my knowledge.

Signature of the candidate

Official Address:

Place:

Date:

### CERTIFICATE

(To be furnished by the Employer/Head of office / Forwarding authority)

This is to certify that the particulars furnished by Shri/Smt/Kum \_\_\_\_\_ have been verified from his/her service record and found correct. S/he possesses educational qualification and experience mentioned in vacancy circular. If Selected, S/he will be relieved immediately.

1. No vigilance case is either pending or contemplated against Shri/Smt/ Kum \_\_\_\_\_ His/her integrity is certified.
2. No major/minor penalty was imposed on Shri/Smt./Kum \_\_\_\_\_ during the last 10 years as per records in the Ministry/Department.
3. Photocopies of complete and upto date CRs/APARs of the officer for the last 5 years, duly attested on each page enclosed.
4. The Cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

\_\_\_\_\_  
Signature of Head of Office  
/Department (with Seal)

\_\_\_\_\_  
Name and designation  
Tel. No. \_\_\_\_\_

Place  
Date