



NESTS/HR/Deputation/10/2020-21

Vacancy Circular

Ministry of Tribal Affairs intends to fill the following post under **National Education Society for Tribal Students (NESTS)** (established under Society registration act 1860) on deputation (including short term contract) basis initially for a period of three years in its head office at New Delhi which can be extended as per the requirement and decision of competent authority. The eligibility criteria and qualifications for the positions are enclosed (**Annexure-I**):

Sl No	Designation	Number of Posts	Pay Scale
1	Private Secretary	One (1)	Level 7 - Rs. 44900-142400/-
2	Office Superintendent (Admin)	Two (2)	Level 7 - Rs. 44900-142400/-

2. The maximum age limit for the appointment on deputation basis shall be 56 years as on the closing date of receipt of applications. The pay and the other terms and conditions of the appointed candidate will be as per DoPT's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

3. The application of the willing candidates may be forwarded in the proforma given at **Annexure II**, alongwith attested ACRs/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, through proper channel. Bio-data of only those candidates, whose services can be spared within 1 month on their selection, may be forwarded.

4. The application should be forwarded in an envelope mentioning the post applied for and may be sent to the office of **Additional Commissioner (NESTS), Gate No. 3A, Jeevan Tara Building, Parliament Street, New Delhi-110001 latest by 31st July 2022**. Application received after expiry of the prescribed period and / or found to be incomplete in any manner and / or not accompanying all the requisite documents will not be entertained.

Eligibility Criteria

Sl. No	Position	Number of Post	Pay Scale	Essential Qualifications
1	Private Secretary	One (1)	Level 7 Rs. 44900- 142400/-	Persons working in the Central/ State Govt. holding analogous post OR with 5 years of regular service as PA/Steno in the Level 6 (Rs.35400-112400/-).
2	Office Superintendent (Administration)	Two (2)	Level 7 Rs. 44900- 142400/-	Officers of the Central Govt./State Govt./UT/Autonomous Organization a) Holding analogous post in the parent cadre or department. OR office Assistant having 15 years of regular service in Level 4 (Rs. 25500-81100/-) or 5 years of regular service in Level 6 - (Rs. 35400-112400/-) b) Bachelor's Degree of a recognized University.
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 organization 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 Year):						
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. and email id.						
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 (Matric 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 payscale	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 within one month

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 up to 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