

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

Dated: 14th February 2020

To

1. **The Joint Secretary (Administration)**, Ministries/Departments of Government of India
2. **The Chief Secretary**, States Governments / Union Territory Administrations
3. **The Chief Managing Director**, Public Sector Undertakings, Autonomous and Statutory Bodies

Subject: Filling up the posts in National Education Society for Tribal Students, M/o Tribal Affairs on deputation basis;

Sir/Madam,

As you are aware a National Education Society for Tribal Students (NESTS) has been established under Society registration act 1860 under the aegis of Ministry of Tribal Affairs. To make this society functional, this Ministry intends to fill the following post 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.	Name	Number of Post	Pay Scale
1.	Deputy Commissioner (Finance)	One (1)	Level 11, Rs. 67700-208700/-
2.	Assistant Commissioner (Finance)	One (1)	Level 8 Rs. 47600-151100/-
3.	Office Superintendent (Administrative)	Two (2)	Level 7 Rs. 44900-142400/-
4.	Office Superintendent (Finance)	Two (2)	Level 7 Rs. 44900-142400/-
5.	Stenographer Grade - I	One (1)	Level 6-Rs. Rs. 35400-112400/-
6.	Stenographer Grade - II	Two (2)	Level 4 Rs. 25500-81100/-

3. The maximum age limit for the appointment on deputation basis shall be 56 year as on the closing date of receipt of applications. The pay of the officer and the other terms and conditions of the appointed candidate will be regulated in accordance to DOPT OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

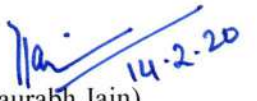
4. This may be brought to the notice of all eligible officers of your department and the application of the willing officers may be forwarded in the proforma given at **Annexure II**, alongwith attested ACRs/APARs, vigilance clearnce, integrity certificate and a statement showing details of major / minor panalties imposed on them, if any, during the period of last 10 years, through proper

channel. Bio-data of only those officers, whose services can be spared immediately on their selection, may be forwarded.

5. The application should be forwarded in an envelope mentioning the post applied for, may be sent to the office of **The Commissioner (NESTS), Room no. 415 'B' wing, Shastri Bhawan, New Delhi -110001 latest by 31st March 2020.** Bio-data 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.

Yours faithfully

Encl: As above


(Saurabh Jain)
Joint Secretary (EMRS)

Copy to:

1. **The NIC Cell, New Delhi** to upload the vacancy circular on the official website of M/o Tribal Affairs.

Eligibility Criteria

Sl. No	Position	Number of Post	Pay Scale	Essential Qualifications
1.	Deputy Commissioner (Finance)	One (1)	Level 11, Rs. 67700- 208700/-	Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations. (a) Holding analogous posts on regular basis OR with 5 years' service in level 10 (Rs. 56100 - 177500/-) as Assistant Commissioner or equivalent. (b) Essential: (i) At least a second class Master's Degree in finance. (c) Desirable: (i). Working knowledge of Hindi and English. (ii). Possessing experience of handling Financial matters in a responsible capacity
2.	Assistant Commissioner (Finance)	One (1)	Level 8 Rs. 47600- 151100/-	Officers under the Central Govt. / State Govt./ Semi-Govt. / Autonomous or Statutory Organizations (a) Holding analogous posts on regular basis OR (b) with 6 years of regular service in the level 6 (Rs. 35400-112400/-) or 2 years of regular service in Level 7(Rs. 44900- 142400). (c) B.Com from a recognized University (d) Possessing experience of handling Financial matters in a responsible capacity in Central/State Govt./Autonomous/ Statutory Organisation.
3.	Office Superintendent (Administrative)	Two (2)	Level 7 Rs. 44900- 142400/-	Officers of the Central Govt./State Govt./UT/Autonomous Organization (i) 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/-) (ii) Bachelor's Degree of a recognized University.

Sl. No	Position	Number of Post	Pay Scale	Essential Qualifications
4.	Office Superintendent (Finance)	Two (2)	Level 7 Rs. 44900- 142400/-	Officers of the Central Govt/State Govt/UTs/Autonomous Organisation (i) Holding analogous posts on regular basis. OR Assistants/Audit Assistants/ Legal Assistants/Statistical Assistant/finance assistant or similar 5 years regular service in Level 6 (Rs. 35400-112400/-). (ii) Possessing experience of handling financial matters in a responsible capacity. (iii) B.Com with 50% marks in the aggregate or equivalent. (iv) Knowledge of computer applications
5.	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.
6.	Stenographer Grade II	One (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.

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

Sl. No	Position	Number of Post	Pay Scale	Essential Qualifications
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
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1.	Name and address (in BlockLetters):					
2.	Post Applied for (separate applications are to be sent for different posts)					
3.	Date of Birth (in Christianear):					
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 CentralGovernment/StateGovernment/Autonomouso rganization/ GovernmentUndertaking/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 analogues post on a regular basis under Central / State Government:					Yes / No
11.	EducationalQualifications (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./Kumduring the last 10 ears 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