F.No. 2-3/2021-Estt. Government of India National Commission for Minorities

Block-14, 1st floor, CGO Complex, Lodhi Road, New Delhi-110003 Dated: **17**.11.2025

CIRCULAR

Subject:

Filling up of One (1) Post of Legal Officer, One (1) Post of Research Officer, One (1) Post of Assistant & One (1) Post of Librarian and Information Assistant in National Commission for Minorities on deputation basis - reg.

It has been decided to draw up a panel of names for filling up of existing / future yacancies in Group 'A' (Gazetted) and Group 'B' (Non-Gazetted) in National Commission for Minorities on deputation basis in the scale of pay indicated against each post as given below:

| S. | Name of | No of the | Group | Pay Scale |
|-----|-------------|-----------|--------------------|---------------------|
| No. | the post | post | | |
| 1. | Legal | 1 | 'A' (Gazetted) | Pay Matrix Level-11 |
| | Officer | | | (Rs. 67700-208700) |
| 2. | Research | 1 | 'A' (Gazetted) | Pay Matrix Level-10 |
| | Officer | | | (Rs. 56100-177500) |
| 3. | Assistant | 1 | 'B' (Non-Gazetted) | Pay Matrix Level-6 |
| | | | | (Rs. 35400-112400) |
| 4. | Librarian & | 1 | 'B' (Non-Gazetted) | Pay Matrix Level-6 |
| | Information | | , | (Rs. 35400-112400) |
| | Assistant | | 9 v | |

- 2. Application of the willing candidates may be forwarded to the Commission along with attested copies of ACR /APAR of last five years, vigilance clearance, Integrity Certificate and Penalty statement for last five years, vigilance clearance, Integrity Certificate for last ten years through proper channel within 60 days from the date of publication in the Employment News. Applicants are requested to invariably indicate their e-mail and mobile number in their application form.
- 3. The appointment to the above posts will be on deputation basis initially for a period of three years. On appointment the pay of the official will be regulated in accordance with the M/o Personnel, Public Grievances & Pensions, Deptt. of Personnel & Training O.M. No. 2/29/91-Estt. (Pay-II) dated 05.01.1994 read with No. 2/8/97-Estt. (Pay-II) dated 11.03.1998 and subsequent amendments thereof, if any.

4. Eligibility conditions, qualification and experience etc. required for the above posts are given in the Annexure-1 to IV and are also available on our website (www.ncm.nic.in).

(Rajeev Mohan) Under Secretary to the Govt. of India Tele No.: 24366174

Copy to

- 1. All Ministries/Departments as per list attached.
- 2. Comptroller & Auditor General of India, New Delhi.
- 3. Rajya Sabha/ LokSabha, Secretariat, New Delhi.
- 4. Union Public Service Commission, New Delhi.
- 5. Allattached / subordinate offices of the Ministry of Personnel, Public Grievances and Pensions and Ministry of Home Affairs,
- 6. Staff Selection Commission, CGO Complex, New Delhi

| SI. | Name of Post | Number | Group of | Method of Recruitment Rules |
|-----|---------------|----------|--|--|
| No. | | of posts | Post & Pay Level | - |
| 1. | Legal Officer | 01 | Group 'A' Pay Matrix Level -11 (Rs.67700-208700) | Deputation: Officers of the Central Government or State Government or Union Territory Administrations or public sector undertakings or Universities or recognised research institutions or Semi-Government or autonomous bodies or statutory organisations |
| | | | | (a) (i) Holding analogous post on regular basis in the parent cadre or department; or (ii) With five years regular service in Level -10 (Rs. 56100-177500) in the pay matrix or equivalent rendered after appointment in the parent cadre or department; and |
| | | is . | | (b) Possessing the following educational qualifications and experience: |
| | | | | (i) Bachelor's degree in Law of a recognized University or institution and six years' experience in legal matters; or (i) Master's degree in Law of a recognised University or institution and five years' experience in legal matters. |
| | | • | | Note 1: The period of deputation (including short-term contract) including the period of deputation in another excadre post held immediately preceding this appointment in the same or some other organisations or department of the Central Government shall ordinarily not to exceed three years. |
| | | | | Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications. |

Aplore

| Sl. No. | Name Post | | Number of posts | Group of Post & Pay | Method of Recruitment Rules |
|------------|--------------|---|--------------------|------------------------------------|--|
| 1 | Research | | 01 . | Level Group 'A' | Deputation: |
| | Officer | | | Level-10 (Rs. 56100- 177500) | Officers of the Central Government or State Government or Union Territory Administrations or Public Sector Undertaking or Universities or recognized research institutions or Semi-Government or Autonomous Bodies or Statutory Organizations; |
| × | s | × | | | A. (i) holding analogous posts on regular basis in |
| | 8 | | | | the parent cadre or department; or |
| | | | - | | ii. with two years regular service in Level -8 in the pay matrix (Rs. 47600-151100/-) or equivalent in the parent cadre or department; or |
| | | | | | iii. with eight years regular service in Level -6 in the pay matrix (35400-112400/-) or equivalent in the parent cadre or department; and |
| | • | | | | B. Possessing the following educational qualifications and experience: |
| | | | | | i. Bachelor's degree in Sociology or Social Work or Law or Statistics from a recognized University or institute; and ii. Eight years' experience in data analysis or research work, and iii. Proficiency in Hindi and English |
| | | | | a c d | 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 eputationists shall not be eligible for consideration for appointment by promotion. |
| | | | | (c) | ote 2: The period of deputation (including short term ontract) including the period of deputation in another <i>ex-cadre</i> ost held immediately preceding this appointment in the same some other organization or Department of the Central overnment shall ordinarily not exceed three years. |
| | | | | sl | ote 3: The maximum age-limit for appointment by deputation hall be not exceeding 56 years as on the closing date of receipt applications. |

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Annexure - 1II

| Sl. | Name of Posts | Number | Group of Post & | Method of Recruitment Rules |
|-----|---------------|----------|-----------------------|--|
| No. | Ř. | of posts | Pay Level | - K. |
| 1. | Assistant | 01 | Group 'B' Level -6 | Deputation: |
| | | | (Rs. 35400-112400) | Officers under the Central Government: |
| | | | | (i) Holding analogous posts on regular basis; or (ii) With eight years, regular service in the pre-revised scale of Rs. 4000-6000 {(Level-04) (Rs. 25500-81100) in pay matrix} or equivalent. |
| | | | | Note 1: (Period of deputation including period of deputation in other ex-cadre post held immediately preceding this appointment in the same of some other organisation / department of the Central Govt. shall ordinarily not exceed three years. The maximum limit for appointment by deputation (including short term contract) transfer shall be not exceeding 56 years as on the closing date of the receipt of the application. |

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| SI. | Name of Post | Number | Group of | Method of Recruitment-Rules |
|-----|---|----------|---|---|
| No. | | of posts | Post & Pay Level | |
| 1. | Librarian and Information Assistant | 01 | Group 'B' Pay Matrix Level-6 (Rs. 35400-112400) | Deputation: Officers of the Central Government or State Government or Union Territory Administrations or public sector undertakings or Universities or recognised research institutions or Semi-Government or autonomous bodies or statutory organisations |
| | | | · | (A) (i) holding analogous post on regular basis in the parent cadre or department; or |
| · | | ** | | (ii) Six years regular service in Level -5 in the pay matrix (Rs. 29200-92300) or equivalent in the parent cadre or department, and |
| | | | | (B) Possessing the following qualifications: (i) Bachelor's degree in Library Science or Library and Information Science of a recognized University or institute; and (ii) Two years' professional experience in a Library under Central Government or State Government or autonomous bodies or statutory bodies; |
| | 9 | | | Note 1: The period of deputation including period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other organisations or department of the Central Government shall ordinarily not to exceed three years. |
| | | | | Note 2: The maximum age-limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications. |



BIO-DATA/CURRICULUM VITAE PROFORMA

| 1.Name and Address | | i kyrn | |
|--------------------------------------|---------------------------------------|--|--------|
| (in Block Letters) | | | • |
| 2.Date of Birth (in Christian era) | | | |
| 3.i) Date of entry into service | | and the same of th | |
| | : | | |
| ii) Date of retirement under | | | |
| Central/State Government Rules | | · · · · · · · · · · · · · · · · · · · | |
| 4.Educational Qualifications | | | |
| 5. Whether Educational and | | | |
| other qualifications required for | | i e e e e e e e e e e e e e e e e e e e | ļ |
| the post are satisfied. (If any | <i>\i</i> , | | |
| qualification has been treated | | , | |
| as equivalent to the one | | | je. |
| prescribed in the Rules, state | * | | |
| the authority for the same) | | Qualifications/ experience possessed by the offi | cer |
| | uired as | Qualifications/ experience possess | |
| mentioned in the advertiseme | nt/ vacancy | | |
| circular | | Essential | |
| Essential . | | A) Qualification | |
| A) Qualification | | B) Experience | |
| B) Experience | | Desirable | |
| Desirable | | A) Qualification | |
| A) Qualification | | B) Experience | |
| B) Experience | | to indicate Essential and Desirable Qualification | ns as |
| 5.1 Note: This column needs to | be amplified | istry/Department/Office at the time of issue of Cir | rcular |
| mentioned in the RRs by the Admir | istrative will | ous | |
| and issue of AdvertIsement in the E | mployment iv | ews. Qualifications Elective/ main subjects and subsi | idiary |
| 5.2 In the case of Degree and P | ost Graduate | Qualifications Electively man and y | |
| subjects may be indicated by the ca | indidate. | | |
| 6. Please state clearly whether in t | he light of ent | ries | |
| made by you above, you mee | et the requi | site | |
| Essential Qualifications and work e | xperience of | the | |
| post. | | | |
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6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied.

7. Decails of Employment, in chronological order, Enclose a separate sheet duly suthenticated by your signature, if the space below is insufficient.

| signature, if the sp | | | То | *Pay Band and Grade | Nature of Duties (in |
|----------------------|-------------------------------|-------------|-----------|---|--|
| Office/Institution | Post held on regular basis | From | | Pay/Pay Scale of the post held on regular basis | detail) highlighting experience required for |
| • | , <i>.</i> | * 3 | | | the post applied for |
| | | , v = v = n | | | |
| ** **** * | - | ,, | adar ACP/ | MACP are personal to | the officer and |

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

| penents have 2- | | | | From | To | •• |
|--|----------------------|--------------------------------|--|--|--------------|---|
| Office/Institution | Pay , Pay drawn u | / Band, and G nder ACP / MA | rade Pay CP Scheme | FIOTI | | |
| | 84 | | | | ē | |
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| 8. Nature of press hoc or Temporal or Permanent 9. In case the properties of the pro | resent en | nployment is | appointmer | of the of the of the office of the office. | C P: 1 | d) Name of the post and Pay of the post held in substantive capacity in the parent organisation |
| should be forwa | nce and Ir | ntegrity certific | rate. 9(c) & (d) ab outation out | the applications of such that along with Cadre nove must be given side the cadre/ or3alion | in all cases | |

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| La company of the com | |
| professional training and (iii) work experience over and above prescribed in the Vacancy | |
| Circular/Advertisement) | |
| (Note: Enclose a separate sheet, if the space is insufficient) | * |
| 36. | Arr . |
| 16.B Achievements: The candidates are requested to indicate information | |
| with regard to; (i) Research publications and reports and special | |
| projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional | |
| bodies/institutions/societles and; (iv) Patents registered in own name or achieved for the | |
| organization (v) Any research/ innovative measure involving official recognition vi) any other information. | |
| (Note: Enclose a separate sheet if the space is | |
| 17. Piease state whether you are applying for | |
| (Officers under Central/State Governments are only | |
| Government Organizations are eligible only for Short | |
| Term Contract) | |
| # (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially | 1 |
| mentioned recruitment by "STC of Absorption" | |
| "Re-employment"). | · · · · · · · · · · · · · · · · · · · |
| 18. Whether belongs to SC/ST | |
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| I have carefully gone through the vacancy circuinformation furnished in the Curriculum Vitae duly sup | sported by the documents in the |

I have carefully gone through the vacancy circular/advertisement and Fant deal respect of Essential information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the Qualification for the post. The information/ details provided by me are correct and true to the best time of selection for the post. The information/ details provided by me are correct and true to the best time of selection for the post. The information on my selection has been suppressed withheld.

| (Signature of the candidate) |
|------------------------------|
| Address |
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BIO-DATA/CURRICULUM VITAE PROFORMA

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| 3.i) Date of entry into service | | w1.5% | | | | |
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| ii) Date of retirement: under | | | | | | |
| Central/State Government Rules | | 1. ste | ;•), | (*) | | |
| 4.Educational Qualifications | | . 7. | | | | |
| 5. Whether Educational and | | . 5 | | | | |
| other qualifications required for | | A 0- | | | | |
| the post are satisfied. (If any | | Ý., | | | | |
| qualification has been treated | , | • | | | | |
| as equivalent to the one | * ** | ; ; | | | • | |
| prescribed in the Rules, state | SW 1 | | · · | | g. | |
| the authority for the same) | | | - | | | |
| | uired as | Qualifications/ | experience | e possesse | d by the | officer |
| mentloned in the advertisemer | nt/ vacancy | ٠. | | | • | |
| circular | | | | | | |
| Essential . | • | Essential | | , | | |
| A) Qualification | | A) Qualification | | | | · |
| B) Experience | | B) Experience | | | | |
| Desirable | | Desirable | | | | |
| A) Qualification | | A) Qualification | | , | | • |
| B) Experience | | .B) Experience | | · | | |
| 5.1 Note: This column needs to b | e amplified | to indicate Essen | tial and | Desirable (| Qualificat | ions as |
| mentioned in the RRs by the Admini | strative Mini: | stry/Department/ | Office at I | the time of | Issue of | Circular . |
| and issue of Advertlsement in the Em | | | | | | |
| 5.2 In the case of Degree and Po | st Graduate | Qualifications Ele | ctive/ ma | in subjects | and sul | osidiary |
| subjects may be indicated by the can | didate. | | | | | |
| 5. Please state clearly whether in the | | | | | | |
| nade by you above, you meet | | | | | * | |
| ssential Qualifications and work exp | perience of the | ne . | | | ě. | |
| oost, . | | | | | | |
| * | | 27. | | | | |

6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Biodata) with reference to the post applied.

7. Details of Employment, in chronological order. Enclose a separate sheet dury authenticated by your signature, if the space below is insufficient.

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|-----|--------------------|---------------|---------------------------------------|----|-------------------------------|----------------|
| ٦ [| Office/Institution | Post held on | From | To | *Pay Band and Grade | Nature of |
| - | y | regular basis | | | Pay/Pay Scale of the | Duties (in |
| * } | 18.45 | | | | post held on regular | detall) |
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*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

| Pay, Pay Band, and Grade Pay | From | To . |
|-------------------------------|------|------|
| drawn under ACP / MACP Scheme | | |
| | | |

| * . | | | • • | · · |
|---|----------------------------|----------|---|-----------------|
| 8. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent | | | | |
| or Permanent | | | | |
| 9.In case the present enheld on deputation/coplease state- | | , | | |
| a) The date of initial appointment | b) Period of on deputation | J 28 100 | c) Name of the parent office/organization to which the applicant belongs. | post and Pay of |
| | | | | |
| 9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation | | | | |

| | ar of Deallestion in | 41.0 | | | | | |
|--|---|--|--|---------------|-------------|--|------------|
| , past by the app | eld on Deputation In plicant, date of reti | CHE | | | | · · | |
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| | | | | | | | 241 |
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| | 6 B * * | | | | 4.51 | 181 | |
| 11.Additional deta | ils about present | | 1912 Sept. | | | × . | |
| employment: | ··. | . 1 | | | | | |
| Planica state | | | 98 | | | • | |
| Please state whethe | er working under | | | | 77 (S) | | • |
| (indicate the name of | or your employer | • | | • | | | |
| against the relevant | column) | | | | * | | |
| a) Central Gove | | | | | | • | |
| 7 | ernment | 1 | | | | | 100 |
| b) State Govern | nment | 1 . | | | | | |
| c) Autonomous | Organization · | 1 | | 97 | ¥ | | |
| d) Government | Undertaking | | | | | `` | |
| e) Universities | • | 1 | | 3 7 | 2 | | |
| f) Others | | | • | | | | |
| 12. Please state v | vhether you are | | · | | | | |
| working in the same | Department and | | | | | * | |
| late in the feeder gr | ade or feeder to | 54 | | | | | |
| reeder grade. | | • 20 | | | | • • | |
| 13. Are you in Revised | d Scale of Pay? If | | <u> </u> | | | | |
| yes, give the date | from which the | | | • | r | | 1 |
| revision took place and | dalso indicate the | | | | | | |
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| pre-revised scale | | | : | | . ; | | 1 |
| 14.Total emoluments pe | er month now drawi | · n · : | . : | | . } | ·. · · | |
| 14.Total emoluments pe | | n . ; | <u>. : </u> | | . ; | ······································ | |
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| Basid Pay in the PB | of belongs to 20 Or | Grade Pay | nich is not | following the | | | nent |
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| pabove prescribed in the Vacence | y |
| Gircular/Advertisement) | |
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| (Note: Enclose a separate sheet, if the space i | 5 |
| insufficient) | |
| | |
| 16.B Achievements: | |
| The candidates are requested to indicate information | 1 |
| with regard to; | |
| (i) Research publications and reports and special | |
| projects | 1 |
| (ii) Awards/Scholarships/Official Appreciation | |
| (iii) Affiliation with the professional | . ' |
| bodies/institutions/societles and; | - |
| (iv) Patents registered in own name or achieved for the | |
| organization | 4. |
| (v) Any research/ innovative measure involving official | |
| recognition vi) any other information. | Sylver Sylver State Stat |
| (Note: Enclose a separate sheet if the space is | |
| insufficient) | |
| 17. Piease state whether you are applying for | |
| deputation (ISTC)/Absorption/Re-employment Basis.# | |
| (Officers under Central/State Governments are only | |
| eligible for "Absorption". Candidates of non- | |
| Government Organizations are eligible only for Short | , |
| Term Contract) | |
| · · · · · · · · · · · · · · · · · · · | · · · · · · · · · · · · · · · · · · · |
| # (The option of 'STC' / 'Absorption'/'Re-employment' | |
| are available only if the vacancy circular specially | |
| mentioned recruitment by "STC" or "Absorption" or | . 1 |
| "Re-employment"). | |
| 18. Whether belongs to SC/ST | |
| 10. Whether belongs to boyon | |
| , | |
| I have carefully gone through the vacancy circul | ar/advertisement and I am well aware that the |
| nformation furnished in the Curriculum Vitae duly supp | orted by the documents in respect of Essential |
| Due life a tie of AM and Free and a second a little d has me will also | he assessed by the Selection Committee at the |
| Qualification/ Work Experience submitted by me will also | and true to the hest |
| ime of selection for the post. The information/ details p | Modified by the gre confect and true to the per |

of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

| ·** | (Signature of the candidate) |
|-------|------------------------------|
| Addre | 2\$\$ |
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