

F.No. 17020/1/2020/SCD-VI/DAIC
 Government of India
 Ministry of Social Justice and Empowerment
 (Department of Social Justice and Empowerment)

15, Janpath, New Delhi
 Dated: 14th July, 2020

CIRCULAR

Dr. Ambedkar International Centre (DAIC) established by the Government of India under the aegis of the Ministry of Social Justice and Empowerment invites application for filling up of the following posts in the Dr. Ambedkar International Centre, Ministry of Social Justice and Empowerment, New Delhi, on deputation/short term contractual basis from suitable candidates who fulfill the eligibility conditions as shown below:-

S.N o.	Name of Post	No. of Posts	Pay Scale (Rs.)	Eligibility Conditions
1.	Sr. Account Officer	01	Rs.15600-39100/- (PB-3) with G.P. of Rs. 5400/- (pre-revised)	Officers under the Central Government or State Government or Public Sector Undertaking or Autonomous Organization having Bachelor Degree and holding:- (i) An analogous post on regular basis. Or (ii) A post in the scale of pay of Rs. 9300-34800/- (PB-2) with Grade Pay of Rs. 4800/- and having three years of regular Service in Audit/Account cadre. Or (iii) With three year's regular service in the posts pay band -2 (9300-34800) with grade Pay Rs. 4600/- or equivalent Or (iv) With eight years regular service in the post pay Band-2 (9300-34800) with Grade pay of Rs.4200/- or equivalent. Or (b) Possessing the following educational qualification experience – qualified as a chartered accountant / company secretary/cost & works Accountant/ICWA

				with 3 years relevant experience.
2.	Research Associate	01	PB-2- Rs. 9300- 34800 + G.P. Rs. 4800/- (pre- revised)	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organization and holding:- (a) (i) An Analogous post in Pay Band-2 (9300-34800) with Grade pay of Rs. 4800 or equivalent. (or) (ii) With two years' regular service in the pay Band-2 (9300-34800) with Grade pay of Rs. 4600 or equivalent; (or) (iii) With six years' regular service in the pay Band-2 (9300-34800) with Grade pay of Rs. 4200 or equivalent; (b) Possessing the following educational qualification, experience- Bachelor Degree in any subject from a recognized University with one year of experience in research / analysis / compilation of data related work.
3.	Private Secretary	02	PB-2- Rs. 9300- 34800/- with G.P. of Rs. 4600/- (pre- revised)	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organization etc:- (a) } (i) Holding analogous post in pay Band-2 (9300-34800) with Grade pay of Rs. 4600 or equivalent; (or) (ii) With five years' regular service in the pay Band-2 (9300-34800) with Grade pay of Rs. 4200 or equivalent.

				(b) Possessing the following educational qualification, experience- Bachelor Degree in any subject from a recognized University with one year of experience in personal establishment of officers.
4.	Junior Engineer	02	PB-2- Rs. 9300- 34800 + G.P. Rs. 4200/- (pre- revised)	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organization etc:- (a) (i) Holding analogous post in pay Band-2 (9300-34800) with Grade pay of Rs. 4200 or equivalent; (or) (ii) With six years' regular service in the pay Band-1(5200-20200) with Grade pay of Rs. 2800 or equivalent. (or) (iii) With ten years' regular service in the pay Band-1 (5200-20200) with Grade pay of Rs. 2400 or equivalent; (b) Possessing the following educational qualification experience- Degree / Diploma in Civil Engineering from a recognized University with one year of relevant experience.
5.	Store Keeper	01	Rs. 5200- 20200/- (PB-1) with G.P. of Rs. 2400/- (pre- revised)	Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organization etc:- (a) (i) Holding analogous post in pay Band-1 (5200-20200) with Grade pay of Rs. 2400 or equivalent; Or

				<p>(ii) With five years' regular service in the pay Band-1(5200-20200) with Grade pay of Rs. 2000 or equivalent.</p> <p>(or)</p> <p>(iii) With eight years' regular service in the pay Band-1 (5200-20200) with Grade pay of Rs. 1900 or equivalent;</p> <p>(b) Possessing the following educational qualification experience- Person having experience in store Keeping would be given preference.</p>
6	Assistant Caretaker	01	PB-1- RS. 5200- 20200 + G.P. Rs. 1900/- (pre- revised)	<p>Officers under the Central Government or State Government or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertaking or Semi Government or Statutory or Autonomous Organization etc:-</p> <p>(a) }</p> <p>(i) Holding analogous post in pay Band-1 (5200-20200) with Grade pay of Rs. 1900 or equivalent;</p> <p>Or</p> <p>(ii) With three years' regular service in the pay Band-1(5200-20200) with Grade pay of Rs. 1800 or equivalent.</p> <p>(b) Possessing the following educational qualification experience- Person having experience in store Keeping would be given preference.</p>

2. Period of deputation including in another ex-cadre post held immediately preceding this appointment in the same organization / department shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

3. The pay of the officer selected will be regulated in accordance with DOP&T, OM No.6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

4. The selected offices will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement and with the

consent of the officer and approval of the lending department. The usual deputation terms will apply.

5. The application in the enclosed proforma (can be down loaded from Ministry website: socialjustice.nic.in) from eligible officers who can be spared in the event of the selection may be forwarded through proper channel to the undersigned within 45 days of publication of this circular in the Employment News along with (a) up-to-date ACR Dossiers of the candidate concerned or attested photocopies of the annual confidential reports for the last five years; (b) Vigilance Clearance Report clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned; (c) Statement showing the minor/major penalties imposed, if any, and (d) Integrity Certificate.

6. Application in the prescribed format (As per Annexure – I, II, III, IV & V) may be submitted in the O/o Director, DAIC, 2nd Floor, 15, Janpath, New Delhi-110001. Please mention Post applied for on the envelope.

विक्रम त्रिवेदी (Vikas Trivedi)
निदेशक (Director)
डॉ. अम्बेडकर अंतर्राष्ट्रीय केन्द्र (Dr. Ambedkar International Centre)
सामाजिक न्याय और अधिकारिता मंत्रालय (Min. of Social Justice & Empowerment)
भारत सरकार, नई दिल्ली (Govt. of India, New Delhi)

To,

1. All Ministers/Department of Government of India.
2. All Chief Secretaries States/UTs.
3. All Central/State Universities or Institutions.
4. CGDA, office of the CGDA, Ulan Batar Road, Palam, Delhi Cantt – 110010.
5. Controller General of Accounts, Office of Controller General of Accounts, Ministry of Finance, Lok Nayak Bhawan, Khan Market, New Delhi-110002.
6. Director General of Audit (Central Expenditure), Office of the Director General of Audit (Central Expenditure), Room No.206, 2nd Floor, AGCR Building, I.P. Estate New Delhi – 110002.
7. Comptroller and Auditor General of India, Office of the Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi – 110124.
8. Director(CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi – with the kind request to upload this circular on DoPT's website for wider circulation.
9. Employment News, Ministry of Information and Broadcasting, East Block-IV, Level-5, R.K Puram.
10. Dr. Ambedkar Foundation, 9th Floor, Jeevan Prakash Building, K.G. Marg, New Delhi.

CURRICULAM VITAE PROFORMA

1. Name and address (In Block LETTER):
2. Applied for the post of:
3. Date of Birth (DD/MM/YY):
4. Educational Qualifications:
5. Whether belongs to SC/ST:
6. Experience possessed:
7. Date of retirement under Central/State Government rule:
8. Contact Number:
9. E-mail:
10. Qualification/ Experience Required as per format given below:

Qualifications Required	Qualifications possessed by the Officer
Essential	
Desirable	

Experience Required	Experience possessed by the Officer
Essential	
Desirable	

10(a). State clearly in light of entries made by you at para 10 above weather you qualify for post applied: Yes / No.

11. Details of employment, in chronological order (enclose a separate sheet, duty authenticated by your signature, if the space below is insufficient):

OFFICE/ INSTITUTE/ ORGANISATION	POST HELD AND SERVICE/ CADRE TO WHICH IT BELONGS	FROM	TO	PAY IN THE PAY BAND AND CLASSIFICATION OF POST	NATURE OF DUTIES
(1)	(2)	(3)	(4)	(5)	(6)

✓ Nature of Present employment, i.e.

1. Ad-hoc basis
2. Regular /on temporary basis
3. Pay in the Pay band
4. Grade Pay drawn

13. In case the present employment is held on deputation / contract basis, please state:

- a) The date of initial appointment
- b) Period of appointment on deputation/contract
- c) Name of the parent office / organization to which you belong.

14. Additional details about present employment, please state whether working under:

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities

15. Are you in revised pay structure: If yes, give the date from which the revision took place and also indicate the pre-revised scale.

16. Total emoluments per month now drawn.

17. Additional information, if any, which you would like to mention in support of your suitability for the post.

Enclose a separate sheet, if the space is insufficient.

18. Remarks.

19. It is certify that above information is/are best of my knowledge.

(Signature of Candidate)

Date:

VIGILANCE CLEARANCE CERTIFICATE

Certified that no Vigilance case of disciplinary proceedings or criminal proceedings is either pending or contemplated againstWho has applied for the post of in the Dr. Ambedkar International Centre on deputation basis.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Report/ Annual Performance Appraisal Reports of..... Who has applied for the post ofin the Dr. Ambedkar International Centre on deputation basis, it is certified that his / her integrity is beyond doubt.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

ANNEXURE – IV

ACR DOCUMENTS (DULY SIGNED BY CONCERNED AUTHORITY)

Copy of Last 5 years ACR of Shri/ Ms./ Mrs.
..... who has applied for the post of
.....in the Dr. Ambedkar International Centre on
deputation basis, is enclosed herewith.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

NO PENALTY CERTIFICATE

Certified that no minor/major penalty has been imposed during the last 10 years on Who has applied for the post ofin the Dr. Ambedkar International Centre on deputation basis.

(Authorised Signatory)

Name & Office Seal:

Date:

(Not below the rank of Deputy Secretary)

