



NESTS/Appointment/Deputation/25/2020-2021

Dated: 07/01/2024

**Vacancy Circular**

National Education Society for Tribal Students (NESTS) (established under the Society registration act 1860) under Ministry of Tribal Affairs 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 the Competent Authority. The eligibility criteria and qualifications for the positions are enclosed (**Annexure-I**):

Sl No	Designation	Number of Posts	Pay Scale as per 7th CPC
1	Executive Engineer <sup>@</sup>	One (1)	Level 11 - Rs. 67700-208700/-
2	Assistant Commissioner *	One (1)	Level 8 - Rs. 47600-151100/-
3	Private Secretary	One (1)	Level 7 - Rs. 44900-142400/-
4	Office Superintendent	Two (2)	Level 7 - Rs. 44900-142400/-
5	Office Superintendent (Finance)	One (1)	Level 7 - Rs. 44900-142400/-
6	Office Assistant	One (1)	Level 4 - Rs. 25500-81100/-
7	Stenographer Grade -II	One (1)	Level 4 - Rs. 25500-81100/-
8	Assistant Engineer	Three (3)	Level 6 - Rs. 35400-112400/-
9	Junior Engineer (Civil)	One (1)	Level 5 - Rs. 29200-92300/-
10	Junior Engineer (Electrical)	One (1)	Level 5 - Rs. 29200-92300/-

*@ Executive Engineer – This post is likely to be vacated in the first half of 2025. If employee continues on the posts, the advertised post will be cancelled.*

*\* Assistant Commissioner - Recruitment will be done against lien vacancy. If employee holding the lien joins NESTS, person selected on the deputation will be repatriated with one months' notice.*

*Note: - Number of posts is tentative. NESTS reserves the right to increase or decrease the number of posts and may or may not fill any post(s) or cancel the advertisement at any stage at its discretion and such decision will be final and binding on all.*

2. The maximum age limit for the appointment on deputation basis shall be 56 years for all posts 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.1667555503571-Estt. (Pay II) dated 08/09/2022, 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 last 05 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 **Joint Commissioner(A), NESTS, Gate No. 3A, Jeevan Tara Building, Parliament Street, New Delhi-110001 latest by 07<sup>th</sup> February, 2025.** Application received after 07/02/2025 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 as per 7th CPC	Essential Qualifications
1	Executive Engineer	One (1)	Level 11 - Rs. 67700-208700/-	Persons working in the Central Govt./State Govt./Semi Govt./Autonomous or Statutory organizations holding analogous post on regular basis. OR Assistant Executive Engineer (Civil) with 5 years' experience in civil works.
2	Assistant Commissioner	One (1)	Level 8 Rs. 47600-151100/-	Officers under the Central Govt. / State Govt. / Semi-Govt. / Autonomous or Statutory Organizations. a. Holding analogous post on regular basis OR Officers with 6 years' service in level 6 (Rs.35400-112400/-). Or 2 years of service in Level 7 (Rs. 44900-142400/-). b. Graduate degree from a recognised university.
3	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/-).
4	Office Superintendent	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.
5	Office Superintendent (Finance)	Two (1)	<b>Level 7</b> Rs. 44900-142400/-	<p>a. Officers of the Central Govt./State Govt./UT/Autonomous Organization Holding analogous post on regular basis. Or Assistant/Audit/ Assistant/Legal Assistants/ Statical Assistant / Finance assistant or similar 05 years regular service in 6 (Rs. 35400-112400/-)</p> <p>b. Possessing experience of handling financial mater in responsible capacity.</p> <p>c. B. Com with 50% marks in the aggregate or equivalent</p> <p>d. Computer of computer applications.</p>
6	Office Assistant	One (1)	<b>Level 4</b> Rs. 25500-81100/-	<p>Officers of the Central Govt./State Govt./UT/Autonomous Organization</p> <p>a. Holding analogous post in Level 4 in the parent cadre or department or 8 years of service in Level 2.</p> <p>b. Bachelor's Degree of a recognized University.</p>
7.	Stenographer Grade -II	One (1)	<b>Level 4</b> Rs. 25500-81100/-	<p>Officers of the Central Govt./State Govt./UT/Autonomous Organization</p> <p>a. Holding analogous post in Level 4 in the parent cadre or department.</p> <p>b. 12th class pass from recognized Board or University</p> <p>c. Knowledge of Computer Operation.</p> <p>d. Skill Test Norms: Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes for English and 65 minutes for Hindi on Computer.</p>

8	Assistant Engineer	Three (3)	Level 6 Rs. 35400-112400/-	Persons working in the Central Govt./State Govt./Semi Govt./ Autonomous or Statutory organizations holding analogous post on regular basis. OR Junior Engineer (Civil/Electrical) with regular service of 6 years in the pay level 5 dealing with supervisory in planning/Construction of Civil Works.
9	Junior Engineer (Civil)	One (1)	Level 5 Rs. 29200-92300/-	Persons working in the Central Govt./State Govt./Semi Govt./ Autonomous or Statutory organizations holding analogous post on regular basis. AND Degree in Civil Engineering or three years Diploma in Civil Engineering from a recognized institution with three years' experience in construction of building.
10.	Junior Engineer (Electrical)	One (1)	Level 5 Rs. 29200-92300/-	Persons working in the Central Govt./State Govt./Semi Govt./ Autonomous or Statutory organizations holding analogous post on regular basis. AND Degree in Electrical Engineering or three years Diploma in Electrical Engineering from a recognized institution with three years' experience in electrical work.

**Note 1:**

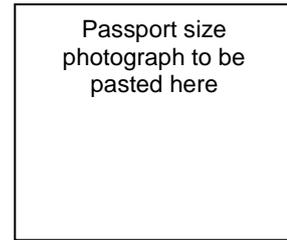
The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

**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

**Annexure - II**

**Proforma of Application**



	Particulars	Details	Attac hmen t Page no.
1.	Name and address (in Block Letters):		
2.	Mobile number		
3.	Email ID		
4.	Post Applied for		
5.	Date of Birth (in Christian Year):		
6.	Have you applied through proper channel		
7.	Date of Joining under Central/State Govt.		
8.	Date of retirement under Central/State Govt. rules:		
9.	Service to which the officer belongs and cadre (with year of batch):		
10.	Status of your present employer Central Government / State Government/ Autonomous organization / Government Undertaking/Universities/ Others (Mention name)		
11.	Have you attached ACRs/APARs of last 05 years		
12.	Have you attached vigilance clearance, integrity certificate and a statement showing details of major / minor penalties imposed on them, if any, during the period of last 05 years.		
13.	Permanent Residential Address with Telephone No. and email id.		

14.	Present post held, and whether it is a cadre post (with address of the office).							
15.	Present pay grade and scale of pay and date of appointment thereto on regular posts (or equivalent pay level as per 7 <sup>th</sup> CPC)							
16.	Are you holding analogous post on a regular basis under Central / State Government?							Yes / No
17.	Educational Qualifications (Matric onwards)							
	Exam Passed	Name of University / Institute / Board	Year of passing	Duration of Course	Subjects	Percentage of Marks		
18.	Whether eligibility conditions are fulfilled:							
19.	Details of employment, in chronological order. (Enclose a separate sheet, if required)							
20.	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	
21.	Nature of present employment i.e. permanent/temporary/adhoc:							

22.	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: Name of parent Office / organization to which you belong:		
23.	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)		
24.	Pay and emoluments now drawn in revised scale		
25.	Whether belongs to SC/ST/OBC:		
26.	Latest Salary Slip		
27.	Experience certificate as per annexure - IV		
28.	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. She/he possesses educational qualification and experience mentioned in vacancy circular. If Selected, She/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**

## Experience Certificate

Telephone No:-

.....

Email Id:- .....

Name of Organization

Address of organization

Dated:- .....

This is to Certify that Shri/Ms. .... S/o, D/o, W/o, was/is an employee of this Organization/ department/Ministry and duties performed by him during the period(s) are as under:

Name of post held	From dd/mm/yy	To dd/mm/y	Total period dd/mm/y	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Department/Specially/Field of experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay scale and last salary drawn	Duties performed/ experience gained in brief in each post (please give details, if need be, in attached sheet) (in case of medical posts, please mention field of specialization)		Place of Posting		Worked at supervisory level/middle management level/head of branch
(7)	(8)	(9)	(10)		

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature

Name of Competent Authority  
(Stamp of competent authority)