

**NATIONAL CONSUMER DISPUTES REDRESSAL COMMISSION  
NEW DELHI**

Telephone No.011-24608711

Upbhokta Nyay Bhawan  
'F' Block, GPO Complex  
INA, New Delhi-110023

No.A-2/NCDRC/2011

6<sup>th</sup> March 2012

**VACANCY C I R C U L A R**

Applications are invited for filling up the following posts in the National Consumer Disputes Redressal Commission, on deputation basis from suitable candidates, who fulfil the eligibility as shown against the post below: -

<b>S.No</b>	<b>Post with Scale of Pay</b>	<b>No. of Post</b>	<b>Eligibility</b>
1	Personal Assistant (PB - 2 Rs.9300-34800 + Grade pay Rs.4200)	7	Persons holding: -  (a) Analogous post in Central/State Government/Supreme Court/ High Court/ Central Administrative Tribunal.  <b>OR</b>  (b) The post of Stenographer Grade 'D' in the Pay Band-1 of Rs 5200-20200+Grade Pay Rs.2400 (Pre-revised scale of Rs.4000-6000) with eight years of regular service in the grade and having a speed of 100 w.p.m. in Shorthand (English). The length of service required in the grade is relaxable in deserving cases.
2	Hindi Translator (PB -2 Rs 9300-34800-+Grade Pay Rs.4200)	1	Persons working in the Central/State Government/High Courts:-  (a) (i) Holding analogous post on regular basis; <b>OR</b>  (ii) With five years of regular service in the scale of pay of Rs.5200-20200 + Rs.2400 (GP) (pre-revised scale Rs.4000-6000) or equivalent. (b) Essential Educational qualifications is as under:- I. Master's Degree of a recognized University in Hindi/English with English/Hindi as a main any subject at the degree level; or II. Master's Degree of a recognized University in any subject with Hindi as the Medium of instruction and examination with English as a compulsory subject at degree level: or III. Bachelor's Degree with Hindi and English as main subjects or either of the two as medium

			of examination and other as a main subject plus recognized Diploma/Certificate Course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central/state Government offices, including Government of India Undertaking.
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The pay of the officials selected will be regulated in accordance with DOP&T O.M. No. 2/29/91-Estt.(Pay II), dated the 17<sup>th</sup> June 2010 (amended from time to time) and the maximum age limit for appointment on deputation shall be 56 years on the date of closing of the applications.

Depending upon experiences in the judicial field, relaxation in deserving cases will be applicable including relaxation in the required length of service by one or two years (for deputation only).

The applications of eligible candidates who are desirous of being considered for appointment to the above mentioned post and who can be spared immediately after selection, may please be forwarded to the undersigned within 60 days from the date of the Circular, in the prescribed format as at Annexure-I (Prescribed form along with details can also be downloaded from this Commission's Website [ncdr.nic.in](http://ncdr.nic.in)) along with CR dossiers for the last five years and vigilance/disciplinary clearance certificate. Incomplete applications and applications not duly forwarded by their office will not be considered. The selected candidate should be released for joining the post on deputation within 15 days of selection and the forwarding office should make a declaration to this effect in the form of an undertaking.

Deputationist will be eligible for absorption subsequently subject to their suitability and fulfillment of other conditions.

(H.D Nautiyal)  
Registrar

**Copy to:**

1. Registrar Genl.-High Court of Allahabad, High Court of Madhya Pradesh, High Court of Rajasthan, Uttarakhand High Court, Patna High Court & High Court of Orissa.
2. The Ministries/Departments of Government of India, New Delhi
3. Chief Secretaries of States & Union Territories with a request for wider circulation.
4. Director General of Police, CISF, ITBP, SSB, BSF, CBI, New Delhi
5. Principal Registrar, Central Administrative Tribunal, Copernicus Marg, New Delhi.
6. The Joint Secretary, NHRC, Faridkot House, New Delhi.
7. The Joint Secretary (Services), Government of NCT of Delhi.
8. The Resident Commissioners of different States/UTs in Delhi with a request for wider circulation in their State Government Offices.
9. The District & Sessions Judge, Tis Hazari, New Delhi.
10. Mr. Satyabrata Nanda, Computer Programmer – For uploading the circular on this Commission's Website [Ncdrc.nic.in](http://Ncdrc.nic.in)
11. Circular File

(Iqbal Ahmed)  
Assistant Registrar

**FORMAT OF APPLICATION**

**POST APPLIED FOR .....**

1. Name of the Applicant:
2. Father's Name:
3. Address for correspondence:
4. Contact No. (Res. & Mob.):
5. Date Of birth:
6. Whether SC/ST/OBC:
7. Educational Qualifications:
8. Professional/ Technical Qualifications
9. Details of present post held
  - a) Designation of the post
  - b) Scale of pay & Present pay drawn
  - c) Date of appointment to the post
  - d) Nature of appointment to the post (ad-hoc/regular)
10. Experience
11. Detail of deputation held previously, :  
if any, with full particulars.
12. Remarks, if any

**Signature of the Applicant**  
**Telephone No.....**

**BY PARENT OFFICE**

1. Certified that the information given by the Applicant has been verified from the office record and is found to be correct.
2. The ACR dossiers for the last five years are enclosed
3. It is certified that no vigilance case is pending or contemplated against him/her.
2. In the event of Selection, the official will be relieved within 15 days of receipt of communication.

Date.....

Signature.....  
Designation  
Office  
Tel. No.