

**NATIONAL CONSUMER DISPUTES REDRESSAL COMMISSION  
GOVERNMENT OF INDIA**

Telephone No.011-24608714

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

No.A-2/NCDRC/2019

9<sup>th</sup> April 2019

**CIRCULAR**

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:-

S.No.	Post	Group	No. of Posts	Pay Scale
1	Assistant	General Central Service Group 'B' Non-Gazetted	01	Level-7 ₹44,900-₹1,42,400
			05*	Level-6 ₹35,400-₹1,12,400
2	Personal Assistant	General Central Service Group 'B' Non-Gazetted	02	Level-7 ₹44,900-₹1,42,400
			01*	Level-6 ₹35,400-₹1,12,400

**\*upgradation of pay level from Level-6 to Level-7 in r/o 05 posts of Assistant and 01 post of Personal Assistant is under consideration of the Ministry.**

**Eligibility for the post of Assistant:-**

Persons holding:-


- (i) analogous posts in Central/State Governments/ Supreme Court/ High Court/ Tribunals;
- OR**
- (ii) the post of Upper Division Clerk in the scale of pay of Level-4: ₹25,500-₹81,100 of pay matrix or equivalent with eight years' regular service in the grade.

**Eligibility for the post of Personal Assistant:-**

Persons holding:-

- (i) analogous post in Central/State Government/ Supreme Court/ High Court/ Tribunals.
- OR**
- (ii) the post of Stenographer Grade 'D' in the Level-04: ₹25,500-₹81,100 of pay matrix with eight years' of regular service in the grade and having a speed of 100 w.p.m. in Shorthand (English).

The pay of the officials selected will be regulated in accordance with DoP&T O.M. No.2/29/91-Estt.(Pay II), dated 17<sup>th</sup> June 2010 (as 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.

  
10.04.2019

The application(s) of eligible candidates who are desirous of being considered for appointment to the above mentioned posts and who can be spared immediately after selection, may please be forwarded to the Registrar, National Consumer Disputes Redressal Commission, Upbhokta Nyay Bhawan, 'F' Block, GPO Complex, INA, New Delhi-110023 so as to reach this Commission on or before 10.06.2019, in the prescribed format as at Annexure-I (Prescribed form alongwith details can also be downloaded from this Commission's Website [ncdrc.nic.in](http://ncdrc.nic.in)) alongwith certified copies of CR dossiers for the last five years and vigilance/disciplinary clearance certificate. Incomplete application(s) and the application(s) not duly forwarded by their office will not be considered. The candidate will not be allowed to withdraw his/her candidature after selection. The selected candidate should be relieved 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.

  
(S Hanumantha Rao)  
Joint Registrar

**Copy to:**

1. The Secretary General, Supreme Court of India, Tilak Marg, New Delhi-110201.
2. Registrar Genl. of all the High Courts with a request to circulate the vacancy circular to all the District Courts falling within its jurisdiction.
3. The Ministries/Departments of Government of India, New Delhi (as per list)
4. The Chief Secretaries of States & Union Territories with a request for wider circulation.
5. The Director General of Police, CISF, CRPF, ITBP, SSB, BSF, CBI, New Delhi
6. The Principal Registrar, Central Administrative Tribunal, Copernicus Marg, New Delhi.
7. The Secretary (Services), Govt. of NCT of Delhi, Secretariat Complex, 7<sup>th</sup> Level, B-Wing & 5<sup>th</sup> Level, A-Wing, I.P. Estate, New Delhi-02. Services Department, Govt. of Delhi.
8. The Principal Registrar, Armed Forces Tribunal (Principal Bench) West Block-VIII, Opp. Mohan Singh Market, Sector-I, R.K. Puram, New Delhi-110066.
9. The Joint Secretary, NHRC, 'C' Block, GPO Complex, INA, New Delhi.
10. The District & Sessions Judge, Tis Hazari, New Delhi.
11. The District & Sessions Judge, Ghaziabad.
12. The District & Sessions Judge, Faridabad.
13. The District & Sessions Judge, Gurgaon.
14. Mr. Satyabrata Nanda, SO (IT) – For uploading the circular on this Commission's Website [Ncdrc.nic.in](http://Ncdrc.nic.in)
15. Circular File

  
(S Hanumantha Rao)  
Joint 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. Email I.D:
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.....**

**CERTIFICATION 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.
4. In the event of Selection, the official will be relieved within 15 days of receipt of communication and he/she will not be allowed to withdraw his candidature on selection.

Date.....

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