

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

Telephone No.011-24608718

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

No.A-2/Recruitment/NCDRC/2022 (Vol. III)

16.01.2025

VACANCY CIRCULAR

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

S. No.	Post with Scale of Pay	No. of Post	Eligibility
1.	Accounts Officer Pay in Pay Matrix Level- 7: ₹44,900-₹1,42,400/- General Central Service Group 'B' Gazetted Non-Ministerial	01 (One)	Officers under the Central Government or State Government or autonomous bodies or statutory organizations or public sector undertakings or the Supreme Court or High Courts;- (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' service in the grade rendered after appointment thereto on regular basis in the level 6 (₹35400-112400) in the pay matrix or equivalent in the parent cadre or department; and (b) possessing the following educational qualifications and experience:- (i) must have passed the Subordinate Audit or Account Services or equivalent examination conducted by any one of the Organized Accounts Department of the Central Government; and (ii) must have successfully completed training in Cash and Accounts work in the Institute of the Secretariat Training and Management or equivalent training course and have minimum three years' experience in Cash, Accounts and Budget work. Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years. Note 2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.
2.	Accountant-cum-Cashier Pay in Pay Matrix Level- 6: ₹35,400 - ₹1,12,400/- General Central Service Group 'B' Non-Gazetted Non-Ministerial	01(One)	Officers under the Central Government or the State Government or autonomous bodies or statutory organizations or public sector undertakings or Supreme Court or High Courts;- (a) (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with six years' regular service in the grade rendered after appointment thereto in level 5 (₹29200-92300) or equivalent in the parent cadre or department; or (iii) with eight years' regular service in the grade rendered after appointment thereto in level 4 (₹25500-81100) in the pay matrix or equivalent in the parent cadre or department; and

L

			<p>(b) undergone training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent course and possessing two years' experience of cash, accounts and budget work.</p> <p>Note 1:The period of deputation including the period of deputation in another ex-cadre post held immediately preceding in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2:The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p>
3.	<p>Personal Assistant (Stenographer Grade 'C')</p> <p>Pay in Pay Matrix Level- 6: ₹35,400 - ₹1,12,400/-</p> <p>General Central Service Group 'B' Non-Gazetted Non-Ministerial</p>	<p>01(One) (Subject to vary)</p>	<p>Officers under the Central Government or the State Government or autonomous bodies or statutory organizations or public sector undertakings or the Supreme Court or High Courts;-</p> <p>(i) holding analogous post of Stenographer on regular basis; or</p> <p>(ii) Stenographer in level 4 (₹25500-81100) in the pay matrix or equivalent with ten years regular service in the grade.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding in the same or some other Organization/Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p>

The pay of the officials selected will be regulated in accordance with DoP&T's O.M. No. 2/29/91-Estt.(Pay II), dated the 17th 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.

The eligible and interested candidates, who can be spared immediately after selection, may apply in the prescribed format as at Annexure-I (available at this Commission's Website ncdrc.nic.in). The said applications may be forwarded to the Registrar, National Consumer Disputes Redressal Commission, Upbhokta Nyay Bhawan, 'F' Block, GPO Complex, INA, New Delhi-110023 within 60 days from the date of publication of this Vacancy Circular in Employment News (e-version), along with certified copies of CR dossiers for the last five years and vigilance/disciplinary clearance certificate. Incomplete application(s) and application(s) 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.


(Iqbal Ahmed)
Joint Registrar

Copy to:

1. The Secretary General, Supreme Court of India, Tilak Marg, New Delhi-110201.
2. The Registrar General of all the High Courts.
3. The Ministries/Departments of Government of India, New Delhi (as per list)
4. The Chief Secretaries of States & Union Territories.
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, 7th Level, B-Wing & 5th 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, Gurugram.
14. All Registrars, State Consumer Disputes Redressal Commissions/UT(s).
15. Under Secretary (CPU) to the Government of India, Department of Consumer Affairs, Krishi Bhawan, New Delhi-110001, with a request to place this circular on the website of DoCA for wide circulation.
16. SO (IT), NCDRC – For uploading the circular on the website of NCDRC.
17. Circular File



(Iqbal Ahmed)
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. E-mail ID :
- 6. Date of Birth :
- 7. Whether SC/ST/OBC :
- 8. Educational Qualifications :
- 9. Professional/Technical Qualifications :
- 10. 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)
- 11. Experience :
- 12. Detail of deputation held previously,
if any, with full particulars :
- 13. 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.

Date.....

Signature

Designation.....

Office

Tel. No.