

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

SO(AIR)

Telephone No.011-24608718

Accounts Establishment Section, Upbhokta Nyay Bhawan  
 डाकरी संख्या 2270, 'F' Block, GPO Complex  
 दिल्ली 02/06/22 INA, New Delhi-110023

No.A-2/Recruitment/NCDRC/17-18 (Vol.II)

Dt.11.05.2022

21/05/22  
R.G.T.C

**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	Section Officer  Pay in Pay Matrix Level-8 : ₹47,600 - ₹1,51,100/-  General Central Service Group 'B' Gazetted Non-Ministerial	01 (One)	Officers of Central Govt. or State Government or Supreme Court or High Courts or PSUs or Tribunal or Quasi-Judicial authority:  (i) holding analogous post on regular basis; OR (ii) Assistant Section Officer having 6 years' regular service in Level 7 : ₹44,900-₹1,42,400 or equivalent. OR (iii) Assistant in Level-6: ₹35,400-₹1,12,400 with 8 years' regular service or equivalent.  <b>Note 1:</b> 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.  <b>Note 2:</b> The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.
2	Accounts Officer  Pay in Pay Matrix Level-8 : ₹47,600 - ₹1,51,100/-  General Central Service Group 'B' Gazetted Non-Ministerial	01 (One)	Officers of Central Govt. or State Government or Supreme Court or High Courts or PSUs or Tribunal or Quasi-Judicial authority:  (i) Holding analogous post on regular basis; OR (ii) Assistant/Accountant having 6 years' regular service in Level 7 : ₹44900-₹142400 or equivalent with Cash & Accounts Training conducted by ISTM, possessing knowledge in Accounts and Establishment. OR (iii) Assistant/Accountant having 8 years' regular service in Level-6 : ₹35400-₹112400 or equivalent with Cash & Accounts Training conducted by ISTM, possessing knowledge in Accounts and Establishment.  <b>Note 1:</b> 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.

R.G.T.C

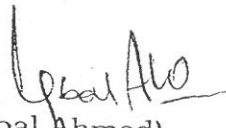
			<p><b>Note 2:</b> The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p>
3	<p>Court Master (Non-Shorthand)</p> <p>Pay in Pay Matrix Level-8 : ₹47,600 - ₹1,51,100/-</p> <p>General Central Service Group 'B' Gazetted Non-Ministerial</p>	01 (One)	<p>Officers of Central Govt. or State Government or Supreme Court or High Courts or PSUs or Tribunal or Quasi-Judicial authority:</p> <p>(i) holding analogous post on regular basis; OR</p> <p>(ii) Assistant Section Officer having 6 years' regular service in Level 7 : ₹44,900-₹1,42,400 or equivalent. OR</p> <p>(iii) In Level-6: ₹35,400-₹1,12,400 with 8 years' regular service or equivalent.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p>
4	<p>Accountant</p> <p>Pay in Pay Matrix Level-7 : ₹44,900 - ₹1,42,400/-</p> <p>General Central Service Group 'B' Non-Gazetted Non-Ministerial</p>	01 (One)	<p>Officers of Central Govt. or State Government or Supreme Court or High Courts or PSUs or Tribunal or Quasi-Judicial authority:</p> <p>A. (i) Holding analogous post on regular basis; OR</p> <p>(ii) Senior Secretariat Assistant (Upper Division Clerk) in the scale of pay of Level 4: ₹25500-₹81100 or equivalent with eight years' regular service in the grade; and</p> <p>B. Possessing knowledge in Cash &amp; Accounts and establishment matters.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p>
5	<p>Personal Assistant</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>	01 (One) (Subject to vary)	<p>Officers of Central Govt. or State Government or Supreme Court or High Courts or PSUs or Tribunal or Quasi-Judicial authority:</p> <p>(i) Holding analogous post on regular basis; OR</p> <p>(ii) Holding the post of Stenographer Grade 'D' in the scale of pay of Level 4: ₹25500-₹81100 or equivalent with eight years' regular service in the grade and having speed of 100 w.p.m. in shorthand (English).</p>

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			<p><b>Note 1:</b> 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><b>Note 2:</b> The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p>
6	<p>Assistant</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>04 (Four) (Subject to vary)</p>	<p>Officers of Central Govt. or State Government or Supreme Court or High Courts or PSUs or Tribunal or Quasi-Judicial authority:</p> <p>(i) Holding analogous post on regular basis; OR</p> <p>(ii) Senior Secretariat Assistant (Upper Division Clerk) in the scale of pay of Level 4: ₹25500-₹81100 or equivalent with eight years' regular service in the grade.</p> <p><b>Note 1:</b> 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><b>Note 2:</b> 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.

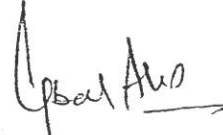
The application(s) of eligible candidates who are desirous of being considered for appointment to the above mentioned posts and who can be spared immediately after selection, may please be forwarded to the Registrar, National Consumer Disputes Redressal Commission, Upbhokta Nyay Bhawan, 'F' Block, GPO Complex, INA, New Delhi-110023 within 60 days from the date of publication of this Vacancy Circular in Employment News (e-version) and two Daily Newspapers (Hindi and English), in the prescribed format as at Annexure-I (Prescribed form alongwith details can also be downloaded from this Commission's Website [ncdr.nic.in](http://ncdr.nic.in)) 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)  
Deputy 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, 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, Gurugram.
14. All Registrars, State Consumer Disputes Redressal Commissions/UT(s).
15. Mr. Satyabrata Nanda, SO (IT) - For uploading the circular on this Commission's website [ncdrc.nic.in](http://ncdrc.nic.in)
16. Circular File

  
(Iqbal Ahmed)  
Deputy 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. ....