

(on NCW Website)

F.No.1/2 (2)/2019-Consultant(PS)
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025.

20th November, 2019

CIRCULAR

Subject: Engagement of retired Government servants (PPS/Private Secretary)/Personal Assistant as Consultant in National Commission for Women.

National Commission for Women invites applications to engage upto 05 consultants against the vacant posts of Private Secretary/Personal Assistant initially for a period of one year from the date of engagement which may be extended/curtailed subject to filling up the post on regular basis and/or as per the requirement of the Commission. Accordingly, applications are invited from retired Government employees (preferably retired as CSSS officials) on the following terms and conditions:

- The engagement of the Consultant will be purely on contract basis.
- The candidate must have retired from Central Government Service at the level of Private Secretary (Level 8 of Pay Matrix as Per 7th CPC – Pre-revised 4800 (GP) or Personal Assistant (Level 7 of Pay Matrix as per 7th CPC – Pre-revised 4600 (GP) or above.
- The person shall be well acquainted with the functioning of Central Govt. Ministries/Department. Persons retired from the Central Government having experience of relevant field shall be given preference. Candidates should not be more than 63 years on the last date of receipt of application in the Commission.
- Initially the contract period would be for a period of one year which may be extended or curtailed with the approval of Competent Authority.
- The person must be able to work in MS Word and should be proficient in surfing internet.

- Must be capable of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, managing of appointments/engagements, attending to the telephone calls and receiving visitors, maintaining the papers required to be retained by the officer, destroying by shredding/burning the stenographic records of the confidential and secret letters and assisting the officer in such a manner as he/she may direct.
- The consultant will be paid a consolidated remuneration @ Last Basic Pay drawn – Basic Pension + DA at prevailing rates).
- The consultant shall be eligible for one day leave in a month. This leave will not be carried forward, if the incumbent is re-engaged.
- The candidate will require to sign a non- disclosure undertaking.
- Personal Assistants/Private Secretaries/PPS, who have retired recently may be given preference.
- The Headquarter of Consultant will be at Delhi. Working hours of Consultants shall normally be from 9.00 am to 5.30 pm during working days including half an hour lunch break in between. However, in exigencies of work they may be required to sit late and/or called on Saturday/Sunday and other Gazetted Holidays. The persons who fulfil the eligibility criteria as mentioned above and are willing to work as Consultant on the terms and condition mentioned herein above may submit their applications in the prescribed proforma latest by 28th November,2019 to the Under Secretary (Establishment), National Commission for Women, Plot No. 21 Jasola institutional Area, New Delhi 110025. The applicant can also email their application to priiti.kumar@nic.in. The short-listed candidates may be called for written/trade test/personal interaction on 2nd December, 2019, for which communication will be sent separately.
- The number of positions of Consultants may vary at the time of selection.
- The Commission reserves the right to cancel any or all the applications without assigning any reason thereof.


(Priti Kumar)
Under Secretary

**The Under Secretary
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025.**

Application of the post of Consultant [PS/PA] in National Commission for Women

Personal Details:-

1. Name-
2. Father's Name-
3. Date of Birth-
4. Age as on the closing dated of receipt of application - ...Year.....
Months..... Day
5. Nationality-
6. Pay- Band with Grade Pay/Pay Level of the post held at the time of retirement
and pension drawn:
(Please attach a copy of PPO)
7. Correspondence Address-
8. Permanent Address-
9. Language of Shorthand/typing skill (Hindi/English/Both)-
10. Educational Qualification (Highest):
11. Work Experience during last 15 years in Govt. Service, if any-

Sl. No.	Organization/Institute and post held	Duration of Service	Nature of work performed during the period

12. Any other specific information in relation to essential/desirable qualifications and experience(use separate sheets, if necessary)

13. Whether any minor/major penalty was imposed during the last 15 years of Govt. service.

DECLARATION

I solemnly declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidate is liable to be rejected and I shall be bound by the decision of the National Commission for Women. I have gone through and understood the eligibility criteria and the terms and conditions of the engagement of consultant in National Commission for Women and I unequivocally and unconditionally accept all the terms and conditions.

Signature of candidate with date
Email
Mobile