

**No. 1/2(2)/2004-NCW (A)**  
**National Commission for Women**  
**4 Deen Dayal Upadhyaya Marg**  
**New Delhi – 110 002.**

**Sub :** Filling up of vacant posts in the National Commission for Women by deputation on 'Foreign service terms'.

Applications are invited to fill up the following posts by deputation on 'foreign service terms'. Period of deputation including the period of deputation immediately preceding the appointment in the same or any other organization/department of Central should ordinarily not exceed 3 years. The maximum age limit is 56 years as on the closing date of receipt of application. Application as per the proforma may be sent to **Under Secretary National Commission for Women (NCW), 4 Deen Dayal Upadhyaya Marg, New Delhi 110 002**. Last date for receiving application will be 45 days from the date of publication of this advertisement in the Employment News. For the same details please log on to NCW Website [www.ncw.nic.in](http://www.ncw.nic.in).

**Sd/-**  
**(Under Secretary)**

Sl No.	Name of the post	No of post	Eligibility conditions
1	Assistant Rs.9300- 34800+Rs.4200 GP	02 (one post is vacant and other is anticipated vacancy)	Essential: Holding analogous post or having 5 years regular service as UDC in the pay scale of Rs. 5200- 20200+Rs. 2400 GP (Old Scale of pay of Rs. 4000- 100-6000). Possessing experience in noting and drafting. One post is exclusively for the cash Section. Suitably experienced persons having certificate of training of Cash & Accounts work and working knowledge of computer shall only be considered
2	Hindi Typist Rs.5200- 20200+Rs.1900 (GP)	01	Essential: Holding analogous post on regular basis OR Group 'D' employees of the Central Secretariat having atleast 6years regular service in the scale of Rs 4440-7440-1650 (GP) (old scale of pay of Rs. 2650-65-3300--70-4000) OR Atleast 3 years of service in the Rs5200- 20200+1800 GP (old scale of pay of Rs 2750--70- 2800-75-4400) and possessing educational qualification as follows: (i) matriculation or equivalent (ii) possess a Hindi Typing speed of 30/25 words per minute
3.	Stenographer Grade 'D' Rs.5200- 20200+Rs.2400 (GP)	1	Essential: (i) Upper Division Clerk of the Central Secretariat Service: OR (ii) Lower Division Clerks of the Central Secretariat Clerical Service with at least 5 years regular service in the grade and possessing a speed of 80 words per minute in English Shorthand and 30 words per minute in English typewriting
4.	Private Secretary Rs.9300- 34800+Rs.4800 GP.	01 (anticipated vacancy)	Essential: Analogous post on regular basis or with 5 years regular service as Steno Grade 'C' in the old Scale of Pay of Rs. 5500-175-9000 (pre revised) Revised pay scale Rs.9,300- 34800+4200 GP )

**Note:** Advance copies of applications can be sent by the candidates in the prescribed proforma. The Department is required to forward the application of the candidate through proper channel such that it reaches NCW before interview date alongwith the attested copies of ACRs for the last 5 years and vigilance clearance.

### PROFORMA

1	Name of Post applied for	:	
2	Name of Candidate	:	
3	Postal Address with Telephone No.	:	
	Office	:	
	Residential	:	
4	Date of Birth	:	
5	Date of retirement under Central Government/State Government Rules	:	
6	Educational Qualifications	:	
7	Experience in the field		
8	Present post held, date from which held ad the scale of pay	:	
9	Details of past service	:	From To
	(a) Name of post held and employer (b) Nature of appointment (c) Scale of pay (d) Nature of duties performed (in brief)	:	
10	Whether belongs to SC/ST/OBC	:	
11	Remarks (if any)	:	

**(Signature)**