

No. 1/2(2)/2015-NCW(A)-Pt.
National Commission for Women
Plot No. 21, Jasola Institutional Area
New Delhi – 110 025.

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

Applications are invited to fill up the following posts by deputation on 'foreign service terms' basis from amongst officers of Central/State Govts./UTs/PSUs/Universities/Financial Institutions/Autonomous/Semi-Government/Statutory Bodies etc. Period of deputation including the period of deputation immediately preceding the appointment in the same or any other organization/department of Central Government 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, Plot No. 21, Jasola Institutional Area, New Delhi 110 025. Last date for receiving application is one month from the date of publication in Employment News.


| Sl No. | Name of the post | No of post | Eligibility condition |
|--------|---|-------------|--|
| 1. | Law Officer (Rs.15,600-39,100+ 6600(GP)) | 01 (One) | Holding analogous post on regular basis OR With five years of regular service in the revised pay scale Rs.9300-34800/+ 5400 GP) or equivalent OR With six years of regular service in post in the scale of Rs.9300-34800/+ 4800 GP) or equivalent. OR With seven years of regular service in the scale of Rs.9300-34800/+ 4600 GP) or equivalent. qualifications and experience :- Degree in Law (LLB/BL) of a recognized university or equivalent 5 years experience in handling service and other legal matters including those in the Courts of Tribunals. |
| 2. | Assistant Law Officer Rs.9300-34800+ Rs.4800 (GP) (PB-2) | 01 (One) | (a) (i) holding analogous posts on regular basis in the parent Cadre or Department; or (ii) With three years' service in the scale of pay of Rs.9,300-34,800+4600 GP or (iii) With six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9,300-34,800 + 4200/- GP or equivalent in the parent cadre or department . (b) (i) Possessing Law degree from recognized University ; and (ii) three years experience in handling service and other legal matters including those in the Courts or Tribunal. |
| 3. | Under Secretary (Rs.15,600-39,100 + 6600 (GP)) | 01 (One) | Qualifications and Experience: (i) Holding analogous posts on regular basis in the parent Cadre or Department; or (ii) with five years' service in the scale of pay of Rs.15,600-39,100+Grade Pay 5400/- OR with six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9300-34800+ GP Rs.4800/- Possessing Graduate/Post Graduate degree in any discipline from a recognised University; and Possessing knowledge of administrative/publicity matters. |

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| 4. | Section Officer (Rs.9300-34800+ 4800 GP (PB-2)) | 01 (One) | (i) holding analogous posts on regular basis in the parent Cadre or Department; or (ii) With three years' service in the scale of pay of Rs.9,300-34,800+4600 GP (iii) With six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9,300-34,800+4200 GP or equivalent in the parent cadre or department . Possessing bachelor's degree from recognized University or Institute or equivalent; and two years experience in administrative matters. |
| 5. | Private Secretary Rs.9300-34800+ GP 4800/- (PB-2) | 04 (Four) | Essential :- (m) (i) holding analogous posts on regular basis in the parent Cadre/Department ; or (ii) With three years' service in the scale of pay of Rs.9,300-34,800+4600 GP; or (iii) six years' regular service as Stenographer Grade 'C' in the old scale of pay of Rs.5500-175-9000 (pre-revised) Revised pay-scale of Rs.9,300-34800+ 4200 GP. |
| 6. | Research Assistant Rs.9,300-34,800+GP Rs.4200/-(PB-2) | 04 (Four) | (i) holding analogous posts on regular basis in the parent Cadre or Department; or (ii) With eight years regular service in posts in the scale of pay of Rs.5,200-20,200 with Rs.2800 GP or equivalent in the parent cadre or department Possessing master degree in sociology/MSW of a recognized university or equivalent. Having three years experience of Research on Women issues. Having sound knowledge of computer. |
| 7. | Assistant Rs. 9300-34800 + Rs.4200/-(GP) (PB-2) | 03 (Three) | (i) holding analogous posts on regular basis in the parent Cadre or Department; or (ii) With eight years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5,200-20,200+2800 GP or equivalent in the parent cadre or department .or With ten years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5,200-20,200+2400 GP or equivalent in the parent cadre or department (b) (i) Possessing bachelor's degree from recognized University or Institute or equivalent; and (ii) five years experience in administrative matters. |
| 8.. | Junior Hindi Translator Rs.9,300-34800+ Rs.4200(GP) | 1 | Essential: Central Government officers holding analogous post on regular basis or officers having 5 years regular service in a post. In the old scale of pay of Rs.3050-4590(Revised pay scale 5200-20200+1900 Grade Pay or equivalent. Essential Educational qualification :- Masters degree of a recognized university or equivalent in Hindi with English as subject at the degree level OR Masters degree of a recognized University or equivalent in English with Hindi as subject at the degree level OR Master's degree of recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level OR Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at degree level and one year translation course from a recognized institute. |
| 9. | Jr. Accountant (Rs.5200-20200+ 2400 GP) | 02 (Two) | (i) holding analogous posts on regular basis or (ii) Lower Division Clerk with 5 years of service in the grade with experience in cash. Having knowledge of Tally. |

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| 10. | Personal Assistant Rs.9300-34,800+ Rs.4200 (GP) | 01 (One) | Holding analogous posts or having six year's regular service as Steno Grade 'D' in the Scale of pay of Rs. 5200-20200+ Rs. 2400 GP (Old scale Rs.4000-100-6000) 2) Intermediate or equivalent 3) Should possess a speed of 100 words per minute in English Shorthand and 40 words per minute in English Typewriting. |
| 11. | Stenographer Grade 'D' Rs.5200-20200+ Rs.2400 (GP) | 04 (Four) | (i)Holding analogous posts on regular basis in the parent cadre/Department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5200-20200+GP 1900/- or equivalent in the parent cadre or Department; or (b) and have passed skill test on computer with 10 minutes having a speed of 80 w.p.m. in stenography and transcription 50 minutes English/65 minutes Hindi. |
| 12. | Hindi Typist Rs.5200-20200+ Rs.1900 (GP) | 01 (One) | Essential: Holding analogous post on regular basis OR Group 'D' employees of the Central Secretariat having atleast 6 years 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 |

Note:

1. Advance copy can be sent by the candidates in the prescribed proforma. The department is required to forward the application of the candidate alongwith attested copies of ACRs for the last 5 years and vigilance clearance certificate.
2. The Commission reserves the right to reject any of the application or all the applications without assigning any reason whatsoever.
3. The candidates who had applied in response to NCW earlier notification/advertisement need not apply again.
4. Preference will be given to women candidates.


 (V.V.B. Raju) 5/4/2016
 Deputy Secretary

BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION
FOR THE POST OF _____
ON DEPUTATION/RE-EMPLOYMENT (ON CONTRACT BASIS)

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|------------------------------------|---|------|--|---|------------------|------------------------------|
| 1. | Name of Applicant | | | | | |
| 2. | Address in block letters | | | | | |
| 3. | Contact No. | | Landline (with STD Code) Mobile No. _____ | | | |
| 4. | E-Mail | | | | | |
| 5. | Category | | | | | |
| 6. | Date of Birth (in Christian era) | | | | | |
| 7. | Date of Retirement under Central Government Rules | | | | | |
| 8. | Educational Qualification (in case of insufficient space, please attach separate sheet duly signed by the applicant) | | | | | |
| S. No. | Exam Passed | Year | Subjects offered | Name of Institute | Board/University | Percentage of marks obtained |
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| 9. | Whether other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same) | | | | | |
| Qualification/Experienced required | | | Qualification/Experienced possessed by | | | |
| | | | | | | |
| 10. | Details of employment in Chronological order (in case of insufficient space, please attach separate sheet duly signed by the applicant) | | | | | |
| Office/ Instt./ Orgn. | Post Held | From | To | Scale of Pay/Pay Band & Grade Pay and basic pay. (in CDA/IDA pattern) | | Nature of duties |
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| 11. | Nature of present employment, i.e. Ad hoc or Temporary or Permanent | |
| 12. | In case the present employment is held on one Deputation/Contract basis, please state:- | |
| | (a) The date of initial appointment on Deputation/Contract | |
| | (b) Period of appointment on Deputation/Contract | |
| | (c) Name and address of the parent Office/Organisation to which applicant belongs/retired from. | |
| 13. | Additional details about present employment. Please state whether working under; | |
| | (a) Central Government | |
| | (b) Autonomous Body | |
| 14. | Gross monthly emoluments drawn with grade pay (Please provide details thereof) (Also specify whether CDA pattern or IDA pattern or Grade Pay equivalent to CDA pattern) | |
| 15. | Additional information, if any, which applicant would like to give in support of his/her suitability for the post. (in case of insufficient space, please attach separate sheet duly signed by the applicant) | |

* Please submit copy of LPC/Pay Slip/last pay drawn/PPO along with application.

I have read the terms and condition of appointment and certify that the above information is true to the best of my knowledge and belief. Further, I am liable to be disqualified even after my appointment at NCW, in case any information given above is found to be incorrect/incomplete or false/forged.

Date :

Place :

Signature of the Applicant

CERTIFICATE BY THE EMPLOYER, when applying on Deputation basis

- i. Certificate that Shri _____ holds a permanent post of _____ Under the _____ since _____.
- ii. The integrity of Shri _____ is beyond doubt.
- iii. He has submitted his application to this office on _____ and his Pay Band is _____ having Grade Pay of Rs. _____ in the parent office.
- iv. This office has no objection in case the application of Shri _____ is considered for appointment for Deputation for the post of _____ at _____.

the NCW. Further, it is certified that Shri _____ shall be relieved immediately in case of his/her selection in NCW at the post applied for.

- v. The information given by Shri _____ in the application Performa have been verified with reference to his/her service records and found correct.
- vi. No Vigilance or disciplinary case is pending or contemplated against the official concerned during the last 10 years.
- vii. Up-to date ACR/APAR dossier of the concerned official for the last five year i.e. period 2010-2011 to 2014-2015 are enclosed herewith.

Date :

Place :

Signature
Head of Office/Department
With Official Seal