

**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 shall 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.	Deputy Secretary Rs.15,600-39000 7600/-(G.P)	01 (one)	<b>Essential :-</b> Officers under the Central Government or State Governments holding analogous post on regular basis OR Officers having 5 years regular service in the post of Under Secretary in scale of pay of Rs.15100-39100(PB-3) in the Grade pay of Rs.6600/- possessing the knowledge of Administrative matters and must have graduate degree in any discipline from recognized university.
2.	Law Officer (Rs.15,600-39,100+ 6600(GP)	01 (One)	Holding analogous post on regular basis <b>OR</b> With five years of regular service in the revised pay scale Rs.9300-34800/+ 5400 GP) or equivalent <b>OR</b> With six years of regular service in post in the scale of Rs.9300-34800/+ 4800 GP) or equivalent. <b>OR</b> 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.
3.	Private Secretary Rs.9300-34800+ 4800/- (PB-2)	04 (Four)	<b>Essential :-</b> (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.
4.	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.

5.	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.
6.	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.
7.	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.
8.	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.
9.	Lower Division Clerk Rs.5200-20200+ Rs.1900 (GP)	07 (seven)	Essential: Holding analogous posts on regular basis OR At least 3 years regular service in the Rs. 5200-20200+1800 GP (Old Scale of pay of Rs. 2750-70-2800-75-4400) and possessing educational qualifications as below: (i) Intermediate or equivalent (ii) Should possess a typing speed of 30/25 words per minute in English.

- Note:
- 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.
- The Commission reserves the right to reject any of the application or all the applications without assigning any reason whatsoever.
- The candidates who had applied in response to NCW earlier notification/advertisement need not apply again.
- Preference will be given to women candidates.

  
(G. Nagamani)  
Under Secretary

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

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
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

11.	Nature of present employment, i.e. Ad hoc or Temporary or Permanent	
12.	In case the present employment is held on 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