

F.No.1/2(2)/2023-NCW (A)/Consultant (PS)
National Commission for Women
Plot No. 21, Jasola Institutional Area
New Delhi- 110 025

Dated the 6th April, 2023

Vacancy Notice

National Commission for Women intends to conduct Walk-in-Interview for Retired Government Servants for engaging **3 (three)** Consultants (Private Secretary) on contract basis initially for a period of one year as per Eligibility Criteria.

(a) Age	Not exceeding 63 years as on date of advertisement
(b) Educational qualification	Retired Government Servants at the level of Sr. PPS/PPS/PS having graduation degree or equivalent from any recognized University/Institution. Knowledge of computer and English Shorthand speed with a speed of 120 wpm.
(c) Working Experience	Retired Government Servant at the level of Sr. PPS/PPS/PS having experience in Government Organizations.

2. Interested candidates may send their applications in the prescribed format (complete in all respects) along with requisite documents i.e. copy of PPO, Last Pay Certificate, Bank details, Aadhar Card & PAN number through email barnali.shome@gov.in The candidates are required to bring their Original certificates for verification before interview and should report to the venue one hour before the scheduled time..

3. The interview will be conducted on **18th April, 2023 (Tuesday)** at **11.30 A.M. onwards.**


(Barnali Shome)
Under Secretary
011-26944890
Email: barnali.shome@gov.in

F.No.1/2(2)/2023-NCW (A)/Consultant (PS)
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025

Dated the 6th April, 2023

Sub: Walk-in Interview for Retired Government Servants at the level of Sr. PPS/PPS/PS level for engagement of Consultant (Private Secretary) on contract basis in National Commission for Women.

National Commission for Women intends to conduct Walk-in Interview for Government Servants Retired at the level of Sr. PPS/PPS/PS level for engagement as Consultants (Private Secretary) on contract basis initially for a period of one year from the date of engagement which may be extended/curtailed as per the requirement of the Commission. The details are given below:

1.	Name of the post	Consultants (Private Secretary)
2.	Number of posts	03 (Three)
3.	Period of engagement	The period of engagement will be initially one year from the date of engagement which may be extended/ curtailed as per requirement/performance of the individual.
4.	Job Location	National Commission for Women, Plot No. 21 Jasola Institutional Area, New Delhi 110025.
5.	Educational Qualification	Graduation degree or equivalent from any recognized University /Institution. <u>Essential experience:</u> Knowledge of computer and English Shorthand speed with a speed of 120 wpm.
6.	Experience	Retired Government Servants at the level of Sr. PPS/PPS/PS.
7.	Age Eligibility	Not exceeding 63 years
8.	Remuneration	Last basic pay drawn minus basic pension + Transport allowance drawn shall be applied (as per Govt. Rules) subject to maximum of Rs.45,000/-.
9.	Working hours	Normal office timings from 9.00 am to 5.30 pm. Marking biometric attendance is mandatory. May also have to devote more time than usual in exigencies of work.
10.	Term of engagement	One year which may be extended/curtailed subject to requirement and performance.
11.	How to apply	The application in the prescribed format (complete in all respects) along with requisite documents i.e. copy of PPO, Last Pay Certificate, Bank details, Aadhar Card & PAN number may be sent through email to barnali.shome@gov.in The candidates are required to bring their Original certificates for verification before interview and should report to the venue one hour before the scheduled time.
12.	Walk -in Interview to be held on	18 th April, 2023 (Tuesday) at 11.30 A.M.


(Barnali Shome) 06/04/2023
Under Secretary
011-26944890
Email: barnali.shome@gov.in

APPLICATION FORM FOR THE POSITION OF CONSULTANT (PS) ON CONTRACT BASIS

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1. Post applied for : _____
2. Name of the Candidate
(As per matriculation certificate) : _____
3. Father's Name : _____
4. Date of Birth
(As per matriculation certificate) : _____
5. Age as on the last date of receipt
of application : _____
6. Gender (Male/Female) : _____
7. Postal Address for correspondence : _____

_____ : _____ Pincode _____
8. Permanent Address : _____

_____ : _____ Pincode _____
9. Mobile No. : _____
10. Email-ID : _____

11. Educational/Professional qualifications (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Sl. No.	Exam/Degree Passed	School/college/ University	Subject taken	Year of passing	Class/Division & %age

12. Experience (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Name of the Employer/ Organisation	Post Held Start from the post last held	Period		Nature of duties (in brief)
		From	To	

13. PPO No. & dated (attach copy) : _____
(For Retired Govt. Servant)

14. Last Pay drawn : _____

15. Any other information : _____

(Signature of the candidate)

DECLARATAION

- i. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications and experience etc, prescribed to the post on contractual appointment.
- ii. I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the interview, my candidature is able to be cancelled

Place:

Date:

(Signature of the candidate)
(unsigned application will be rejected)

Note:-

The application without any supporting documents pertaining to educational/professional qualification (s) shall liable to be rejected.