

**F.No.1/2(2)/2021-Consultant(Estt. & Admin)
National Commission for Women
Plot No.21, Jasola Institutional Area
New Delhi-110025**

08th June, 2022

Sub: Inviting applications from Private/Retired Government employees for engaging as Consultant(Admin) and Consultant (Establishment) in National Commission for Women.

The National Commission for Women invites application from Private/Retired Government employees for engaging as Consultant(Admin) and Consultant (Establishment) in National Commission for Women

2. Details of the eligibility criteria, proforma of the application and list of documents, to be attached is available on web site of NCW i.e. <http://ncw.nic.in> .

3. Applications may be sent to the Under Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi ,110025. Last date for receiving of application is **28th June, 2022**.

B.Shome
08/06/2022

(Barnali Shome)

Under Secretary

011-2694244

Email:barnali.shome@gov.in

**F.No.1/2(2)/2021-Consultant (Admin/Estt.)
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025.**

EPW
June, 2022

Sub: Inviting applications from Retired Government employees for engaging as Consultant (Admin) and Consultant (Establishment) in National Commission for Women.

National Commission for Women invites applications from Retired Government employees for engagement as Consultant (Admin) 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	Consultant (Admin)	Consultant (Estt.)
2.	Total number of posts	01	01
3.	Period of engagement	The period of engagement will be initially for a period of one year from the date of engagement which may be extended/ curtailed as per requirement/performance of the individual.	The period of engagement will be initially for a period of 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.	National Commission for Women, Plot No. 21 Jasola Institutional Area, New Delhi 110025.
5.	Educational Qualification	Having graduation degree or equivalent from any recognized University /Institution.	Having graduation degree or equivalent from any recognized University /Institution.
6.	Experience	Retired Government Servant at the level of ASO/SO or equivalent having experience in dealing General Administration especially procurement and E-auction of items through GeM portal.	Retired Government Servant at the level of ASO/SO or equivalent having experience in dealing with Establishment matters, maintenance of service book and medical claims etc.
7.	Age Eligibility	Not exceeding 63 years on the last date of submission of application	Not exceeding 63 years on the last date of submission of application
8.	Remuneration	Retired Government Servant, formula of last basic pay drawn minus basic pension + Transport allowance drawn shall be applied as per Govt. Rules	Retired Government Servant, formula of last basic pay drawn minus basic pension + Transport allowance drawn shall be applied as per Govt. Rules
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 to meet the exigencies of work.	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 to meet the exigencies of work.
10.	Term of engagement	Will be engaged initially for a period of one year and tenure may be extended subject to requirement and performance.	Will be engaged initially for a period of one year and tenure may be extended subject to requirement and performance.
11.	How to apply	The advance 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 to the following address: The Under Secretary National Commission for Women, Plot No. 21 Jasola institutional Area, New Delhi 110025. The applications may also be submitted through email to jsncw-wcd@nic.in	The advance 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 to the following address: The Under Secretary National Commission for Women, Plot No. 21 Jasola institutional Area, New Delhi 110025. The applications may also be submitted through email to jsncw-wcd@nic.in
12.	Last date for receipt of application	28 th June,2022	28 th June,2022

Barnali Shome
(Barnali Shome)
Under Secretary

Annexure-II

APPLICATION FORM FOR THE POST OF ON CONTRACT BASIS

Paste here
firmly recently
passport size
photograph

- 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 From	Period To	Nature of duties (in brief)

13. PPO No. & dated : _____

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.