

**F.No.1/2(2)/2021-Consultant(PS) On NCW Website
National Commission for Women
Plot No.21, Jasola Institutional Area
New Delhi- 110 025**

th
17 August, 2022

WALK-IN -INTERVIEW

National Commission for Women invites applications to engage Consultant (PS) on contract basis initially for a period of one year

2. Eligibility criteria for above-said position is as under:

(a) Age	Candidates should not be more than 63 years on the date of Walk-in-Interview.
(b) Eligibility Criteria	Must have retired from Central Government Service at the level of Private Secretary (Level 8 of Pay Matrix as Per 7th CPC) or Personal Assistant (Level 6-7 of Pay Matrix as per 7th CPC) and above.
(c) Working Experience	Must be capable of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, managing of appointments/engagements, attending to the telephone calls and receiving visitors, maintaining the papers required to be retained by the officer.

3. Interested candidates may apply for the above-mentioned position in the prescribed proforma (**copy enclosed**) addressed to the Deputy Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi 110025. Applications may also be forwarded by e-mail to: jsncw-wcd@nic.in. The last date for receipt of applications will be 01.09.2022.


(Barnali Shome)
Under Secretary
011-2694244
Email: barnali.shome@gov.in

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

August, 2022

WALK-IN -INTERVIEW

Sub: Inviting applications from retired Government servants (PPS/Private Secretary/Personal Assistant) for rendering their services as Consultant (PS) in National Commission for Women.

National Commission for Women invites applications from retired Government employees to render their services as Consultant (Private Secretary) 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 (PS)
2.	Total number of posts	04
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.
4.	Job Location	National Commission for Women, Plot No. 21 Jasola Institutional Area, New Delhi 110025.
5.	Eligibility Criteria	Must have retired from Central Government Service at the level of Private Secretary (Level 8 of Pay Matrix as Per 7th CPC) or Personal Assistant (Level 6-7 of Pay Matrix as per 7th CPC) and above.
6.	Age Eligibility	Candidates should not be more than 63 years on the date of Walk-in-Interview.
7.	Experience	Must be capable of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, managing of appointments/engagements, attending to the telephone calls and receiving visitors, maintaining the papers required to be retained by the officer.
8.	Remuneration	A consolidated remuneration restricted to an amount equal to the last pay drawn minus pension plus DA on applicable rates. The total remuneration payable shall not exceed Rs.45,000/- or whichever is less. The Commission will have discretionary power to decide variation.
9.	Leave	One day in each month to be availed during the validity of the contract.
10.	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.
11.	Term of engagement	The engagement will be on hire and fire basis which is purely dependent on their work performance.
12.	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 Deputy Secretary National Commission for Women, Plot No. 21 Jasola institutional Area, New Delhi 110025. and report for WALK-IN-INTERVIEW on 02.09.2022 (Friday) at 10.30 A.M. No separate call letter shall be issued. The applications may also be submitted through email to jsncw-wcd@nic.in
13.	Last date for receipt of online applications	01.09.2022

BShome
17/08/2022
(Barnali Shome)
Under Secretary

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.