

F.No.1/2(2)2019-20-NCW(A) - Deputation  
National Commission for Women  
Plot No. 21, Jasola Institutional Area  
New Delhi -110025.

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

The National Commission for Women has been established as a statutory Commission for dealing with matters relating to constitutional and legal safeguards provided for women, to review the existing legislations and suggest amendments thereto, to look into the complaints involving deprivation of the rights of women and monitor proper implementation of all legislations enacted to protect the rights of women to enable them to achieve equality in all spheres of life and equal participation in the developmental process.

2. The Commission invites applications (in enclosed proforma) from amongst officers of Central/ State Govts./UTs/ PSUs/Universities/Financial Institutions/Autonomous/ Semi-Government/Statutory Bodies, etc. to fill up the vacant/anticipated vacant posts by deputation on foreign service terms basis 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 as per latest guidelines of DoPT. The maximum age limit is 56 years as on the closing date of receipt of application. Application as per the proforma (may be downloaded from website) may be sent to Under Secretary National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi 110025. Last date for receiving application is 30 days from the date of publication in the Employment News. Details of vacancies are as follows:

Sl. No	Name of the post	No. of posts	Eligibility Criteria
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 or equivalent 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.	Senior Research Officer, Level-11 Pre-revised scale of pay Rs.15600-39100+ 6600 (GP)	01 (One)	<b>Essential :</b> (a)(i)Holding analogous posts on regular basis; OR (ii) with five years' service in the pre-revised scale of pay of Rs.15,600-39,100+Grade Pay 5400/- (E-4 Grade under IDA pattern) OR (iii) with six years' service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of pay of Rs.9300-34800+ GP Rs.4800/- (E-3 Grade under IDA pattern) (b)Possessing Post Graduate degree in Sociology/MSW/Women's studies from a recognised University; and Experience of at least five years in conducting/facilitating research studies/teaching.
3.	Assistant Law Officer (Level-8) Pre-revised scale of pay of Rs.9300-	01 (One)	<b>Essential</b> (a) (i) holding analogous posts on regular basis in the parent Cadre or Department; OR (ii) With two years' service in the scale of pay of Rs.9,300-34,800+4600 GP (E-2 Grade under IDA pattern) OR

	34800 + 4800 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 . (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.
4.	Section Officer, Level- 8 Rs.9300- 34800+ 4800(GP)	01 (One)	(a) (i) holding analogous posts on regular basis in the parent Cadre or Department; OR (ii) With two years' regular service in the scale of pay of Rs.9,300-34,800+4600 GP (E-2 Grade under IDA pattern) OR (iii) With six years' regular service in the scale of pay of Rs.9,300-34,800+4200 GP or equivalent. (b) (i) Possessing bachelor's degree from recognized University or Institute or equivalent; and Preferably: two years experience in administrative matters.
5.	Private Secretary Level-8 Pre-revised scale of Rs.9300- 34800 + GP 4800/-	07 (Seven)	<b>Essential</b> (i) holding analogous posts on regular basis; OR (ii) With three years' service in the pre-revised scale of pay of Rs.9,300-34,800+4600 GP; (E-2 Grade under IDA pattern) 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.

Note:

- The number of vacancies may vary at the time of selection.
- Advance copy may be sent to the Commission by the candidates in the prescribed proforma. However, the Department is required to forward the application of the those candidates who can be relieved immediately alongwith attested copies of APARs for the last 5 years and vigilance clearance certificate.
- The Commission reserves the right to reject any or all the applications without assigning any reason whatsoever.
- Applications received in response to this notification/advertisement will only be considered.

*P. Kumar*  
27/1/2020

(Priti Kumar)  
Under Secretary  
011-26944809

Email: [priti.kumar@nic.in](mailto:priti.kumar@nic.in)



**BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION ON DEPUTATION**

**FOR THE POST OF**

1.	Name of Applicant				
2.	Address in Block Letters				
3.	Contact No.	Landline (with STD Code) Mobile No.			
4.	E-Mail				
5.	Category(Gen/SC/ST/OBC)				
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	Board/University	% age of marks

9.	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.
10.	Nature of present employment, i.e. Adhoc or Temporary or Permanent				

11.	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.	
12.	Additional details about present employment. Please state whether working under; (a) Central Government/State Govt. (b) Autonomous Body	
13.	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)	
14.	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)	

Declaration:

I have read the terms and conditions 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

[in case of Deputation]

- i. Certified 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 the 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 last 10 years.
- vii. Up-to date ACR/APAR of the concerned official for the last five year i.e. period 2012-2013 to 2016-2017 are enclosed.

Date:

Place:

Signature

Head of office/Department

With official Seal