

F.No.4-41/2009-NCW(A)  
NATIONAL COMMISSION FOR WOMEN  
(ADMINISTRATION SECTION)

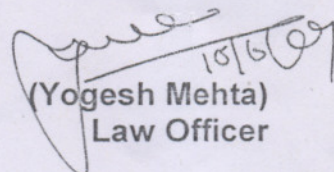
4, DEENDAYAL UPADHYAY MARG  
NEW DELHI-110002

TO,

The Under Secretary (Admn.)  
All Ministries/Department of Government of India

Sub:- Filling up of vacant posts of LDC/Hindi Typist in the National Commission for Women on deputation basis-reg.

Appointment is invited for the posts mentioned in the Annexure to fill up the vacancy in the National Commission for Women by deputation on "foreign service terms" period of deputation including the period of deputation in ex-cadre post held immediately preceding the appointment in the same or any other organization/Department of the Central Government should not ordinarily exceed three years. Application from eligible candidates in the prescribed format may please be forwarded through proper channel along with attested copies of ACRs for the last 5 years and vigilance clearance within 21 days from the date of this advertisement to the Law Officer, National Commission for Women (NCW), 4 Deendayal Upadhyay Marg, New Delhi-110002.

  
(Yogesh Mehta)  
Law Officer

S.No.	Name of the post & pay band	No. of posts	Eligibility conditions
1.	Lower Division Clerk	Two	Essential:-
2.	Hindi Typist	One	<p>Persons holding analogous posts on regular basis in the Scale of pay of Old Scale Rs. 3050-75-3950-80-4590/= (Revised pay band+ grade pay of Rs.5200-20200+1900/=</p> <p>OR</p> <p>With 09 (Nine) years regular service in the scale of pay of Old Scale Rs.2550-55-2660-60-3200/= (Revised scale Rs.4440-7440+1300GP) or at least 05 (Five) years regular service in the old Scale of pay of Rs.2750-70-3800-75-4400/- (Revised Scale Rs. 5200-20200+1800 GP)</p> <p>(a)Matriculation or equivalent. (b)Should possess a speed of 30/25 words per minute in English/Hindi typewriting</p> <p><b>Desirable:</b> Candidates, who have computer knowledge, will be given preference.</p>

PROFORMA

1	Name	:	
2.	Postal Address with Telephone No.	:	
(i)	Office	:	
(ii)	Residential	:	
3	Date of Birth	:	
4	Date of retirement under Central Government/State Government Rules	:	
5	Educational Qualifications	:	
6	Present post held, date from which held and the scale of pay	:	
7	Details of past service	:	From To
	(a) Name of the post and employer	:	
	(b) Nature of appointment (whether ad-hoc or regular)	:	
	(c) Scale of Pay	:	
	(d) Nature of duties performed (in brief)	:	
		:	
8	Whether belongs to SC/ST/OBC	:	
9	Remarks (if any)	:	