

**No. 1/2(2)/2021-NCW(A)-Deputation
National Commission for Women
Plot No. 21, Jasola Institutional Area
New Delhi - 110 025**

Sub: Filling up vacant/anticipated vacant posts of Private Secretary/Research Officer/Assistant Law Officer in National Commission for Women on deputation on 'Foreign Service' terms basis-reg.

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 under the Central/State Government/UTs,/Central/State Universities, Public Sector Undertaking, Statutory/ Autonomous Organisation to fill up the vacant/anticipated vacant posts of **Private Secretary/Research Officer/Assistant Law Officer** 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.

3(a) Application in the prescribed proforma, alongwith attested copy of APAR for the preceding last 05 years and vigilance clearance certificate may be sent to Joint Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi 110025

3(b) 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 those candidates who can be relieved immediately.

3(c) The Commission reserves the right to reject any or all the applications without assigning any reason whatsoever.

4. Last date for receiving application is 30 days from the date of publication in the Employment News. Details of vacancies and the eligibility criteria and essential Qualification, experience are Annexed.

Note:National Commission for Women is an eligible office in the list of Directorate of Estate for allocation of General Pool Residential Accommodation (GPRA). Hence, Government employee whosoever is selected may retain Government Accommodation.

*Please upload the
vacancy notice on
NCW website.*

*Asw Kishore
29/03/2022*

IT cer

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

Post : Private Secretary – (Eligibility Criteria)

1.	Name of post	Private Secretary
2.	No. of Vacancy	06 (Six) (On deputation basis on Foreign Service as per DoPT guidelines)
3.	Age	Not exceeding 56 years (As per DoPT guidelines)
4.	Pay in the Pay Matrix	Level -8 Or (Rs 9300-34800 +GP 4800/-- Pre Revised)
5.	Eligibility (on deputation) as per DoPT	<p>Deputation : Officers under the Central/State Government/UTs, Central/State Universities, Public Sector Undertakings, Statutory/Autonomous organisations:</p> <p>(a) Holding analogous posts on regular basis in the parent cadre</p> <p style="text-align: center;">or</p> <p>with 3 years service in the Grade Pay in the Level 7 (GP - Rs. 4600/-, Pre Revised) in the Pay Matrix or equivalent in the parent cadre</p> <p style="text-align: center;">or</p> <p>with six years' service in the grade pay in the Level -6 in the Pay Matrix (GP Rs. 4200/-, Pre Revised) or equivalent in the parent cadre.</p> <p>(b) Having Educational Qualification as follows:</p> <p>Essential Qualification - Possessing Graduate Degree from a recognised university.</p> <p><u>Essential experience:</u> Knowledge of computer and English Shorthand speed should be not less than 120 wpm.</p>

Post : Research Officer – (Eligibility Criteria)

1.	Name of post	Research Officer
2.	No. of Vacancy	01 (One) (On deputation basis on Foreign Service as per DoPT guidelines)
3.	Age	Not exceeding 56 years (As per DoPT guidelines)
4.	Pay in the Pay Matrix	Level -8 Or (Rs 9300-34800 +GP 4800/-- Pre Revised)
5.	Eligibility (on deputation) as per DoPT	<p>Deputation : Officers under the Central/State Government/UTs, Central/State Universities, Public Sector Undertakings, Statutory/Autonomous organisations:</p> <p>(a) Holding analogous posts on regular basis in the parent cadre</p> <p style="text-align: center;">or</p> <p>with 3 years service in the Grade Pay in the Level 7 pay matrix or equivalent in the parent cadre-</p> <p>(b) Having Educational Qualification as follows:</p> <p>Essential Qualification-Possessing Post Graduate Degree in any discipline. Preference will be given to candidates holding degree in Masters SW/Women's studies from a recognised university.</p> <p><u>Desirable experience</u> : The candidate should have knowledge of research methodology with a keen interest in carrying out Research on issues in the social sector with special emphasis on women related/Gender sensitization issues.</p>

Post : Assistant Law Officer– (Eligibility Criteria)

1.	Name of Post	Assistant Law Officer
2.	Number of vacancy	01(one) (as per DOPT guidelines)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level - 8(7 th CPC) Or (Rs 9300-34800+GP 4800/- Pre Revised)
5.	Eligibility (on deputation) as per DoPT	<p>Deputation: Officers under the Central/State Government/UTs, Universities, Public Sector Undertaking, Statuary/Autonomous Organizations:</p> <p>a. Holding analogous posts on regular basis in the parent cadre or with three years' service in the grade pay in the Level-7 (GP-4600,Pre Revised) in the pay matrix or equivalent in the parent cadre. or with six years' service in the grade pay in the Level-6 in the pay matrix (GP 4200, Pre Revised) or equivalent in the parent cadre.</p> <p>b. Having Educational Qualification as follows:</p> <p>Essential Qualification - Possessing Law Degree from a recognised University.</p> <p>Essential Experience - Experience in handling Legal Matters including those in the Courts or Tribunal at least for three years.</p>

BIO-DATA/PROFORMA FOR SUBMISSION OF
APPLICATION ON DEPUTATION FOR THE POST OF

Affix passport size latest photograph
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1.	Name of Applicant				
2.	Father's Name				
3.	Spouse Name				
4.	Address in Block Letters				
5.	Contact No.			Landline (with STD Code) Mobile No.	
6.	E-Mail				
7.	Category(Gen/SC/ST/OBC)				
8.	Date of Birth (in Christian era)				
9.	Date of Retirement under Central Government Rules				
10.	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
11.	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.

12.	Nature of present employment, i.e. Adhoc or Temporary or Permanent	
13.	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.	
14.	Additional details about present employment. Please state whether working under;	
	(a) Central Government/State Govt.	
	(b) Autonomous Body	
15.	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)	
16.	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/Smt. _____ holds a permanent post of _____ under the _____ since _____.
- ii. The integrity of Shri/Smt. _____ is beyond doubt.
- iii. He/She has submitted his/her application to the Office on _____ and his/her Pay Level/Pay Band is _____ having Grade Pay of Rs. _____ in the parent office.
- iv. This office has no objection in case the application of Shri/Smt. _____ is considered for appointment for Deputation for the post of _____ at the NCW. Further, it is certified that Shri/Smt. _____ shall be relieved immediately in case of his/her selection in NCW at the post applied for.
- v. The information given by Shri/Smt. _____ in the application Proforma 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/Officer concerned during last 10 years.
- vii. Up-to date ACR/APAR of the concerned Official/Officer for the last five years are enclosed.

Date:

Place:

Signature of
Head of Office/Department
With official Seal