


**F.No.1/2(2)/2023-NCW (A)/Consultant (PS)
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025**

Dated the 11th November, 2024

Sub: Walk-in Interview for engagement of Consultant (Private Secretary) on contract basis in National Commission for Women.

National Commission for Women intends to conduct Walk-in Interview for engagement of Consultant (Private Secretary) on contract basis initially for a period of one year from the date of engagement which may be extended/curtailed as per the requirements of the Commission. The details are given below:

S. No.	Particulars	Details
1	Name of the post	Consultant(Private Secretary)
2	Number of posts	01 (One)
3	Period of engagement	Initially one year from the date of engagement which may be extended/ curtailed as per performance of the individual and requirements of the Commission?
4	Job Location	National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi-110025.
5	Educational Qualification	Bachelor's degree or equivalent from any recognized University /Institution.
6	Experience	(i). Minimum of 10 years of experience in the field of Media/NGO/Government Institution. (ii). Proficiency in working on Computers; (iii). Excellent written and verbal communication skills (iv). Strong Analytical and presentation skills with the knowledge of Government's System and processes of working.
7	Age Eligibility	Not exceeding 56 years
8	Leave	1 day in each month to be availed during the validity of the contract
9	Working hours	Normal office timings from 09:00 AM to 05:30 PM. Marking biometric attendance is mandatory. May also have to devote more time than usual to meet exigencies of work.
10	Remuneration	Consolidated-Rs.80,000/- per month.
11	How to apply	The application in the prescribed format (complete in all respects) along with requisite documents may be sent through email to shalini.rastogi@gov.in The candidates are required to bring their original documents for verification on the date of interview and should report to the venue one hour before the scheduled time.
12	Date & time of the Walk -in Interview	25th November, 2024 (Monday) at 11.00 A.M.


(Monika Yadav)
Deputy Secretary
Email:monika.yadav@nic.in

APPLICATION FORM FOR THE POSITION OF CONSULTANT (PS) ON CONTRACT BASIS

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1. Name of the Candidate
(As per matriculation certificate) : _____
2. Father's Name : _____
3. Date of Birth
(As per matriculation certificate) : _____
4. Age as on the last date of receipt
of application : _____
5. Gender (Male/Female) : _____
6. Postal Address for correspondence : _____

_____ : _____ Pincode _____
7. Permanent Address : _____

_____ : _____ Pincode _____
8. Mobile No. : _____
9. Email-ID : _____

10. 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

11. 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		Nature of duties (in brief)
		From	To	

12. 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 liable 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 be liable to be rejected.