

**No.1/2(2)/2023-NCW (A)-Deputation(US/PS/ALO/RO)**  
**National Commission for Women**  
**Plot No.21, Jasola Institutional Area**  
**New Delhi-110025**

*HW*  
08 February, 2023

**Subject: Filling up of anticipated vacant/vacant post of Under Secretary/Private Secretary/Research Officer/Asstt. Law Officer in the National Commission for Women on deputation on 'Foreign service terms' basis.**

The National Commission for Women invites applications for filling up the anticipated vacant/vacant posts of Under Secretary /Assistant Law Officer /Research Officer/Private Secretary to be filled up on deputation on Foreign Service terms basis. Details of vacancies are as follows:

Sl. No.	Name of the post (s)	No. of Post
1	Under Secretary (Level 11) (Rs.67,700 - 2,08,700/-)	02
2.	Assistant Law Officer (Level-8) (Rs.47,600-1,51,100/-)	01
3.	Research Officer (Level-8) (Rs.47,600-1,51,100/-)	01
4.	Private Secretary (Level-8) (Rs.47,600-1,51,100/-)	08

2. Details of the eligibility criteria, proforma of the application and list of documents, to be attached with the application is available on website of NCW i.e. [www.ncw.nic.in](http://www.ncw.nic.in)

3. Applications may be sent to the Joint Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi-110025. Last date for receipt of applications is 30 days from the date of publication in the Employment News.

*B Shome*  
08/02/2023  
(Barnali Shome)  
Under Secretary  
011- 26944890  
Email: [barnali.shome@gov.in](mailto:barnali.shome@gov.in)

**NOO:**

Copy to:

1. Incharge, IT Cell, NCW to upload the Vacancy Notification on NCW's website for wide publicity.

2. Under Secretary, IT Cell, MWCD for uploading the Vacancy Notification on MWCD's e-office dashboard.

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**National Commission for Women**  
**Plot No. 21, Jasola Institutional Area**  
**New Delhi - 110 025**

**Sub: Filling up anticipated vacant/vacant posts of Under Secretary/Assistant Law Officer/Research Officer/Private Secretary 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 anticipated vacant/ vacant posts of Under Secretary/Assistant Law Officer/Research Officer/Private Secretary on 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 receipt of applications 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.

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

## ELIGIBILITY CRITERIA FOR THE POST OF UNDER SECRETARY

1.	Name of post	Under Secretary
2.	Number of vacancy	02 (two) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines)
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level -11( Rs 67,700- 2,08,700/-)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	<p>Deputation :</p> <p>Officers under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking, Statutory/Autonomous Organizations:</p> <p>(a)</p> <p>(i) Holding analogous posts on regular basis in the parent cadre; OR</p> <p>(ii) with five years' service in the pre-revised scale of pay of Rs.15,600-39,100 + Grade Pay Rs. 5400 in the parent cadre ; OR</p> <p>(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 in the parent cadre.</p> <p>(b) Having Educational Qualification as follows:</p> <p>Possessing Degree from a recognized University</p> <p><b>Essential Experience:</b> Possessing the knowledge of Establishment &amp; Administrative matters</p>

**Eligibility Criteria for the Post of Assistant Law Officer:**

1.	Name of post	Assistant Law Officer
2.	Number of vacancy	01(one) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level -8 (Rs.47,600-1,51,100/-)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	<p>Officers under the Central/State Government/ UTs, Universities, Public Sector Undertaking, Semi Government/ Statutory/ 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><b>Essential Qualification-</b> Possessing Law Degree from a recognized University.</p> <p><b>Essential Experience-</b> Experience in handling Legal services and other legal Matters including those in the Courts or Tribunal at least for three years.</p>

## **ELIGIBILITY CRITERIA FOR THE POST OF RESEARCH OFFICER**

1.	Name of post	Research Officer
2.	Number of vacancy	01(one) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level-8 (Rs.47,600-1,51,100/-)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	<p>Deputation : Officers under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking, Statutory/Autonomous Organizations:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre; OR</p> <p>(ii) with three years' service in the Grade Pay in level-7 in the pay matrix or equivalent in the parent cadre</p> <p>(b) Having Educational Qualification as follows:</p> <p>Essential Qualification: Possessing Ph.D in Social Sciences.</p>

## ELIGIBILITY CRITERIA FOR THE POST OF PRIVATE SECRETARY

1.	Name of post	Private Secretary
2.	No. of Vacancy	08 (Eight) <b>(On deputation basis on Foreign Service as per DoPT guidelines)</b>
3.	Age	Not exceeding 56 years (As per DoPT guidelines)
4.	Pay in the Pay Matrix	Level -8 (Rs.47,600-1,51,100/-)
5.	Period of deputation	Initially three years. Extendable as per Govt. of India Rules
6	Eligibility (on deputation) as per DoPT	<p>Deputation : Officers under the Central/State Government/UTs, Central/State Universities, Public Sector Undertakings, Statutory/Autonomous organizations:</p> <p>(a) Holding analogous posts on regular basis in the parent cadre</p> <p style="text-align: center;"><b>or</b></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;"><b>or</b></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 recognized university.</p> <p><b>Essential experience: Knowledge of computer and English Shorthand speed should be not less than 120 wpm.</b></p>

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

Affix passport size  
latest photograph

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