

F.No.1/2(2)2019-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.

3. Last date for receiving application is 17th September, 2019. 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)	Essential :- 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 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	Under Secretary Level-11 (Pre-revised Rs.15600-39000 + G.P Rs. 6600/-(PB-3)	02 (posts)	Essential 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 Graduate degree in any discipline from a recognised University; and Possessing knowledge of administrative matters
3	Pay & Accounts Officer Level-11 (Pre-	01 (one)	Essential : Officers under the Central or State Governments or Union Territories/Central Autonomous Bodies/Semi-Government/ Statutory Organizations etc:-

	revised Rs.15600- 39000 + G.P Rs. 6600/- (PB-3)		(a) (i) holding analogous posts on regular basis in the parent Cadre or Department; or (ii) Accounts Officer with five years' service in the Pay Band of Rs.9,300-34,800 + Grade Pay 5400/- . (iii) Six years' regular service as AAO/JAO in the pay Band of Rs.9300-34800 + GP 4800/4600 and (b) Possessing B.Com degree from a recognized University.
4.	Senior Research Officer, Level- 11 Pre-revised scale of pay Rs.15600- 39100+ 6600 (GP)	01 (One)	Essential : (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
5.	Assistant Law Officer (Level-8) Pre-revised scale of pay of Rs.9300- 34800 + 4800 GP	01 (One)	Essential (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 (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.
6.	Private Secretary Level-8 Pre-revised scale of Rs.9300- 34800 + GP 4800/-	07 (Seven)	Essential (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.



(Priti Kumar)

Under Secretary

011-26944809

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BIO-DATA/CURRICULUM VITAE PROFORMA

1 Name and Address (in Block Letters)	
2 Date of Birth (in Christian era)	
3 i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5 Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same.)	
6 Qualifications/experience possessed by the officer	
Essential	
A) Qualification	
B) Experience	
Desirable	
A) Qualification	
A) Experience	
6 Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	
6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualifications/Work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.	

7 Details of Employment, in chronological order **Enclose a separate sheet duly authenticated by your signature, if the space below is sufficient.**

Office /Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e Adhoc or Temporary or Quasi -Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization
<p>9.1 Note: In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre clearance Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintain a lien in his parent cadre/organization</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details			
11. Additional details about present employment: Please state whether working under			

(indicate the name of your employer against the relevant column)		
a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade		
13. Are you in Revised Scale of Pay? If yes, give the date from the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basic Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the salary slip issued by the Organization showing the following details may be enclosed		
Basic Pay with Scale of and rate increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments
16. A Additional information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)		
(Note: Enclose a separate sheet, if the space is insufficient)		
17. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work experience submitted by me also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my suppressed/withheld.

(Signature of the candidate)

Address.....

Date