

**F.No.1/2(2)/2023-Sr.Consultant (Estt./Admn.)**  
**National Commission for Women**  
**Plot No. 21, Jasola Institutional Area**  
**New Delhi- 110 025**

*fw*  
10 February, 2023

**Vacancy Notice**

National Commission for Women invites applications to engage Senior Consultant (Establishment/Administration) on contract basis initially for a period of one year for work related to Establishment and General Administration.

2. Eligibility criteria for above-said position is as under:

<b>(a) Age</b>	Not more than 62 years as on the last date of submission of applications.
<b>(b) Educational qualification</b>	Having graduate or equivalent from any recognized University/Institution.
<b>(c) Working Experience</b>	Retired Government Officers not below the level of Joint Secretary/Director/Deputy Secretary having experience in dealing with Establishment and General Administration matters

3. Interested candidates may apply for the above-mentioned position in the prescribed proforma (available on NCW's website) addressed to the Joint Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi 110025. Applications may also be forwarded by e-mail to: [jsncw-wcd@nic.in](mailto:jsncw-wcd@nic.in). The last date for receipt of applications will be 24<sup>th</sup> February, 2023 (Friday).

*B.Shome*  
10/02/2023  
(Barnali Shome)  
Under Secretary  
011-2694244  
Email: barnali.shome@gov.in

Copy to:

1. Incharge, IT Cell, NCW to upload the vacancy notification on NCW's Website.
2. The Under Secretary (CS-I), CS Division of Department of Personnel & Training, New Delhi with the request to upload the Vacancy Notice on the DoPT website.
3. The Under Secretary, IT Cell, MWCD for uploading the Vacancy Notice on MWCD e-office Notice Board.



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

<sup>HW</sup>  
10 February, 2023

**Sub: Inviting applications from Retired Government Officers (JS/Director/DS level) for engaging as Senior Consultant (Establishment/Administration) in National Commission for Women on contract basis.**

National Commission for Women invites applications from Retired Government Officers not below the level of Joint Secretary/Director/Deputy Secretary for engagement as Senior Consultant (Establishment/Administration) initially for a period of one year from the date of engagement which may be extended/curtailed as per the requirement of the Commission. The details are given below:

1.	Name of the post	Senior Consultant (Establishment/Administration)
2.	Number of posts	01
3.	Period of engagement	The period of engagement will be initially for one year from the date of engagement which may be extended/ curtailed as per requirement/performance of the individual.
4.	Job Location	National Commission for Women, Plot No. 21 Jasola Institutional Area, New Delhi 110025.
5.	Educational Qualification	Graduate or equivalent from any recognized University /Institution.
6.	Experience	Retired Government Officers not below the level of Joint Secretary/Director/Deputy Secretary having experience in dealing with Establishment and General Administration matters.
7.	Age Eligibility	Not more than 62 years as on last date of submission of applications.
8.	Remuneration	Last basic pay drawn minus basic pension + Transport allowance drawn as per Govt. Rules.
9.	Working hours	Normal office timings from 9.00 am to 5.30 pm. Marking biometric attendance is mandatory. May also have to devote more time than usual to meet the exigencies of work.
10.	How to apply	The application in the prescribed format (complete in all respects) along with requisite documents i.e. copy of PPO, Last Pay Certificate, Bank details, Aadhar Card & PAN number may be sent to the following address:  The Joint Secretary National Commission for Women, Plot No. 21 Jasola Institutional Area, New Delhi 110025. The applications may also be submitted through email to <a href="mailto:jsncw-wcd@nic.in">jsncw-wcd@nic.in</a>
11.	Last date for receipt of application	24 <sup>th</sup> February, 2023 (Friday).

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Under Secretary  
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Email: [barnali.shome@gov.in](mailto:barnali.shome@gov.in)



APPLICATION FORM FOR THE POST OF SENIOR CONSULTANT (ESTABLISHMENT/  
ADMINISTRATION) ON CONTRACT BASIS

Paste here firmly recently passport size photograph
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1. Post applied for : \_\_\_\_\_
2. Name of the Candidate  
(As per matriculation certificate) : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Date of Birth  
(As per matriculation certificate) : \_\_\_\_\_
5. Age as on the last date of receipt  
of application : \_\_\_\_\_
6. Gender (Male/Female) : \_\_\_\_\_
7. Postal Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
: \_\_\_\_\_ Pincode \_\_\_\_\_
8. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
: \_\_\_\_\_ Pincode \_\_\_\_\_
9. Mobile No. : \_\_\_\_\_
10. Email-ID : \_\_\_\_\_

11. 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



12. 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 From	Period To	Nature of duties (in brief)

13. PPO No. & dated : \_\_\_\_\_
14. Last Pay drawn : \_\_\_\_\_
15. Any other information : \_\_\_\_\_

(Signature of the candidate)

**DECLARATAION**

- i. I hereby declare that I fulfill 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 able 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 rejected.