

(on NCW Website)

F.No.1/2 (2)/2020-Consultant (PS)
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025.

25th August, 2020

WALK-IN INTERVIEW

Sub: Inviting applications from retired Government servants (PPS/Private Secretary/Personal Assistant) for rendering their services as Consultant (PS) in National Commission for Women.

National Commission for Women invites applications from retired Government employees to render their services as Consultant (Private Secretary) initially for a period of six months from the date of engagement which may be extended as per the requirement of the Commission. The details are given below:

1.	Name of the post	Consultant
2.	Total number of posts	04
3.	Period of engagement	The period of engagement will be initially for six months which may be extended as per requirement and based on their performance.
4.	Job Location	National Commission for Women, Plot No. 21 Jasola Institutional Area, New Delhi 110025.
5.	Eligibility Criteria	Must have retired from Central Government Service at the level of Private Secretary (Level 8 of Pay Matrix as Per 7th CPC) or Personal Assistant (Level 6-7 of Pay Matrix as per 7th CPC) and above.
6.	Age Eligibility	Candidates should not be more than 63 years on the date of Walk-in-Interview. Upper age limit may be relaxed in respect of deserving candidates having sound health.
7.	Experience	Must be capable of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, managing of appointments/engagements, attending to the telephone calls and receiving visitors, maintaining the papers required to be retained by the officer.
8.	Remuneration	A consolidated remuneration restricted to an amount equal to the last pay drawn minus pension plus DA on applicable rates. The total remuneration payable shall not exceed Rs.40,000/-. The Commission will have discretionary power to decide variation.
9.	Leave	One day in each month to be availed during the validity of the contract.
10.	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.

11.	Term of engagement	The engagement will be on hire and fire basis which is purely dependent on their work performance.
12.	How to apply	The advance 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 to the following address: The Under Secretary (Establishment) National Commission for Women, Plot No. 21 Jasola institutional Area, New Delhi 110025. and report for WALK-IN-INTERVIEW on 04.09.2020 at 11.30 a.m. No separate call letter shall be issued. The applications may also be submitted through email to jsncw-wcd@nic.in
13.	Last date for receipt of applications	



(Priti Kumar)
Under Secretary

**The Under Secretary (Establishment)
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025.**

Application of the post of Consultant [PS/PA] in National Commission for Women

Personal Details:-

1. Name-
2. Father's Name-
3. Date of Birth-
4. Age as on the closing dated of receipt of application - ...Year..... Months.....
Day
5. Nationality-
6. Pay- Band with Grade Pay/Pay Level of the post held at the time of retirement
and pension drawn:
(Please attach a copy of PPO)
7. Correspondence Address-
8. Permanent Address-
9. Language of Stenography/typing skill (Hindi/English/Both)-
10. Educational Qualification (Highest):
11. Work Experience during last 15 years in Govt. Service, if any-

Sl. No.	Organization/Institute and post held	Duration of Service	Nature of work performed during the period

12. Any other specific information in relation to essential/desirable qualifications and experience(use separate sheets, if necessary)

13. Whether any minor/major penalty was imposed during the last 15 years of Govt. service.

DECLARATION

I solemnly declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidate is liable to be rejected and I shall be bound by the decision of the National Commission for Women. I have gone through and understood the eligibility criteria and the terms and conditions of the engagement of consultant in National Commission for Women and I unequivocally and unconditionally accept all the terms and conditions.

Signature of candidate with date
Email
Mobile