

F.No.1/2(2)2018-19-NCW(A)
National Commission for Women
Plot No. 21, Jasola Institutional Area
New Delhi –110 025.

Sub: Filling up of 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 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 sent to Under Secretary National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi 110025. Last date for receiving application is 21 days from the date of publication in the Employment News. Details of vacancies are as follows:

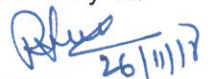
Sl. No.	Name of the post	No. of posts	Eligibility Criteria
1.	Law Officer (Level-11) (Rs.15,600- 39,100+ 6600(GP))	01 (One)	(a) (i) Holding analogous post on regular basis OR (ii) with five years of regular service in the pre-revised pay scale Rs.9300-34800/+ 5400 GP) or equivalent (E-4 Grade under IDA pattern) OR (iii) with six years of regular service in post in the scale of Rs.9300-34800/+ 4800 GP) (E-3 Grade under IDA pattern) or equivalent. (b) Possessing the following educational qualifications and experience :- Degree in Law (LLB/BL) of a recognized university or equivalent 5 years experience in handling service and other legal matters including those in the Courts of Tribunals.
2.	Senior Research Officer Level-11 Pre-revised scale of pay Rs.15600- 39100+ 6600 (GP)	01 (One)	(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.

3.	Under Secretary Level - 11 Pre-revised scale of pay Rs.15600-39100+ 6600 (GP)	02 (Anticipated)	(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.
4	Assistant Law Officer Rs.9300-34800+GP Rs.4800/-	01 (One)	(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.
5	Section Officer (Group 'B') (Rs.9300-34800+ 4800 GP (PB-2)	01 (One)	(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. (b) (i) Possessing bachelor's degree from recognized University or Institute or equivalent; and (ii) two years experience in administrative matters.
6.	Private Secretary Level-8 Pre-revised scale of Rs.9300-34800 + GP 4800/-	04 (Four)	(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.
7.	Personal Assistant Level-6 Pre-revised scale of pay of Rs.9300-34,800+ Rs.4200 (GP)	01 (One)	(a)(i)holding analogous posts on regular basis OR (ii) having six year's regular service as Steno Grade 'D' in the Scale of pay of Rs. 5200-20200+ Rs. 2400 GP (Old scale Rs.4000-100-6000) (b) Intermediate or equivalent (c) Should possess a speed of 100 words per minute in English Shorthand and 40 words per minute in English Typewriting.
8.	Research Assistant Level-6 Pre-revised scale of pay of Rs.9,300-34,800+GP Rs.4200/-	04 (Four)	(a)(i) holding analogous posts on regular basis; OR (ii) With eight years regular service in posts in the pre-revised scale of pay of Rs.5,200-20,200 with Rs.2800 GP or equivalent in the parent cadre or department OR (iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5,200-20,200+2400 GP or equivalent in the parent cadre or department, (b)Possessing Master degree in Sociology/MSW of a recognized university or equivalent. Possessing sound knowledge of research matter and computer operation.

9.	Assistant Level-6 Pre-revised scale of pay of Rs. 9300-34800 + Rs.4200/-(GP)	04 (Four)	(a)(i)holding analogous posts on regular basis; OR (ii) with eight years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5,200-20,200+2800 GP or equivalent in the parent cadre or Department OR (iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5,200-20,200+2400 GP or equivalent in the parent cadre or department, (b) (i) Possessing bachelor's degree from recognized University or Institute or equivalent; and (ii) five years experience in administrative/Legal matters.
10.	Junior Hindi Translator Level-6 Pre-revised scale of pay of Rs.9,300-34800+ Rs.4200(GP)	1 (one)	(a) (i) holding analogous post on regular basis OR (ii) with 5 years regular service in a post. In the old scale of pay of Rs.3050-4590(Revised pay scale 5200-20200+1900 GP or equivalent (b) Essential Educational qualification :- Masters degree of a recognized university or equivalent in Hindi with English as subject at the degree level or Masters degree of a recognized University or equivalent in English with Hindi as subject at the degree level or Master's degree of recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level or Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at degree level and one year translation course from a recognized institute.
11.	Jr. Accountant Level-4 Pre-revised scale of pay of Rs.5200-20200+2400 GP	02 (Two)	(i) Officer holding analogous posts on regular basis or (ii) Lower Division Clerk with 5 years of service in the grade with experience in cash. Having knowledge of Tally.
12.	Stenographer Grade 'D' Level-4 Pre-revised scale of pay of Rs.5200-20200+ Rs.2400 (GP)	04 (Four)	(a)(i)Holding analogous posts on regular basis OR (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5200-20200+GP 1900/- or equivalent in the parent cadre or Department; or (b) and have passed skill test on computer with 10 minutes having a speed of 80 w.p.m. in stenography and transcription 50 minutes English/65 minutes Hindi.
13.	Hindi Typist (Level-2) Pre-revised scale of pay Rs.5200-20200+ Rs.1900 (GP)	01 (One)	(a)(i)Holding analogous post on regular basis OR (ii)Group 'D' employees of the Central Secretariat having atleast 6 years regular service in the scale of Rs 4440-7440-1650 (GP) (old scale of pay of Rs. 2650-65-3300--70-4000) OR Atleast 3 years of service in the Rs5200-20200+1800 GP (old scale of pay of Rs 2750--70-2800-75-4400) and possessing educational qualification as follows: (b) (i)Matriculation or equivalent (ii) possess a Hindi Typing speed of 30/25 words per minute

Note:

1. The number of posts for Private Secretary may vary at the time of selection.
2. Advance copy may be sent to the Commission by the candidates in the prescribed proforma. The Department is required to forward the application of the candidate who can be relieved immediately alongwith attested copies of ACRs for the last 5 years and vigilance clearance certificate.
3. The Commission reserves the right to reject any or all the applications without assigning any reason whatsoever.
4. Applications received in response to this notification/advertisement will only be considered.


 (Priti Kumar)
 Under Secretary

BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION ON DEPUTATION

FOR THE POST OF

1.	Name of Applicant				
2.	Address in Block Letters				
3.	Contact No.	Landline (with STD Code) Mobile No.			
4.	E-Mail				
5.	Category(Gen/SC/ST/OBC)				
6.	Date of Birth (in Christian era)				
7.	Date of Retirement under Central Government Rules				
8.	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

9.	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.
10.	Nature of present employment, i.e. Adhoc or Temporary or Permanent				

11.	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.	
12.	Additional details about present employment. Please state whether working under;	
	(a) Central Government/State Govt.	
	(b) Autonomous Body	
13.	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)	
14.	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 _____ holds a permanent post of _____ Under the _____ since _____.
- ii. The integrity of Shri _____ is beyond doubt.
- iii. He has submitted his application to the office on _____ and his pay Band is _____ having Grade Pay of Rs. _____ in the parent office.
- iv. This office has no objection in case the application of Shri _____ is considered for appointment for Deputation for the post of _____ at the NCW. Further, it is certified that Shri _____ shall be relieved immediately in case of his/her selection in NCW at the post applied for.
- v. The information given by Shri _____ in the application Performa 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 concerned during last 10 years.
- vii. Up-to date ACR/APAR of the concerned official for the last five year i.e. period 2012-2013 to 2016-2017 are enclosed.

Date:

Place:

Signature

Head of office/Department

With official Seal