

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

To:

All Ministries/Departments of Govt. Of India
Ministry of Women & Child Development, Shastri Bhavan, New Delhi.

**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 to fill up following vacant posts on deputation (on foreign service terms) basis:

Sl. No.	Post	No. of Post	Eligibility criteria/Qualification/Experience
1.	Law Officer Level-11 Pre-revised scale of pay Rs.15600- 39100+ 6600 (GP)	01 (One)	Officers Holding analogous post on regular basis OR With five years of regular service in the pre-revised pay scale Rs.9300-34800/+ 5400 GP) or equivalent OR With six years of regular service in post in the pre-revised scale of Rs.9300-34800/+ 4800 GP) or equivalent. OR With seven years of regular service in the pre-revised scale of Rs.9300-34800/+ 4600 GP) or equivalent. 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 or Tribunals.
2.	Section Officer Level-08 (Rs.9300-34800+ 4800 GP (PB-2)	01 (One)	(i) Holding analogous post on regular basis in the parent Cadre or Department; or (ii) With three years' service in the scale of pay of Rs.9,300-34,800+4600 GP (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. Possessing bachelor's degree from recognized University or Institute or equivalent; and two years experience in matters relating to administration.
3.	Private Secretary Level-8 Pre-revised scale of Rs.9300-34800 + GP 4800/-	03 (Three)	Officers (i) holding analogous posts on regular basis in the parent Cadre/Department ; or (ii) With three years' service in the pre-revised scale of pay of Rs.9,300-34,800+4600 GP; 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.
4.	Research Assistant Level-6 Pre-revised scale of pay of	04 (Four)	Officers (i) holding analogous posts on regular basis in the parent Cadre or Department; 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

	Rs.9,300-34,800+GP Rs.4200/-		Possessing Master degree in sociology/MSW of a recognized university or equivalent. Possessing sound knowledge.
5.	Assistant Level-6 Pre-revised scale of pay of Rs. 9300-34800 + Rs.4200/-(GP) (including one post of Cashier)	03 (Three)	Officers (i) holding analogous posts on regular basis in the parent Cadre or Department; 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 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.
6.	Personal Assistant Level-6 Pre-revised scale of pay of Rs.9300-34,800+ Rs.4200 (GP)	01 (One)	Officer holding analogous posts or 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) 2) Intermediate or equivalent) Should possess a speed of 100 words per minute in English Shorthand and 40 words per minute in English Typewriting.
7.	Stenographer Grade 'D' Level-4 Pre-revised scale of pay of Rs.5200-20200+ Rs.2400 (GP)	04 (Four)	(i) Officer Holding analogous posts on regular basis in the parent cadre/ Department; 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.
8.	Jr. Accountant Level-4 Pre-revised scale of pay 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.

3. The last date for receipt of applications is 30 days from the date of issue of this letter.
4. The period of deputation including the period of deputation immediately preceding the appointment in the same or any other Organization/Department of the Central Government shall not exceed 7 years. The maximum age limit is 56 years as on the closing date of receipt of application.
5. Application in the enclosed prescribed proforma may be sent to Under Secretary National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi 110025.
6. It is requested that details regarding the vacancy may be placed on the Ministry website for wide circulation. Suitable officers, fulfilling the eligibility criteria and who can be relieved immediately may please be sponsored. Their application along with vigilance Clearance and Photo copies of ACRs/APARs for last five years duly attested may be forwarded to the undersigned for further necessary action at the earliest possible.
7. The Commission reserves the right to reject any of the application or all the applications without assigning any reason whatsoever or may, in suitable cases relax the eligibility criteria.

Encl: as above.


 (R.C. Ahuja)
 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					
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	Name of Institute	Board/University	% age of marks
9.	Whether other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same.)					
<u>Qualification/Experienced required</u>			<u>Qualification/ Experienced possessed by</u>			

10.	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.
11.	Nature of present employment, i.e. Adhoc or Temporary or Permanent				
12.	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.				
13.	Additional details about present employment. Please state whether working under;				
	(a) Central Government				
	(b) Autonomous Body				
14.	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)				
15.	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)				

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, when applying on Deputation basis

- 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 the last 10 years.
- vii. Up-to date ACR/APAR dossier of the concerned official for the last five year i.e. period 2010-2011 to 2014-2015 are enclosed here with.

Date:

Place:

Signature

Head of office/Department

With official Seal