

(on website)

**No. 1/2(2)/2015-NCW(A)-PS
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.

Applications are invited to fill up the following posts by deputation on 'foreign service terms' basis from amongst officers of Central/State Govts./UTs/PSUs/Universities/Financial Institutions/Autonomous/ Semi-Government/ Statutory Bodies, etc. 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 22.10.2018.

Sl. No.	Post	No. of Post	Eligibility criteria/Qualification/Experience
1.	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.

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 alongwith attested copies of ACRs for the last 5 years and vigilance clearance certificate.
3. The Commission reserves the right to reject any of the application or all the applications without assigning any reason whatsoever.


(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/Univ ersity	% age of marks

09.	Details of employment in Chronological order (in case of insufficient space, please attach separate sheet duly signed by the applicant.)				
Offi ce/ Instt Org.	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