

F.No.4-25/2008-NCW(A)  
National Commission for Women  
(Administration Section)  
4, Deen Dayal Upadhyaya Marg, New Delhi  
Tele. 23222369

18<sup>th</sup> November, 2009

Subject: Filling up of vacant posts in the National Commission for Women on deputation basis.

Applications are invited for the posts mentioned in the annexure to fill up the vacancies in the National Commission for Women, New Delhi to be filled up by deputation on `foreign service terms'. Period of deputation including the period of deputation immediately preceding the appointment in the same or any other organization/ department of Central should ordinarily not exceed 3 years. The maximum age limit is 56 years as on the date of receipt of application. Applications from eligible candidates in the prescribed format may please be forwarded through proper channel along with attested copies of ACRs for the last 5 years and vigilance clearance within 21 days from the date of publication of this advertisement to the Law Officer, National Commission for Women (NCW), 4 Deen Dayal Upadhyaya Marg, New Delhi.

Yours faithfully,  
SD  
(Yogesh Mehta)  
Law Officer

S.No.	Name of the post & pay band	No. of posts	Eligibility conditions
01	Section Officer (Deputation in foreign terms) PB-2 (Rs.9300-Rs.34800 + G.P. – Rs.4800/-)	One	Essential:- Officer under the Central Government/ Autonomous bodies/Semi-Government/ Statutory Organizations etc. having Graduate Degree in any stream from recognized University or equivalent and holding analogous post on regular basis or holding the post in the Pay Scale of Rs.9300-34800 (Pay Band – 2) + G.P. of Rs.4200 or equivalent with at least 8 years regular service. Possessing knowledge of administrative matters.
02	Stenographer Grade – D (Deputation in foreign terms) PB-1 (Rs.5200-20,200 + G.P. Rs.2400/-)	One	Essential: Lower Division Clerk of the Central Government/ Autonomous bodies/ Semi-Government/ Statutory Organizations etc. having Graduate Degree from any recognized University and regular service in the grade and possessing a speed of 80 words per minute in English Shorthand and 30 words per minute in English Typewriting and working knowledge of computer

03	Research Assistant (Consolidated emoluments Rs.8000/-). The post will be on purely temporary contract basis.	One	Essential: a) LLB/B.Com./ M.Com/ M.A (Economics)/ B.A.(Economics)/ BA (Sociology). b) Knowledge of both English and Hindi language. c) Capacity of Documentation d) Ability of Computer Operation and data handling.
04	Lower Division Clerk (Deputation in foreign terms) (Revised pay band+ grade pay of Rs.5200-20200+1900/=	Two	Essential:- Persons holding analogous posts on regular basis in the Scale of pay of pre-revised Scale Rs. 3050-75-3950-80-4590/= (Revised pay band+ grade pay of Rs.5200-20200+1900/= OR With 08 (eight) years regular service in the scale of pay of prerevised Scale Rs.2550-55-2660-60-3200/= (Revised scale Rs.4440-7440+1300GP) or at least 05 (Five) years regular service in the old Scale of pay of Rs.2750-70-3800-75-4400/- (Revised Scale Rs. 5200-20200+1800 GP) (a) Matriculation or equivalent. (b) Should possess a speed of 30/25 words per minute in English/Hindi typewriting Desirable: Candidates, who have computer knowledge, will be given preference.
05	Hindi Typist (Revised pay band+ grade pay of Rs.5200-20200+1900/= (Deputation in foreign terms)	One	Essential:- Persons holding analogous posts on regular basis in the Scale of pay of pre-revised Scale Rs. 3050-75-3950-80-4590/= (Revised pay band+ grade pay of Rs.5200-20200+1900/= OR With 08 (eight) years regular service in the scale of pay of prerevised Scale Rs.2550-55-2660-60-3200/= (Revised scale

			Rs.4440-7440+1300GP) or at least 05 (Five) years regular service in the old Scale of pay of Rs.2750-70-3800-75-4400/- (Revised Scale Rs. 5200-20200+1800 GP) (a) Matriculation or equivalent. (b) Should possess a speed of 30/25 words per minute in English/Hindi typewriting Desirable: Candidates, who have computer knowledge, will be given preference.
06	Steno Cum Clerk on contract Basis	One	Essential:- Graduate Degree from any recognized University , Basic knowledge of computer and knowledge of Filling work