

**No.1/8(23)/2023-NCW (A)-Deputation  
National Commission for Women  
Plot No.21, Jasola Institutional Area  
New Delhi-110025**

Dated the 2<sup>nd</sup> January, 2024

**Subject: Filling up of vacant posts of Sr. PPS (L-12, 1 post), PPS (L-11, 1 post), Assistant PRO (L-8, 1 post), Legal Assistant (L-7, 9 posts) and Assistant Section Officer (L-7, 5 posts) in the National Commission for Women by deputation on 'Foreign Service Terms' basis.**

The National Commission for Women invites application for the posts of Sr. PPS (L-12, 1 post), PPS (L-11, 1 post), Assistant PRO (L-8, 1 post), Legal Assistant (L-7, 9 posts) and Assistant Section Officer (L-7, 5 posts) to be filled up on deputation on Foreign Service terms basis. Details of vacancy are as follows:

Sl. No.	Name of the post	No. of Post
1	Senior Principal Private Secretary (Level -12) (Rs.78,800 - 2,09,200/-)	1 (One)
2	Principal Private Secretary (Level- 11) (Rs.67,700 - 2,08,700/-)	1 (One)
3	Assistant Public Relation Officer (Level-8) (Rs.47,600-1,51,100/-)	1 (One)
4	Legal Assistant (Level-7) (Rs.44,900-1,42,400/-)	9 (Nine)
5	Assistant Section Officer (Level-7) (Rs.44,900-1,42,400/-)	5 (Five)

2. Details of the eligibility criteria, proforma of the application and list of documents, to be attached is available on website of NCW i.e. [www.ncw.nic.in](http://www.ncw.nic.in)

3. Applications may be sent to the Joint Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi-110025. Last date for receipt of applications is 30 days from the date of publication in the Employment News.

*Shalini Rastogi*  
(Shalini Rastogi)

Under Secretary

Phone No.: 26944803

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**No. 1/8(23)/2023-NCW (A)-Deputation  
National Commission for Women  
Plot No. 21, Jasola Institutional Area  
New Delhi - 110 025**

**Subject:** Filling up of the posts of Sr. PPS (L-12, 1 post), PPS (L-11, 1 post), Assistant PRO (L-8, 1 post), Legal Assistant (L-7, 9 posts) and Assistant Section Officer (L-7, 5 posts) on deputation on Foreign Service Term basis in NCW-reg.

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 (in enclosed proforma) from amongst officers under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking, Statutory/Autonomous Organizations to fill up the vacant posts of **Sr. PPS (L-12, 1 post), PPS (L-11, 1 post), Assistant PRO (L-1, 1 post), Legal Assistant (L-7, 9 posts) and Assistant Section Officer (L-7, 5 posts)** by deputation on Foreign Service Terms basis initially for a period of 3 years. 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.

3(a) Application in the prescribed proforma, alongwith attested copy of APAR for the preceding last 05 years and vigilance clearance certificate may be sent to Joint Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi 110025.

3(b) Advancẽ copy may be sent to the Commission by the candidates in the prescribed proforma. However, the Department is required to forward the application of those candidates who can be relieved immediately.

3(c) The Commission reserves the right to reject any or all the applications without assigning any reason whatsoever.

4. Last date for receipt of applications is 30 days from the date of publication in the Employment News. Details of vacancy and the eligibility criteria and essential Qualification, experience are Annexed.

**Note:** National Commission for Women is an eligible office in the list of Directorate of Estate for allocation of General Pool Residential Accommodation (GPRA). Hence, Government employee whosoever is selected may retain Government Accommodation.

*Shalini Rastogi*  
(Shalini Rastogi)

Under Secretary

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**ELIGIBILITY CRITERIA FOR THE POST OF SENIOR PRINCIPAL PRIVATE SECRETARY**

S.No.	Name of post	Senior Principal Private Secretary
6.	Number of vacancy	01 (One) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
7.	Age	Not exceeding 56 years (as per DOPT guidelines)
8.	Pay in the Pay Matrix	Level -12(Rs 78,800-2,09,200/-)
9.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
10.	Eligibility	Deputation (including Short Term Contract) :  Stenographers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations -  (a). (i) Holding analogous post on regular basis; OR (ii). with five years' regular service in the post in level-11 (Rs.67,700-2,08,700) in the pay matrix or equivalent.

**ELIGIBILITY CRITERIA FOR THE POST OF PRINCIPAL PRIVATE SECRETARY**

<b>S.No.</b>	<b>Name of post</b>	<b>Principal Private Secretary</b>
6.	Number of vacancy	01 (One) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
7.	Age	Not exceeding 56 years (as per DOPT guidelines)
8.	Pay in the PayMatrix	Level -11(Rs 67,700-2,08,700/-)
9.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
10.	Eligibility	Deputation (including Short Term Contract) :  Officers under the Central or State Governments -  (a). (i) Holding analogous post on regular basis in the parent Cadre or Department;  <b>OR</b>  (ii). Senior Private Secretary in the level-8 (Rs.47600-1,51,100) with six years regular service in the grade.  <b>OR</b>  (iii) Private Secretary in the level 7 in the pay matrix (Rs.44,900-1,42,400) with 7 years regular service in the grade.

**ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT PUBLIC RELATION OFFICER**

<b>S.No</b>	<b>Name of post</b>	<b>Assistant Public Relation Officer</b>
6.	Number of vacancy	01 (One) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
7.	Age	Not exceeding 56 years (as per DOPT guidelines)
8.	Pay in the PayMatrix	Level-8 (Rs 47,600- 1,51,100/-)
9.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
10.	Eligibility	<p><b>Deputation (including Short Term Contract) :</b></p> <p>Officers under the ministerial service of the department of the Central or State Governments or Public sector Undertakings or Central Autonomous Bodies:-</p> <p>(i). (a) Holding analogous post on regular basis in the parent Cadre or Department; <b>OR</b> (b). with two years service in the grade rendered after appointment thereto on a regular basis in level 7 in the pay matrix (Rs.44,900-1,42,400) in the parent cadre or department; <b>AND</b></p> <p>(ii). Possessing the following qualification and experience:</p> <p>Essential Qualifications: A degree or equivalent from recognised University with Diploma in Public Relations/Journalism.</p> <p>Experience: Experience in the field of Public Relations/Journalism.</p>

## ELIGIBILITY CRITERIA FOR THE POST OF LEGAL ASSISTANT

1.	Name of post	Legal Assistant
2.	Number of vacancy	09(Nine) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines).
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level-7( Rs 44,900- 1,42,400/-)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	<p>Deputation (including Short Term Contract) :</p> <p>Officers under the Central/States Government/ Union Territories Administration:</p> <p>(a)</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department;<b>OR</b></p> <p>(ii). With three years' regular service in the post in Level-6 (Rs.35,400-1,12,400/- in the pay matrix as per 7<sup>th</sup> CPC or equivalent.</p> <p>(b) Possessing the educational qualification and experience as under:</p> <p><b>Essential:</b></p> <p>(i). Bachelor's Degree in Law from a recognized University established or incorporated by or under a Central Act, or a State Act, or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central government; and</p> <p>(ii). Two years' experience in legal matters in Central or State Government or Public Sector Undertakings or Private Sector Organisations.</p> <p><b>Essential Experience:</b> Possessing the knowledge of Establishment &amp; Administrative matters.</p>

**ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT SECTION OFFICER**

<b>S.No.</b>	<b>Name of post</b>	<b>Assistant Section Officer</b>
5.	Number of vacancy	05 (Five) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines).
6.	Age	Not exceeding 56 years (as per DOPT guidelines)
7.	Pay in the PayMatrix	Level -7( Rs 44,900- 1,42,400/-)
8.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
5.	Eligibility	<p>Deputation (including Short Term Contract) :</p> <p>Officers under the Central or State Governments or Union Territories/Central Autonomous Bodies/Semi-Government/Statutory Organizations etc:-</p> <p>(i). holding analogous post on regular basis in the parent Cadre or Department; <b>or</b></p> <p>(ii). with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of Pay Level-06 (Rs.35400-112400) or equivalent in the present cadre/Department; <b>OR</b></p> <p>(iii). with six years' service in the grade rendered after appointment thereto on regular basis in the scale of pay level-5 (Rs.29,200-92,300).</p> <p>Desirable Experience:</p> <p>(i). Excellent noting drafting, typing skills, Proficiency in handling computers with excellent computer skills.</p> <p>(ii). Experience handling cash, finance/Accounts/ Administrative/Legal/Establishment matters/budget policy matters/implementation of Government Schemes etc.</p>

BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION ON DEPUTATION FOR THE POST  
OF \_\_\_\_\_

Affix passport size  
latest photograph

1.	Name of Applicant				
2.	Father's Name				
3.	Spouse Name				
4.	Address in Block Letters				
5.	Contact No.			Landline (with STD Code) Mobile No.	
6.	E-Mail				
7.	Category(Gen/SC/ST/OBC)				
8.	Date of Birth (in Christian era)				
9.	Date of Retirement under Central Government Rules				
10.	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
11.	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.



12.	Nature of present employment, i.e. Adhoc or Temporary or Permanent	
13.	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.	
14.	Additional details about present employment. Please state whether working under;	
	(a) Central Government/State Govt.	
	(b) Autonomous Body	
15.	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)	
16.	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/Smt. \_\_\_\_\_ holds a permanent post of \_\_\_\_\_ under the \_\_\_\_\_ since \_\_\_\_\_.
- ii. The integrity of Shri/Smt. \_\_\_\_\_ is beyond doubt.
- iii. He/She has submitted his/her application to the Office on \_\_\_\_\_ and his/her Pay Level/Pay Band is \_\_\_\_\_ having Grade Pay of Rs. - \_\_\_\_\_ in the parent office.
- iv. This office has no objection in case the application of Shri/Smt. \_\_\_\_\_ is considered for appointment for Deputation for the post of \_\_\_\_\_ at the NCW. Further, it is certified that Shri/Smt. \_\_\_\_\_ shall be relieved immediately in case of his/her selection in NCW at the post applied for.
- v. The information given by Shri/Smt. \_\_\_\_\_ in the application Proforma 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/Officer concerned during last 10 years.
- vii. Up-to date ACR/APAR of the concerned Official/Officer for the last five years are enclosed.

Date:

Place:

Signature of Head of  
Office/Department  
With official Seal