

No. 1/2(2)/2015-NCW(A)-Pt.
National Commission for Women
4 Deen Dayal Upadhyaya Marg
New Delhi – 110 002.

**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 should ordinarily not exceed 3 years. 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, 4 Deen Dayal Upadhyaya Marg, New Delhi 110 002. Last date for receiving application is 18.09.2015.

Sl No.	Name of the post	No of post	Eligibility conditions
1.	Law Officer (Rs.15,600-39,100+ 6600(GP))	01 (One)	Holding analogous post on regular basis OR With five years of regular service in the revised pay scale Rs.9300-34800/+ 5400 GP) or equivalent OR With six years of regular service in post in the scale of Rs.9300-34800/+ 4800 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 of Tribunals.
2.	Under Secretary (Rs.1500-39,100 + 6600 (GP))	01 (One)	Qualifications and Experience: (i) Holding analogous posts on regular basis in the parent Cadre or Department; or (ii) with five years' service in the scale of pay of Rs.15,600-39,100+Grade Pay 5400/- OR with six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9300-34800+ GP Rs.4800/- Possessing Graduate/Post Graduate degree in any discipline from a recognised University; and Possessing knowledge of administrative/publicity matters.
3.	Section Officer (Rs.9300-34800+ 4800 GP (PB-2))	01 (One)	(b) (i) holding analogous posts 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 . (b) (i) Possessing bachelor's degree from recognized University or Institute or equivalent; and (ii) two years experience in administrative matters.

4.	Private Secretary Rs.9300-34800+ GP 4800/- (PB-2)	05 (Five)	Essential :- (c) (i) holding analogous posts on regular basis in the parent Cadre/Department ; or (ii) With three years' service in the 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.
5.	Assistant Law Officer Rs.9300-34800+GP Rs.4800/- (PB-2)	01 (One)	(a) (i) holding analogous posts 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 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.
6.	Research Assistant Rs.9,300-34,800+GP Rs.4200/- (PB-2)	04 (Four)	(i) holding analogous posts on regular basis in the parent Cadre or Department; or (ii) With eight years regular service in posts in the scale of pay of Rs.5,200-20,200 with Rs.2800 GP or equivalent in the parent cadre or department (d) (i) Possessing master degree in sociology/MSW of a recognized university or equivalent. (ii) Having three years experience of Research on Women issues. (iii) Having sound knowledge of computer.
7.	Assistant Rs. 9300-34800 + Rs.4200/-(GP) (PB-2)	04 (Four)	(a) (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 matters.
8.	Jr. Accountant (Rs.5200-20200+ 2400 GP	02 (Two)	Essential: Officers of the Central Government: (i) 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.
9.	Lower Division Clerk Rs.5200-20200+ Rs.1900 (GP)	07 (seven)	Essential: Holding analogous posts on regular basis OR At least 3 years regular service in the Rs. 5200-20200+1800 GP (Old Scale of pay of Rs. 2750-70-2800-75-4400) and possessing educational qualifications as below: (i) Intermediate or equivalent (ii) Should possess a typing speed of 30/25 words per minute in English.

10.	Personal Assistant Rs.9300-34,800+ Rs.4200 (GP)	01 (One)	Essential: 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 3) Should possess a speed of 100 words per minute in English Shorthand and 40 words per minute in English Typewriting.
11.	Stenographer Grade 'D' Rs.5200-20200+ Rs.2400 (GP)	04 (Four)	Essential: (i) 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.

Note:

1. Advance copy can be sent 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.
2. The Commission reserves the right to reject any of the application or all the applications without assigning any reason whatsoever.


(V.V.B. Raju)
Deputy Secretary

PROFORMA

1.	Name	
2	Postal Address with Telephone No.	
	Office	
	Residential	
3	Date of Birth	
4	Date of retirement under Central Government/State Government Rules	
5	Educational Qualifications	
6	Present post held, date from which held and the scale of pay	
7	Details of past service	From To
	(a) Name of post and employer (b) Nature of appointment (c) Scale of pay (d) Nature of duties performed (in brief)	
8	Whether belongs to SC/ST/OBC	
9	Remarks (if any)	

(signature)