

F.No.1/2(2)2018-19-NCW(A)
National Commission for Women
Plot No. 21, Jasola Institutional Area
New Delhi –110025.

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.

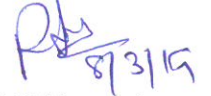
2. The Commission invites applications from amongst officers of Central/ State Govts./UTs/ PSUs/Universities/Financial Institutions/Autonomous/ Semi-Government/Statutory Bodies, etc. to fill up the vacant/anticipated vacant posts by deputation on foreign service terms basis. Period of deputation including 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 downloaded from website) 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 29.03.2019. Details of vacancies are as follows:

Sl. No.	Name of the post	No. of posts	Eligibility Criteria
1.	Private Secretary Level-8 Pre-revised scale of Rs.9300-34800 + GP 4800/-	06 (Six)	(i) holding analogous posts on regular basis; OR (ii) With three years' service in the pre-revised scale of pay of Rs.9,300-34,800+4600 GP; (E-2 Grade under IDA pattern) 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.
2.	Personal Assistant Level-6 Pre-revised scale of pay of Rs.9300-34,800+ Rs.4200 (GP)	01 (One)	(a)(i)holding analogous posts on regular basis OR (ii) 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) (b) Intermediate or equivalent (c) Should possess a speed of 100 words per minute in English Shorthand and 40 words per minute in English Typewriting.
3.	Stenographer Grade 'D' Level-4 Pre-revised scale of pay of Rs.5200-20200+ Rs.2400 (GP)	04 (Four)	(a)(i)Holding analogous posts on regular basis 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) 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 who can be relieved immediately alongwith attested copies of ACRs for the last 5 years and vigilance clearance certificate.
- 3) The Commission reserves the right to reject any or all the applications without assigning any reason whatsoever.
- 4) Applications received in response to this notification/advertisement will only be considered.



(Priti Kumar)
Under 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)