

File No. 1/2(2)/2004 – NCW (A)
National Commission for Women
4, Deen Dayal Upadhyaya Marg,
New Delhi – 110 002

14, June 2010

Subject: Filling up of vacant posts in the National Commission for Women by deputation on `foreign service terms` and contract basis.

Applications are invited to fill up the various posts mentioned in website www.ncw.nic.in of National Commission for Women, New Delhi to be filled up by deputation on `foreign service terms` and contract basis. 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. Applications for the posts of coordinators, counselors and consultants may apply alongwith the detailed CV alongwith educational and experience certificates to **Member Secretary, National Commission for Women (NCW), 4 Deen Dayal Upadhyaya Marg, New Delhi 110 002.** Last date for receiving application will be 30 days from this advertisement.

Sd/-
(Member Secretary)

Annexure –I

S. No.	Name of the post & pay band	No. of Post	Eligibility conditions
1.	Deputy Secretary (Deputation on Foreign terms) (Group A) Revised Pay Band+ Grand Pay (Rs.15,600-39,100+7600) (PB-3)	01(One)	<p><u>QUALIFICATIONS AND EXPERIENCE</u></p> <p>Central Government or State Government officers holding analogues post on regular basis</p> <p>OR</p> <p>Officer having 5 years regulars service in the post of Under Secretary in scale of pay of old scale Rs.10,000-325-15,200 revised pay band + Grade pay of Rs.15,100-39,100) (PB-3) or grade pay of Rs.6600/ Possessing the knowledge of Administrative matters and must have Graduate Degree in any discipline from recognized University.</p>
2.	Under Secretary (Deputation in foreign terms) (Group “A”) Revised Pay Band Grand Pay (Rs.15,600-39,100+6600) (PB-3)	01(One)	<p>Essential:-</p> <p>1) Central Government or State Government Officers hold analogous post on regular basis</p> <p>OR</p> <p>Officers having 08 years regular service in the post of Section Officer in Scale of Pay of old Scale Rs.6,500-200-10,500 revised pay band + Grade Pay of Rs.9,300-34,800+4200)(PB-3) or Grade pay of Rs.4800/-. Possessing the knowledge of Administrative matters and must have Graduate Degree in any discipline from a recognized University</p>

3.	Law Officer Rs.15600-39100+6600(GP)	01(One)	Essential:- i) Holding analogous post on regular basis OR ii) Government Officers with 8 years service in the scale of Rs.9300-34800+5400(GP) possessing a Degree in Law from a recognized University and has dealt with legal matters. iii) Preference will be given to those who have sufficient expertise in computer handling iv) Period of tenure of deputation including the period of deputation in ex-cadre posts held immediately preceding the appointment in the same or any other organization/department or the Central Government should not ordinarily exceed three years.
4.	Section Officer (Deputation in foreign terms) PB-2(Rs.9300-Rs.34,800+ GP – Rs.4800/-)	01(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.9300-34,800 (Pay band-2) + GP of Rs.4,200 or equivalent with at least 8 years regular service. Possessing knowledge of administrative matters and must have Graduate Degree in any discipline from a recognized University.

5.	<p>Personnel Secretary (Deputation in foreign terms) PB-2 (Rs.9300- Rs.34800 + G.P. – Rs.4800/-)</p> <p>Or</p> <p>Consultant (office management)</p>	04(Four)	<p>Essential:-</p> <p>Person holding analogous post or having 2 years regular service as Steno Grade C in the Old Scale of Pay of Rs.5500-175-9000 (Pre-revised).</p> <p>Persons who have retired on analogous post During the year 2007-2010 may also apply.</p> <p>The selection mode will on Contract Basis for retired persons for retired persons which may be extended from time to time on the basis of the performance</p> <p>Rs.12000/- consolidated per month.</p>
6.	<p>Junior Hindi Translator Rs.9300-34800+Rs.4200 GP One*</p>	01(One)	<p>Essential:-</p> <p>1. Central Government Officers holding analogous post on regular basis or Officers having 5 years regular service in a post in the Old scale of pay of Rs. 3050-4590 (Revised scale Rs. 5200-20200 + Rs.1900 GP) or equivalent.</p> <p>Essential Qualifications:</p> <p>Masters Degree of a recognized university in Hindi or English with Hindi as a compulsory subject at Degree level or vice-versa;</p> <p>OR</p> <p>Masters Degree in any of the subject in English or Hindi and Hindi as a compulsory subject in Degree level or vice-versa</p> <p>OR</p> <p>Graduate with Hindi and English as</p>

			<p>compulsory subject and one year's Translation Course from a recognized institute.</p> <p>2. Retired Hindi translators of GOI can also apply on contract basis for one year initially on consolidated payment of Rs.10,000/- per month. Should knowledge Hindi typing also.</p>
7.	<p>Junior Accountant Rs.5200-20200 +Rs. 2400 GP one</p>	01(One)	<p>Essential:-</p> <p>1. Junior Accountant having experience of Departmental Accounting System under Controller General of Accounts/ Defence/ Railways or Auditor under Comptroller and Auditor General.</p> <p>2. Upper Division Clerk in Central Secretariat Clerical Service or Subordinate Offices with Cash & Accounts Training conducted by ISTM.</p> <p>3. Lower Division Clerk with 5 years of service in the grade with experience in Cash.</p> <p>Age limit shall be 56 years as on date Of receipt of application.</p>
8.	<p>Project Coordinators</p>	12(Twelve)	<p>Essential:-</p> <p>i) Graduate or Post Graduates in law , Social Work, Social science, Women Studies, Sociology, Psychology.</p> <p>ii) Minimum two year experience in any Government or Non-Government Organization preferably dealing with women, children, human rights issues.</p> <p>iii) Working knowledge of computers and ability in typing, as no typist is provided.</p>

			<p>iv) Ability to correspond with police, courts and other organizations</p> <p>Desirable:</p> <p>Experience in dealing with women related issues such as sexual harassment, crime against Women, maternal mortality, HIV, trafficking, domestic violence and empowerment of women, etc.</p> <p>Tenure: Initial period of one year on consolidated payment of Rs.20,000/- per month</p>
9.	Consultant Legal	01(One)	<p>Essential Qualifications:</p> <p>Retired legal officers of Ministry of Law & Justice, Govt. of India can apply. Initial tenure will be on contact basis for one year extendable upto 3 years or age of 65 years whichever is earlier. Consolidate salary of Rs.18,000/- will be paid. The retired officers of M/o Law & Justice should have been minimum at the level of Deputy Secretary at the time of retirement and should have experience in drafting of law.</p>
10.	Media Consultant	01(One)	<p>Essential Qualifications:</p> <p>i) Graduate in journalism or mass communication</p> <p>ii) Minimum three years media experience preferably in dealing with women related issues.</p> <p>iii) Retired IIS officers from the M/o Information and Broadcasting, Govt. of India can also apply. Initial tenure in cases of Retd. IIS Officer will be on contract basis for one year extendable upto 3 years of age or 65 years whichever is earlier. For others on</p>

			contract basis for 3 years. iv) Preference will be given to those who have sufficient expertise in computer handling and new media. The consolidated payment of Rs.18,000/- will be paid.
11.	Counselors	06(Six)	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Graduate or Post Graduates in law, Social Work, Sociology and psychology. 2. Knowledge of both English and Hindi 3. Working knowledge of computers as no typist is provide <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience of one year in counseling in any Government or Non-Government Organization 2. Ability to correspond with Police, Courts and other organizations <p>Tenure: Initial period of one year on consolidated payment of Rs.18,000/- per month.</p>
12.	Research Assistant	04(Four)	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Graduates in Law, sociology, social welfare 2. Knowledge of both English and Hindi 3. Capacity for documentation 4. Ability to use computer <p>Initial period of six months on consolidated payment of Rs.10,000/- per month</p>

13.	Data Entry Operator	05(Five)	<p>Essential Qualifications:</p> <p>Experience in the computer operations with a knowledge of English short hand and typing in speed of 80 w.p.m. Diploma/ Certificate from recognized colleges are required.</p> <p>Initial period of one year on consolidated payment of Rs.8,000/- per month</p> <p>Knowledge of office & record management preferred.</p>
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Note: Advance copies of applications can be sent by the candidates forwarding in the prescribed format needs to be done by the Dept before the interview date i.e. through proper channel alongwith the attested copies of ACRs for the last 5 years and vigilance clearance. Also, dossiers of serving officers /staff need to be forwarded before interview date.

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 the post and employer	:	
	(b) Nature of appointment (whether ad-hoc or regular)	:	
	(c) Scale of Pay	:	
	(d) Nature of duties performed (in brief)	:	
8	Whether belongs to SC/ST/OBC	:	
9	Remarks (if any)	:	