

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

19, April, 2011

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

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`. 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 as per the proforma may be sent to **Under 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 the publication of this advertisement in the Employment News.

Sd/-
(Under Secretary)

S.No.	Name of the Post and Pay Band	No. of Posts	Eligibility Conditions
1.	Private Secretary Rs. 9300-34800+Rs. 4800 GP	Four	Essential: Analogous post on regular basis or with 5 years regular service as Steno Grade 'C' in the old Scale of Pay of Rs. 5500-175-9000.
2.	Assistant Rs. 9300-34800 + Rs. 4200 GP	One	Essential: Holding analogous post OR having five year's regular service as UDC in the scale of Rs. 5200-20200+Rs. 2400 GP) (Old scale of pay of Rs. 4000-100-6000). Possessing experience in noting and drafting.
3.	PA (Grade 'C') Rs. 9300-34800+Rs. 4200 GP	One	Essential: Holding analogous posts or having five 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) Matriculation or equivalent 3) Should possess a speed of 120 words per minute in English Shorthand and 40 words per minute in English Typewriting.
4.	Stenographer Grade 'D' Rs. 5200-20200+Rs. 2400 GP	One	Essential: (i) Upper Division Clerk of the Central Secretariat Service: OR (ii) Lower Division Clerks of the Central Secretariat Clerical Service with at least 5 years 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.
5.	Lower Division Clerk 5200-20200+Rs.1900 GP LDC (Hindi Typist) 5200-20200+Rs.1900 GP	Two One	Essential: Holding analogous posts on regular basis OR Group 'D' Employees of the Central Secretariat having at least 6 years regular service in the scale Rs. 4440-7440+1650 GP (Old scale of pay of Rs. 2650-65-3300-70-4000)

			<p>OR</p> <p>At least 3 years of service in the Rs. 5200-20200+1800 GP (Old Scale of pay of Rs. 2750-70-3800-75-4400) and possessing educational qualifications as below:</p> <ul style="list-style-type: none"> (i) Matriculation or equivalent (ii) Should possess a hindi typing speed of 30/25 words per minute in case applying for the post of LDC (Hindi Typist) (iii) Should possess a typing speed of 30/25 words per minute in English in case applying for the post of LDC.
6.	Library Information Assistant Rs. 9300-34800+Rs.4200 GP	One	<p>Essential: Holding analogous post on regular basis</p> <p>OR</p> <p>Degree from recognized university and degree of Library Science from recognized University with five years regular service in pay scale of Rs. 5200-20200 GP 2400 (old scale Rs. 4000-100-6000)</p>
7.	Junior Accountant Rs 5200-20200+Rs.2400 GP	One	<p>Essential:</p> <ul style="list-style-type: none"> (i) Junior Accountant having experience of departmental Accounting System under Controller General of Accounts Defence/Railways or Auditor under Comptroller and Auditor General <p>OR</p> <ul style="list-style-type: none"> (ii) Upper Division Clerk in Central Secretariat Clerical Service or Subordinate offices with Cash and Accounts training conducted by ISTM <p>OR</p> <ul style="list-style-type: none"> (iii) Lower Division Clerk with 5 years of service in the grade with experience in cash.

8.	Law Office Rs. 15600-39100+6600 GP	One	<p>Holding analogous post on regular basis</p> <p>OR</p> <p>With five years of regular service in the scale of Rs. 8000-275-13500 (pre-revised) or equivalent.</p> <p>OR</p> <p>With six years of regular service in the posts in the scale of Rs. 7500-250-12000 (Pre-revised) or equivalent.</p> <p>OR</p> <p>With seven years of regular service in the scale of Rs. 7450-11500 (pre-revised) or equivalent</p> <p>OR</p> <p>With 8 years of regular service in the posts in the scale of Rs. 6500-200-10500 (pre-revised) on equivalent, and possessing the following educational qualifications and experience:</p> <p>Degree in Law (LLB/BL) of a recognised University OR equivalent.</p> <p>5 years experience in handling service and other legal matters including those in the Courts or Tribunals.</p> <p>The maximum age limit should not exceed 56 years as on closing date of receipt of application.</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.	Post Applied for	:	
2	Name	:	
3.	Postal Address with Telephone No.	:	
(i)	Office	:	
(ii)	Residential	:	
4	Date of Birth	:	
5	Date of retirement under Central Government/State Government Rules	:	
6	Educational Qualifications	:	
7	Present post held, date from which held and the scale of pay	:	
8	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)	:	
9	Whether belongs to SC/ST/OBC	:	
10	Remarks (if any)	:	