

Dated the 7<sup>th</sup> July, 2023

**Walk-in Interview**

Subject: Inviting applications from Retired Government Servants at the level of Sr.PPS/PPS/Private Secretary in National Commission for Women on contract basis.

National Commission for Women invites applications from Retired Government Servants of the level of Sr.PPS/PPS/Private Secretary for engagement as Consultant (Private Secretary) on contract basis initially for a period of one year from the date of engagement or till the regular incumbent joins whichever is earlier. The details are given below:

1.	Name of the post	Consultant (Private Secretary)
2.	Total number of posts	02
3.	Period of engagement	The period of engagement will be initially for a period of one year from the date of engagement or till the regular incumbent joins whichever is earlier.
4.	Job Location	National Commission for Women, Plot No. 21 Jasola Institutional Area, New Delhi 110025.
5.	Educational Qualification	Graduation degree or equivalent from any recognized University /Institution and knowledge of computer & English Shorthand with speed of 120 w.p.m.
6.	Age Eligibility	Candidates should not be more than 63 years as on the closing date of receipt of application.
7.	Experience	Retired Govt. Servants at the level of Sr. PPS/PPS/PS.
8.	Monthly Remuneration	A consolidated remuneration shall be paid as per formula of Last Pay Drawn – Basic Pension + Transport Allowance as enumerated in OM of DOE dated 09.12.2020.
9.	Working hours	Normal office timings from 9.00 am to 5.30 pm. Biometric attendance is mandatory. Expected to work beyond office hours to meet exigencies of work
10.	How to apply	The application in the prescribed format (complete in all respects) along with requisite documents (Copy of PPO & Last Pay Certificate) may be sent to the following address:  The Under Secretary (Estt.), National Commission for Women, Plot No. 21 Jasola institutional Area, New Delhi 110025. The applications may also be submitted through email to <a href="mailto:establishment.ncw@gov.in">establishment.ncw@gov.in</a>
11	Walk-in Interview to be held on	17 <sup>th</sup> to 19 <sup>th</sup> July, 2023.at 11 A.M.to 2 P.M. Nearest Metro Station is Jasola Apolo/Jasola Shaheen Bagh

*Shalini Rastogi*  
(Shalini Rastogi)  
Under Secretary

APPLICATION FORM FOR THE POST OF .....  
ON CONTRACT BASIS.

Paste here  
firmly recently  
passport size  
photograph

1. Post applied for : \_\_\_\_\_
2. Name of the Candidate  
(As per matriculation certificate) : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Date of Birth  
(As per matriculation certificate) : \_\_\_\_\_
5. Age as on the last date of receipt  
of application : \_\_\_\_\_
6. Gender (Male/Female) : \_\_\_\_\_
7. Postal Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ : \_\_\_\_\_ Pincode \_\_\_\_\_
8. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pincode \_\_\_\_\_
9. Mobile No. : \_\_\_\_\_
10. Email-ID : \_\_\_\_\_

11. Educational/Professional qualifications (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Sl. No.	Exam/Degree Passed	School/college/ University	Subject taken	Year of passing	Class/Division & %age

12. Experience (In case of insufficient space, please attach separate sheet duly signed by the applicant)

Name of the Employer/ Organisation	Post Held Start from the post last held	Period From	Period To	Nature of duties (in brief)

13. Last Pay drawn : \_\_\_\_\_

14. Any other information : \_\_\_\_\_

(Signature of the candidate)

### DECLARATAION

- i. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications and experience etc, prescribed to the post on contractual appointment.
- ii. I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the interview, my candidature is able to be cancelled

Place:

Date:

(Signature of the candidate)  
(unsigned application will be rejected)

### **Note:-**

The application without supporting documents pertaining to Educational/Professional Qualification (s)/ Experience Certificate shall liable to be rejected.