

F.No.4-40/2009-NCW (A)
National Commission for Women
(Administration Section)
4, Deen Dayal Upadhyaya Marg,
New Delhi -110002

Dated:-07.01.2010

Sub:- Filling up of vacant posts in the National Commission for Women on
Deputation basis-reg.

Applications are invited for the posts mentioned in the **Annexure - 1** to fill up the vacancies in the National Commission for Women by deputation basis on "foreign service terms". 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. The maximum age limit is 56 years as on the date of receipt of application. Applications from eligible candidates in the prescribed format may please be forwarded through proper channel along with attested copies of ACRs for the last 5 years and vigilance clearance on or before **29th January, 2010**, addressed to Shri S. Chatterjee (IAS), Member Secretary, National Commission for Women, 4 Deen Dayal Upadhyaya Marg, New Delhi-110002.

Sd/
(Yogesh Mehta)
Law Officer

Annexure 1

S. No.	Name of the post & pay band	No. of posts	Eligibility conditions
1	<p>Under Secretary (Group "A")</p> <p>Revised Pay Band + Grade Pay (Rs.15,600-39,100+ 6600 GP) (PB-3)</p>	One	<p>Essential</p> <p>i) Central Government Officers holding analogous post on regular basis or</p> <p>ii) Officers having 08 years regular service in the post of Section Officer in the Scale of pay of Old Scale Rs.6,500—200-10,500 revised pay band+ grade pay of Rs.93,00-34,800+4200) (PB-3) or Grade Pay of Rs.4800/-. Possessing the knowledge of Admn. Matters.</p>
2.	<p>Senior Research Officer</p> <p>Revised Pay Band + Grade Pay (Rs.15,600 – 39,100 + Rs.6600)</p>	One	<p>Essential</p> <p>Officer holding analogous post on regular basis in the Scale of Pay of Revised Scale Rs.15,600 – 325 – 39,100 or holding + Rs. 6600 GP (Old Scale of Rs.10,000 – 325 – 15, 200)</p> <p align="center">OR</p> <p>With five years service in the scale of pay of Old Scale of Rs.8,000 – 275 – 13,500 (Revised scale of Rs.9300 – 34,800 + 5400 GP)</p> <p>Desirable</p> <p>Candidates who have Masters Degree in Social Work and experience on Social Issues, will be given preference.</p>

3.	<p>Section Officer</p> <p>Revised Pay Band + Grade Pay (Rs.9300-Rs.34800 + Rs.4800 G.P. -)</p>	One	<p>Essential</p> <p>i) Officer under the Central Government/ Autonomous bodies/Semi-Government/ Statutory Organizations etc.</p> <p>ii) Officer holding analogous post on regular basis or holding the post Assistant in the Pay Scale of Rs.9300-34800 (Pay Band - 2) + G.P. of Rs.4200 with at least 8 years regular service or Grade Pay of Rs.4600/-. Possessing knowledge of administrative matters.</p>
4.	<p>Assistant</p> <p>Revised Pay Band + Grade Pay (Rs.93,000 - 34,800 + Rs.4200 G.P.)</p>	One	<p>Essential</p> <p>Candidates holding analogous posts or having five years regular service as UDC in the old scale of pay Rs.4000-100-6000 (Revised Scale of Pay Rs.5200-20,200 + Rs.2400 GP), possessing experience in noting and drafting and administrative matters.</p>
5	<p>Steno. Grade - D</p> <p>Revised Pay Band + Grade Pay (Rs.5200-20,200 + Rs.2400 G.P.)</p>	One	<p>Essential</p> <p>Lower Division Clerk of the Central Government/ Autonomous bodies/ Semi-Government/ Statutory Organizations etc. having Graduate Degree from any recognized University and 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 and working knowledge of computer.</p>

6	<p>Junior Hindi Translator</p> <p>Revised Pay Band + Grade Pay (Rs.9300 – 34,800 + Rs.4200 GP)</p>	One	<p>Essential</p> <p>Central Government Officers holding analogous posts on regular basis in the scale of pay Rs.9300 – 34,800 + Rs.4200 GP or Officers having 08 years regular service in the post of UDC in the scale of pay Rs.5200-20200+ Rs.2400 Grade Pay.</p> <p>i) Master Degree in any of the subject in English or Hindi and Hindi as a compulsory subject in Degree in level or vice versa.</p> <p style="text-align: center;">Or</p> <p>ii) Graduate with Hindi and English as a compulsory subject and one year’s translation course from a recognize institute. Candidates must have the knowledge of Computer.</p>
7 8	<p>Lower Division Clerk</p> <p>Revised Pay Band + Grade Pay (Rs.5200-20200+Rs.1900 GP)</p> <p>Hindi Typist</p> <p>Revised Pay Band + Grade Pay (Rs.5200-20200+Rs.1900 G.P.)</p>	Two One	<p>Essential:-</p> <p>Persons holding analogous posts on regular basis in the Scale of pay of Old Scale Rs. 3050-75-3950-80-4590/= (Revised pay band+ grade pay of Rs.5200-20200+1900/=</p> <p style="text-align: center;">OR</p> <p>With 08 (eight) years regular service in the scale of pay of Old Scale Rs.2550-55-2660-60-3200/= (Revised scale Rs.4440-7440+1300 GP) or at least 05 (Five) years regular service in the old Scale of pay of Rs.2750-70-3800-75-4400/- (Revised Scale Rs. 5200-20200+1800 GP)</p> <p>(i) 12th Pass (10+2) or equivalent.</p> <p>(ii) Should possess a speed of 30/25 words per minute in English/Hindi typewriting. Candidates must have the knowledge of Computer.</p>

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)	:	
