

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

Date: 20th March, 2012

Sub : Filling up of vacant posts in the National Commission for Women by deputation on 'Foreign service terms'.

Applications are invited to fill up the following post 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. The maximum age limit is 56 years as on the closing date of receipt of application. Application 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 45 days from the date of publication of this advertisement in the Employment News. For the same details please log on to NCW Website www.ncw.nic.in.

Sd/-
Sraddha Paul
(Under Secretary)

Sl No.	Name of the post	No. of posts	Eligibility criteria
1	Senior Research Officer (SRO) Rs.15,600-39,100+Rs.6600-GP)	1	Essential:- Holding analogous post on regular basis in the scale of pay of Revised Scale Rs.15,600-39,100+6600 Grade Pay (Old Scale Rs.10,000-325-15,200) OR With three years service in the scale of pay of Old Scale Rs.8,000-275-13,500/- (Revised Scale Rs.93,00-34,800+5400 GP) OR With 05 years service in the scale of pay of Rs.6,500-200-10,500/- (Revised Scale Rs. 9,300-34,800+Rs.4,200 GP). Candidates, who have Master Degree in Social Work from a recognized University, will be given preference.

2.	Private Secretary Rs.9,300-34800+ Rs.4800(GP)	5	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.
3	Assistant Rs.9,300-34800+ Rs.4200(GP)	1	Essential: Holding analogous post or having 5 year's regular service as UDC in the pay scale of Rs. 5200-20200+Rs2400 GP (Old scale of pay of Rs.4000-100-6000). Possessing experience in noting and drafting
4.	LDC Rs.5200- 20200+Rs.1900 (GP)	2	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) OR At least 3 years of service in the Rs. 5200-20200+1800 GP (Old Scale of pay of Rs. 2750-70-2800-75-4400) and possessing educational qualifications as below: (i) Matriculation or equivalent (ii) Should possess a typing speed of 30/25 words per minute in English.
5.	Personal Assistant Rs.9300- 34,800+Rs.4200 (GP)	1	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 100 words per minute in English Shorthand and 40 words per minute in English Typewriting.
6.	Stenographer Grade 'D' Rs.5200- 20200+Rs.2400 (GP)	1	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.

7.	Junior Hindi Translator Rs.9,300-34800+ Rs.4200(GP)	1	<p>Essential: 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 pay scale 5200-20200+1900 Grade Pay or equivalent.</p> <p>Essential Educational qualification :- Masters degree of a recognized university or equivalent in Hindi with English as subject at the degree level OR Masters degree of a recognized University or equivalent in English with Hindi as subject at the degree level OR Master's degree of recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level OR Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at degree level and one year translation course from a recognized institute.</p>
8.	Junior Accountant Rs.5200-20200+Rs.2400 (GP)	1	<p>Qualification: Essential: (i) Junior Accountant having experience of departmental Accounting System under Controller General of Accounts Defence/Railways or Auditor under Comptroller and Auditor General. <u>OR</u> (ii) Upper Division Clerk in Central Secretariat Clerical Service or Subordinate offices with Cash and Accounts training conducted by ISTM <u>OR</u> (iii) Lower Division Clerk with 5 years of service in the grade with experience in cash.</p>
9.	(Hindi Typist) Rs.5200-20200+Rs.1900 (GP)	1	<p>Essential: Holding analogous posts on regular basis <u>OR</u> Group 'D' Employees of the Central Secretariat having at least 6 years regular service in the scale of Rs.4440-7440+1650 GP (Old scale of pay of Rs.2650-65-3300-70-4000) <u>OR</u> At least 3 years of service in the Rs.5200-20200+1800 GP (Old Scale of Pay of Rs.2750-70-2800-75-4400) and possessing educational qualifications as below:</p>

			(i) Matriculation or equivalent (ii) Should possess a Hindi Typing speed of 30/25 words per minute.
--	--	--	--

Note: Advance copies of applications can be sent by the candidates in the prescribed proforma. The Department is required to forward the application of the candidate through proper channel such that it reaches NCW before interview date alongwith the attested copies of ACRs for the last 5 years and vigilance clearance.

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 ad 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)