

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

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

Application are invited to fill up the following posts 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 Performa may be sent to **Deputy 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.

Sl No	Name of the post	No of post	Eligibility conditions
1.	Under Secretary (Group 'A') Revised Pay Band +Grade Pay (Rs.15600-39100+6600)(PB3)	1(One)	Qualifications and Experience: Central Government or State Government officers holding analogous post on regular basis OR officers having 8 years regular service in the post of Section Officer in the scale of pay of old scale Rs. 6500-200-10500(Revised Pay Band+Grade Pay of Rs.9300-34800+4200)(PB-2)or Grade pay of Rs.4800/-Possessing the knowledge of Administrative matters and must have Graduate Degree in any discipline from recognized university.
2.	Junior Hindi Translator Rs.9,300-34800+ Rs.4200(GP)	1	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. 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.
3.	Private Secretary Rs.9300- 34800+Rs.4800 GP.	01	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 (pre revised) Revised pay scale Rs.9,300-34800+4200 GP)
4	Public Relation Officer (PRO) (Group 'A') (Rs.15600-39100+6600) (PB3) (anticipated vacancy)	01	Officers of the Indian Information Service Group 'A' with 3 years experience in the scale of Rs.8000-275-13,500 (Revised pay scaleRs9300-34800+5400 Grade Pay) OR Officers of the Indian Information Service Group 'B' with 8 years service scale of Rs.6500-200-10,500 (Revised pay scale Rs9300-34800+4200 Grade Pay)

5	Junior Accountant Rs.5200- 20200+Rs.2400 (GP)	01	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.
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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	Experience in the field		
7	Present post held, date from which held and the scale of pay	:	
8	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)	:	
9	Whether belongs to SC/ST/OBC	:	
10	Remarks (if any)	:	

(Signature)