

(on website)

**F.No. 1/2(2)/2017-NCW(A)-DS  
National Commission for Women  
Plot No. 21, Jasola Institutional Area  
New Delhi – 110 025.**

**Sub: Filling up of anticipated vacant post of Deputy Secretary in the National Commission for Women by deputation on 'Foreign Service terms' basis.**

Applications are invited to fill up the anticipated vacancy of Deputy Secretary to be filled up on deputation on 'foreign service terms' basis from amongst the officers of Central/State Govts./UTs/ PSUs/Universities/Financial Institutions/Autonomous/ Semi-Government/Statutory Bodies etc., fulfilling the eligibility conditions indicated below:

Sl No	Name of the post	No of post	Eligibility condition
1.	Deputy Secretary (Level-12 under 7 <sup>th</sup> CPC i.e. Rs.78,800-Rs.2,09,200) Pre-revised scale of pay Rs.15,600-39000 + 7600/- (G.P)	01 (one)	<b>Essential :-</b> Officers under the Central Government or State Governments holding analogous post or Officers having 5 years service in the post of Under Secretary or equivalent in the pre-revised scale of pay of Rs.15100-39100(PB-3) Grade pay Rs.6600/- and possessing knowledge of Administrative matters. The applicant must have a graduate degree in any discipline from a recognized university.

The period of deputation including the period of deputation immediately preceding the appointment in the same or any other Organization/Department of the Central Government shall not exceed 3 years. The maximum age limit is 56 years as on the closing date of receipt of application. Application in the prescribed proforma available on the website of NCW viz. [www.ncw.nic.in](http://www.ncw.nic.in) may be sent to Under Secretary National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi 110025. Last date for receiving application is 30 days from the date of publication in Employment News and latest by 15.09.2017.

Note:

1. Advance copy can be sent by the candidates in the prescribed proforma. The administrative Department is required to forward the application of the candidate alongwith attested copies of APARs/ACR for the last 5 years along with a vigilance clearance certificate.
2. The Commission reserves the right to reject any or all applications without assigning any reason whatsoever.
3. Persons who had applied earlier may apply afresh.

*sd/-*  
(R.C.Ahuja)  
Under Secretary  
04-08-2017

**BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION ON DEPUTATION**

**FOR THE POST OF**

1.	Name of Applicant				
2.	Address in Block Letters				
3.	Contact No.	Landline (with STD Code) Mobile No.			
4.	E-Mail				
5.	Category(Gen/SC/ST/OBC)				
6.	Date of Birth (in Christian era)				
7.	Date of Retirement under Central Government Rules				
8.	Educational Qualification (in case of insufficient space, please attach separate sheet duly signed by the applicant)				
S. No.	Exam Passed	Year	Subjects Offered	Board/University	% age of marks

9.	Details of employment in Chronological order (in case of insufficient space, please attach separate sheet duly signed by the applicant.)				
Office/Instt./Orgn.	Post Held	From	To	Scale of Pay/Pay Band & Grade Pay and basic pay. (in CDA/IDA Pattern)	Nature of Duties.
10.	Nature of present employment, i.e. Adhoc or Temporary or Permanent				

11.	In case the present employment is held on Deputation/Contract basis, please state:-	
	(a) The date of initial appointment on Deputation/Contract (b) Period of appointment on Deputation/Contract	
	(c) Name and address of the parent Office/Organisation to which applicant belongs.	
12.	Additional details about present employment. Please state whether working under;	
	(a) Central Government/State Govt.	
	(b) Autonomous Body	
13.	Gross monthly emoluments drawn with grade pay (Please provide details thereof) (Also specify whether CDA pattern or IDA pattern or grade pay equivalent to CDA pattern)	
14.	Additional information, if any, which applicant would like to give in support of his/her suitability for the post. (in case of insufficient space, please attach separate sheet duly signed by the applicant)	

Declaration:

I have read the terms and conditions of appointment and certify that the above information is true to the best of my knowledge and belief. Further, I am liable to be disqualified even after my appointment at NCW, in case, any information given above is found to be incorrect/incomplete or false/forged.

Date:

Place:

Signature of the Applicant.

CERTIFICATE BY THE EMPLOYER

[in case of Deputation]

- i. Certified that Shri \_\_\_\_\_ holds a permanent post of \_\_\_\_\_ Under the \_\_\_\_\_ since \_\_\_\_\_.
- ii. The integrity of Shri \_\_\_\_\_ is beyond doubt.
- iii. He has submitted his application to the office on \_\_\_\_\_ and his pay Band is \_\_\_\_\_ having Grade Pay of Rs. \_\_\_\_\_ in the parent office.
- iv. This office has no objection in case the application of Shri \_\_\_\_\_ is considered for appointment for Deputation for the post of \_\_\_\_\_ at the NCW. Further, it is certified that Shri \_\_\_\_\_ shall be relieved immediately in case of his/her selection in NCW at the post applied for.
- v. The information given by Shri \_\_\_\_\_ in the application Performa have been verified with reference to his/her service records and found correct.
- vi. No Vigilance or disciplinary case is pending or contemplated against the official concerned during last 10 years.
- vii. Up-to date ACR/APAR of the concerned official for the last five year i.e. period 2012-2013 to 2016-2017 are enclosed.

Date:

Place:

Signature

Head of office/Department

With official Seal