#### No.1/2(2)/2024-NCW (A)-Deputation National Commission for Women Plot No.21, Jasola Institutional Area New Delhi-110025

Dated the 20th June, 2024

#### **OFFICE MEMORANDUM**

Subject: Extension of last date of receipt of applications for filling up of vacant/anticipated vacant posts of Deputy Secretary (Post-1, L-12), Senior PPS (Post-1, L-12), Principal Private Secretary (Post-1, L-11), Senior Analyst (Post-1, L-11), Assistant PRO (Post-1, Level-8), Section Officer (Post-3, L-8), Research Officer (Post-2 L-8), Private Secretary (Post-6, L-8), Legal Assistant (Post-9, L-7), Assistant Section Officer (Post-2, L-7), Research Assistant (Post-5, L-7), Junior Hindi Translator (Post-1, L-6) and Personal Assistant (Post-6, L-6) in the National Commission for Women by deputation on 'Foreign Service Terms' basis.

The National Commission for Women vide advertisement dated 7<sup>th</sup> May, 2024 (copy attached), published in the Employment News dated 18-24 May, 2024, invited applications for filling up the anticipated/ vacant posts of Deputy Secretary, Senior PPS, Under Secretary, Principal Private Secretary, Pay & Accounts Officer, Senior Research Officer, Senior Analyst, Assistant PRO, Section Officer, Research Officer, Private Secretary, Legal Assistant, Assistant Section Officer, Research Assistant, Junior Hindi Translator and Personal Assistant on deputation on "Foreign Service Terms" basis.

2. The last date for receipt of applications for the abovementioned posts is extended by 7 days except for the posts of Under Secretary, Pay & Accounts Officer and Senior Research Officer from the date of publication of this advertisement in the Employment News.

(Shalini Rastogi) Under Secretary

Chalin Rostogs

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#### No. 1/2(2)/2024-NCW (A)-Deputation National Commission for Women Plot No. 21, Jasola Institutional Area New Delhi - 110 025

Subject

Filling up of vacant/anticipated vacant posts of Deputy Secretary (Post-1, L-12), Senior PPS (Post-1, L-12), Under Secretary (Post-1, L-11), Principal Private Secretary (Post-1, L-11), Pay & Accounts Officer (Post-1, L-11), Senior Research Officer (Post-1, L-11), Senior Analyst (Post-1, L-11), Assistant PRO (Post-1, Level-8), Section Officer (Post-3, L-8), Research Officer (Post-2 L-8), Private Secretary (Post-6, L-8), Legal Assistant (Post-9, L-7), Assistant Section Officer (Post-2, L-7), Research Assistant (Post-5, L-7), Junior Hindi Translator (Post-1, L-6) and Personal Assistant (Post-6, L-6) in the National Commission for Women by deputation on 'Foreign Service Terms' basis.

The National Commission for Women has been established as a statutory Commission for dealing with matters relating to constitutional and legal safeguards provided for women, to review the existing legislations and suggest amendments thereto, to look into the complaints involving deprivation of the rights of women and monitor proper implementation of all legislations enacted to protect the rights of women to enable them to achieve equality in all spheres of life and equal participation in the developmental process.

- The Commission invites applications (in enclosed proforma) from amongst officers under the under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking, Statutory/Autonomous Organizations to fill up the vacant/anticipated vacant post of Deputy Secretary (Post-1, L-12), Senior PPS (Post-1, L-12), Under Secretary (Post-1, L-11), Principal Private Secretary (Post-1, L-11), Pay & Accounts Officer (Post-1, L-11), Senior Research Officer (Post-1, L-11), Senior Analyst (Post-1, L-11), Assistant PRO (Post-1, Level-8), Section Officer (Post-3, L-8), Research Officer (Post-2 L-8), Private Secretary (Post-6, L-8), Legal Assistant (Post-9, L-7), Assistant Section Officer (Post-2, L-7), Research Assistant (Post-5, L-7), Junior Hindi Translator (Post-1, L-6) and Personal Assistant (Post-6, L-6) in the National Commission for Women by deputation on Foreign Service Terms basis initially for a period of 3 years. Period of deputation including the period of deputation immediately preceding the appointment in the same or any other organization/Department of Central Government shall not exceed as per latest guidelines of DoPT. The maximum age limit is 56 years as on the closing date of receipt of application.
- 3(a) Application in the prescribed proforma, alongwith attested copy of APAR for the preceding last 05 years and vigilance clearance certificate may be sent to Joint Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi 110025.
- 3(b) Advance copy may be sent to the Commission by the candidates in the prescribed proforma. However, the Department is required to forward the application of those candidates who can be relieved immediately.
- 3(c) The Commission reserves the right to reject any or all the applications without assigning any reason whatsoever.
- 4. Last date for receipt of applications is 30 days from the date of publication in the Employment News. Details of vacancies and the eligibility criteria and essential Qualification, experience are Annexed.

Note: National Commission for Women is an eligible office in the list of Directorate of Estate for allocation of General Pool Residential Accommodation (GPRA). Hence, Government employee whosoever is selected may retain Government Accommodation.

Chalini Rastogi)
(Shalini Rastogi)
Under Secretary

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#### No.1/2(2)/2024-NCW (A)-Deputation National Commission for Women Plot No.21, Jasola Institutional Area New Delhi-110025

Dated the 7th May, 2024

Subject:

Filling up of vacant/anticipated vacant posts of Deputy Secretary (Post-1, L-12), Senior PPS (Post-1, L-12), Under Secretary (Post-1, L-11), Principal Private Secretary (Post-1, L-11), Pay & Accounts Officer (Post-1, L-11), Senior Research Officer (Post-1, L-11), Senior Analyst (Post-1, L-11), Assistant PRO (Post-1, Level-8), Section Officer (Post-3, L-8), Research Officer (Post-2 L-8), Private Secretary (Post-6, L-8), Legal Assistant (Post-9, L-7), Assistant Section Officer (Post-2, L-7), Research Assistant (Post-5, L-7), Junior Hindi Translator (Post-1, L-6) and Personal Assistant (Post-6, L-6) in the National Commission for Women by deputation on 'Foreign Service Terms' basis.

The National Commission for Women invites application for the posts of Deputy Secretary, Sr. PPS, Under Secretary, Principal Private Secretary, Pay & Accounts Officer, Senior Research Officer, Senior Analyst, Assistant PRO, Section Officer, Research Officer, Private Secretary, Legal Assistant, Assistant Section Officer, Research Assistant, Junior Hindi Translator and Personal Assistant to be filled up on deputation on Foreign Service terms basis. Details of vacancies are as follows:

SI. No.	Name of the post	No. of Post
1	Deputy Secretary (Level 12) (Rs.78,800 - 2,09,200/-)	1 (One)
2	Senior PPS (Level-12) (Rs.78,800 - 2,09,200/-)	1 (One)
3	Under Secretary (Level-11) (Rs.67,700-2,08,700)	1 (One)
4	Principal Private Secretary (Level-11) (Rs.67,700-2,08,700)	1 (One)
5	Pay & Account Officer (Level-11) (Rs.67,700-2,08,700)	1 (One)
6	Senior Research Officer (Level-11) (Rs.67,700-2,08,700)	1 (One)
7	Senior Analyst (Level-11) (Rs.67,700-2,08,700)	1 (One)
8	Assistant PRO (Level-8) (Rs.47,600-1,51,100)	1 (One)
9	Section Officer (Level-8) (Rs.47,600-1,51,100)	3 (Three)
10	Research Officer (Level-8) (Rs,47,600-1,51,100)	2 (Two)
11.	Private Secretary (Level-8) (Rs.47,600-1,51,100)	6 (Six)
12.	Legal Assistant (Level-7) (Rs.44,900-1,42,400)	9 (Nine)
13.	Assistant Section Officer (Level-7) (Rs.44,900-1,42,400)	2 (Two)
14.	Research Assistant (Level-7) (Rs.44,900-1,42,400)	5 (Five)
15.	Junior Hindi Translator (Level -6) (Rs.35,400- 1,12,400/-)	1 (One)
16.	Personal Assistant (Level -6) (Rs.35,400-1,12,400/-)	6 (Six)

- Details of the eligibility criteria, proforma of the application and list of documents, to be attached is available on website of NCW i.e. <u>www.ncw.nic.in</u>
- Applications may be sent to the Joint Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi-110025. Last date for receipt of applications is 30 days from the date of publication in the Employment News.

Shalini Rastogi (Shalini Rastogi) Under Secretary

Email: shalini.rastogi@gov.in

### **ELIGIBILITY CRITERIA FOR THE POST OF DEPUTY SECRETARY**

1.	Name of post	Deputy Secretary
2.	Number of vacancy	01(one) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level -12( Rs 78,800- 2,09,200/-)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	Deputation: Officers under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking, Statutory/Autonomous Organizations: (a) (i) Holding analogous posts on regular basis in the parent cadre; OR Officers having 5 years' service in the post of Under Secretary or equivalent in the grade in level-11 in the pay matrix of Rs.67,700-2,08,700 as per 7 CPC or equivalent in the parent cadre;  (b) Having Educational Qualification as follows:  Essential Qualification: Possessing Degree from a recognized University  Essential Experience: Possessing the knowledge of Establishment & Administrative matters

## ELIGIBILITY CRITERIA FOR THE POST OF SENIOR PRINCIPAL PRIVATE SECRETARY

1.	Name of post	Senior Principal Private Secretary
2.	Number of vacancy	01 (One) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level -12(Rs 78,800-2,09,200/-)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	Deputation (including Short Term Contract):  Stenographers under the Central Government or State Governments or Union Territories or Universities or recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations -  (a). (i) Holding analogous post on regular basis;  OR  (ii). with five years' regular service in the post in level-11 (Rs.67,700-2,08,700) in the pay matrix or equivalent.

### **ELIGIBILITY CRITERIA FOR THE POST OF PRINCIPAL PRIVATE SECRETARY**

1.	Name of post	Principal Private Secretary
2.	Number of vacancy	01 (One) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level -11(Rs 67,700-2,08,700/-)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.		Deputation (including Short Term Contract):  Officers under the Central or State Governments -  (a). (i) Holding analogous post on regular basis in the
		parent Cadre or Department;  OR
		(ii). Senior Private Secretary in the level-8 (Rs.47600-1,51,100) with six years regular service in the grade.
		OR
		(iii) Private Secretary in the level 7 in the pay matrix (Rs.44,900-1,42,400) with 7 years regular service in the grade.

#### **ELIGIBILITY CRITERIA FOR THE POST OF SR. ANALYST**

1.	Name of post	Senior Analyst
2.	Number of vacancy	01(one) (on deputation basis on Foreign Service Term/ Short Term Contract basis as per DOPT guidelines.
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level -11( Rs 67,700- 2,08,700/-) as per 7 CPC
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	Deputation:  Officers under the Central or State Governments or Union Territories/Central Autonomous Bodies/Semi Government/Statutory/ Organizations:  (a) Holding analogous posts on regular basis; OR With five years' regular service in the grade in Level-10 in the pay matrix of Rs.56,100-1,77,500 as per 7 CPC or equivalent; OR With six years' regular service in the grade in Level-8 in the pay matrix of Rs.47,600-1,51,100 as per 7 CPC or equivalent in the parent cadre; OR
		With seven years' regular service in the grade in Level-7 in the pay matrix of Rs.44,900-1,42,400 as per 7 CPC or equivalent in the parent cadre;  (b) Educational Qualifications and Experience:  Master's Degree in any subject from a recognized University.  Preference will be given to the candidates having Master's Degree in Psychology, Sociology, Social Work/LLB/BL from any recognized University or equivalent.
		<b>Desirable:</b> Experience in dealing with Gender related issues or development of Training Modules

## ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT PUBLIC RELATION OFFICER

Age Pay in the Pay Matrix Period of Deputation	01 (One) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.  Not exceeding 56 years (as per DOPT guidelines)  Level-8 (Rs 47,600-1,51,100/-)  Initially three years. Extendable as per Govt. of India Rules  Deputation (including Short Term Contract):
Pay in the Pay Matrix Period of Deputation	guidelines)  Level -8 (Rs 47,600- 1,51,100/-)  Initially three years. Extendable as per Govt. of India Rules
Matrix Period of Deputation Eligibility	Initially three years. Extendable as per Govt. of India Rules
ligibility	Rules
	Deputation (including Short Term Contract) :
	Officers under the ministerial service of the department of the Central or State Governments or Public sector Undertakings or Central Autonomous Bodies:-  (i). (a) Holding analogous post on regular basis in the parent Cadre or Department; OR  (b). with two years service in the grade rendered after appointment thereto on a regular basis in level 7 in the pay matrix (Rs.44,900-1,42,400) in the parent cadre or department; AND  (ii). Possessing the following qualification and experience:  Essential Qualifications: A degree or equivalent from recognised University with Diploma in Public Relations/Journalism.

## **ELIGIBILITY CRITERIA FOR THE POST OF SECTION OFFICER**

1.	Name of post	Section Officer
2.	No. of Vacancy	03 (Three) (On deputation basis on Foreign Service as per DoPT guidelines)
3.	Age	Not exceeding 56 years (As per DoPT guidelines)
4.	Pay in the Pay Matrix	Level -8 (Rs.47,600-1,51,100/-)
5.	Period of deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility (on deputation) as per DoPT	Deputation: Officers under the Central/State Government/UTs, Central/State Universities, Public Sector Undertakings, Autonomous organizations:  Essential:  (a) (i) Holding analogous posts on regular basis in the parent cadre  OR  (ii) with two years' regular service in the grade in level-7 in the pay matrix of Rs.44,900-1,42,400 as per 7 CPC or equivalent in the parent cadre;  OR  (iii) with six years' regular service in the grade in level-6 in the pay matrix of Rs.35,400-1,12,400 as per 7 CPC or equivalent in the parent cadre.  (b) Possessing bachelor's degree from recognized University or Institute or equivalent; and
		the parent cadre;  OR  (iii) with six years' regular service in the grade in level-6 in the pay matrix of Rs.35,400-1,12,400 as per 7 CPC or equivalent in the parent cadre.  (b) Possessing bachelor's degree from recognized

# **ELIGIBILITY CRITERIA FOR THE POST OF RESEARCH OFFICER**

1.	Name of post	December Off
	·	Research Officer
2.	Number of vacancy	02(Two) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level -8 (Rs.47,600-1,51,100/-)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	Deputation: Officers under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking, Statutory/Autonomous Organizations:  (a) (i) Holding analogous posts on regular basis in the parent cadre; OR  ii. with three years' service in the Grade Pay in level-7 in the pay matrix or equivalent in the parent cadre  (b) Having Educational Qualification as follows:  Essential Qualification: Possessing Post Graduate Degree in any discipline. Preference will be given to candidates holding M.SW/Women's Studies from a recognized University.  Preference will be given to candidates having knowledge of Research Methodology with a keen interest in carrying out Research work on issues in the social sector with special emphasis on women related/Gender sensitization issues.

## ELIGIBILITY CRITERIA FOR THE POST OF PRIVATE SECRETARY

1.	Name of post	Private Secretary	
2.	No. of Vacancy	06 (Six) (On deputation basis on Foreign Service as per DoPT guidelines)	
3.	Age	Not exceeding 56 years (As per DoPT guidelines)	
4.	Pay in the PayMatrix	Level -8 (Rs.47,600-1,51,100/-)	
5.	Period of deputation	Initially three years. Extendable as per Govt. of India Rules	
6-	Eligibility (on deputation) as per DoPT	Deputation: Officers under the Central/State Government/UTs, Central/State Universities, Public Sector Undertakings, Statutory/Autonomous organizations:  (a) Holding analogous posts on regularbasis in the parent cadre or with 3 years service in the Grade Pay in the Level 7 (Rs. 44,900-1,42,400) in the Pay Matrix or equivalent in the parent cadre or with six years' service in the grade pay in the Level -6 in the Pay Matrix (Rs. 35,400-1,12,400) or equivalent in the parent cadre.  (b) Having Educational Qualification as follows: Essential Qualification - Possessing Graduate Degree from a recognized university.  Essential experience: Knowledge of computer and English Shorthand speed should be not less than 120 wpm.	

## **ELIGIBILITY CRITERIA FOR THE POST OF LEGAL ASSISTANT**

1.	Name of post	Legal Assistant
2.	Number of vacancy	09 (Nine) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level -7( Rs 44, 900- 1,42,400/-)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	Deputation (including Short Term Contract) :
		Officers under the Central/States Government/ Union Territories Administration:  (a)  (i) Holding analogous posts on regular basis in the parent cadre or department; <b>OR</b>
		(ii). With three years' regular service in the post in Level-6 (Rs.35,400-1,12,400/- in the pay matrix as per 7 <sup>th</sup> CPC or equivalent.
		(b) Possessing the educational qualification and experience as under:
		Essential:  (i). Bachelor's Degree in Law from a recognized University established or incorporated by or under a Central Act, or a State Act, or any institution for higher education deemed to be a University by the Central Government or any other institution or foreign University approved by the Central government; and
		(ii). Two years' experience in legal matters in Central or State Government or Public Sector Undertakings or Private Sector Organisations.

# **ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT SECTION OFFICER**

1.	Name of post	Assistant Section Officer
2.	Number of vacancy	02 (Two) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level -7( Rs 44,900- 1,42,400/-)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	Deputation (including Short Term Contract) :
		Officers under the Central or State Governments or Union Territories/Central Autonomous Bodies/Semi-Government/ Statutory Organizations etc:-
		(i). holding analogous post on regular basis in the parent Cadre or Department; <b>or</b>
		(ii). with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of Pay Level-06 (Rs.35400-112400) or equivalent in the present cadre/Department; <b>OR</b>
		(iii). with six years' service in the grade rendered after appointment thereto on regular basis in the scale of pay level-5 (Rs.29,200-92,300).
		Desirable Experience: (i). Excellent noting drafting, typing skills, Proficiency in handling computers with excellent computer skills.
		(ii).Experience handling cash, finance/Accounts/ Administrative/Legal/Establishment matters/budget policy matters/implementation of Government Schemes etc.

## ELIGIBILITY CRITERIA FOR THE POST OF RESEARCH ASSISTANT

1.	Name of post	Research Assistant
2.	Number of vacancy	05(Five) (on deputation basis on Foreign Service Tem/ Short Term Contract basis as per DOPT guidelines.
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level -7( Rs 44,900- 1,42,400/-) as per 7 CPC
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	Deputation :
		Officers under the Central or State Governments or Union Territories/Central Autonomous Bodies/Semi Government/ Statutory/ Organizations:  (a) Holding analogous posts on regular basis in the Parent Cadre or Department;  OR With eight years' regular service in posts in Level-5 in the pay matrix of Rs.29,200-92,300/- as per 7 CPC or equivalent in the parent cadre or department;
		(b) Educational Qualifications and Experience:
		(i). Possessing Bachelor's Degree in Sociology/Social Work of a recognized University or equivalent;
		(ii). Having sound knowledge of Computer.
		Preference will be given to the candidates having experience in Research Work.

# ELIGIBILITY CRITERIA FOR THE POST OF JUNIOR HINDI TRANSLATOR

1.	Name of post	Junior Hindi translator
2.	No. of Vacancy	01 (One) (On deputation basis on Foreign Service Term basis as per DoPT guidelines)
3.	Age	Not exceeding 56 years (As per DoPT guidelines)
4.	Pay in the Pay Matrix	Level -6 (Rs.35,400-1,12,400/-)
5.	Period of deputation	Initially three years. Extendable as per Govt, of India Rules
6.	Eligibility (on deputation) as per DoPT	

# ELIGIBILITY CRETRIA FOR THE POST OF PERSONAL ASSISTANT

1.	Name of the	Personal Assistant
2.	No of Vacancy	06 (Six) (On deputation basis on Foreign Service Term basis as per DoPT guidelines)
3.	Age	Not exceeding 56 years (As per DoPT guidelines)
4.	Pay in Pay Matrix	Level -6 (Rs.35,400-1,12,400/-)
5.	Period deputation	Initially three years. Extendable as per Govt. of India Rules
6	Eligibility Criteria	Officers under the Central Government or State Government or Union Territories Administration or Universities or recognised Research Institutions or PSU or Autonomous Organizations or Semi Government or Statutory Organizations-  (a). (i). Holding analogous posts on a regular basis in the parent cadre or department; OR  (ii). With five years of service in the grade rendered after
		appointment thereto on a regular basis in level 5 in the pay matrix of Rs.29200-92,300 as per 7 CPC in the parent cadre or department.  (b). Possessing the educational qualifications and experience as under: Essential:  (i). Graduate or equivalent from a recognized University;  (ii). Skill Test Norms  Dictation: Speed of 80 w.p.m. (English or Hindi)  Transcription:  50 mts.(English), 65 mts. (Hindi) (On Computer)