

F.No.4-25/2008-NCW (A)
NATIONAL COMMISSION FOR WOMEN
ADMINISTRATION SECTION
4, Deen Dayal Upadhyaya Marg,
New Delhi.

Dated 28-11-2008

To,

All Ministries/ Departments of Government of India.

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 to fill up the vacancies in the National Commission for Women by deputation on 'foreign service terms'. Period of deputation including the period of deputation in ex-cadre posts held immediately preceding the appointment in the same or any other organization/Department of 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 within 21 days from the date of publication of this advertisement in 'Employment News', to the Under Secretary (Admn), National Commission for Women (NCW), 4, Deen Dayal Upadhyaya Marg, New Delhi.

Sd/
(Abdus Salam)
Under Secretary

S. No.	Name of the post & pay band	No. of posts	Eligibility conditions
1.	Senior Research Officer. Rs.15600-39100 + Rs. 6600 Grade Pay	One*	Essential:- Holding analogous post on regular basis in the Scale of pay of Revised Scale Rs.15600-39100 + Rs. 6600 GP (Old Scale Rs. 10,000-325-15,200) OR With three years service in the scale of pay of Old Scale Rs. 8000- 275-13500(Revised scale Rs.9300-34800+ 5400 GP) OR With eight years service in the scale of pay of Rs.6500-200-10500 (Revised Scale Rs.9300-34800+Rs. 4200 GP) Desirable:- Candidates, who have Masters Degree in Social work from a recognized University, will be given preference.
2.	Private Secretary . Rs.9300-34800+ Rs. 4800 GP	Three *	Persons holding analogous posts or having five year's regular service as Steno Grade "C" in the Old Scale of Pay of Rs.5500-175-9000 of CSSS/AFHQ Cadre. (Revised Scale Rs.9300-34800+Rs. 4200 GP).
3.	Assistant . Rs.9300-34800+ Rs. 4200 GP	Two *	Persons holding analogous posts or having five years regular service as UDC in the Old Scale of Pay of Rs.4000-100-6000 (Revised Scale Rs.5200-20200 +Rs. 2400 GP) of CSCS Cadre, possessing experience in noting and drafting

4.	PA (Grade 'C') Rs.9300-34800+ Rs. 4200 GP	One	<p>i) Persons holding analogous posts or having five year's regular service as Steno Grade "D" in the Scale of Pay of Rs.4000-100-6000 (Revised scale Rs.5200-20200 +Rs. 2400 GP) of CSSS/AFHQ Cadre.</p> <p>ii) Matriculation or equivalent</p> <p>iii) Should possess a speed of 120 words per minute in English shorthand and 40 words per minute in English typewriting.</p>
5.	Stenographer Grade 'D' Rs.5200-20200+ Rs. 2400 GP	One	<p>(i) Upper Division Clerk of the Central Secretariat Service;</p> <p style="text-align: center;">OR</p> <p>(ii) Lower Division Clerks of the Central Secretariat Clerical Service with atleast 8 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.</p>
6.	Lower Division Clerk Rs.5200-20200 + Rs.1900 GP	One*	<p>Persons holding analogous posts on regular basis or Group 'D' Employees of the Central Secretariat having at least 9 years regular service in the Old Scale of Pay of Rs.2550-55-2660-60-3200 (revised Scale Rs.4440-7440 + 1300 GP) or atleast 5 years of service in the Old Scale of Pay of Rs.2750-70-3800-75-4400 (Revised scale Rs.5200-20200 + 1800 GP) and possessing educational qualifications as below:</p> <p>(i) Matriculation or equivalent</p> <p>(ii) Should possess a speed of 30/25 words per minute in English or Hindi typewriting.</p>

7.	<p>Junior Hindi Translator</p> <p>Rs.9300-34800+Rs.4200 GP</p>	One*	<p>Central Government Officers holding analogous post on regular basis or</p> <p>Officers having 8 years regular service in a post in the Old scale of pay of Rs.3050-4590 (Revised scale Rs. 5200-20200 + Rs.1900 GP) or equivalent.</p> <p>Essential Qualifications:</p> <p>Masters Degree of a recognized university in Hindi or English with Hindi as a compulsory subject at Degree level or vice-versa; or</p> <p>Masters Degree in any of the subject in English or Hindi and Hindi as a compulsory subject in Degree level or vice-versa or</p> <p>Graduate with Hindi and English as compulsory subject and one year's Translation Course from a recognized institute.</p>
8.	<p>Junior Accountant</p> <p>Rs.5200-20200 +Rs. 2400 GP</p>	one	<p>i) Junior Accountant having experience of Departmental Accounting System under Controller General of Accounts / Defence / Railways or Auditor under Comptroller and Auditor General.</p> <p>ii) Failing (i) above, Upper Division Clerk in Central Secretariat Clerical Service or Subordinate Offices with Cash & Accounts Training conducted by ISTM.</p> <p>iii) Failing (i) and (ii) above, Lower Division Clerk with 5 years of service in the grade with experience in Cash. Age limit shall be 56 years as on date of receipt of application.</p>

* Includes anticipated vacancies and subject to variation

