

**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.

2 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.

Shalini Rastogi

(Shalini Rastogi)

Under Secretary

Email: shalini.rastogi@gov.in

**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:

Sl. 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)

2. Details of the eligibility criteria, proforma of the application and list of documents, to be attached is available on website of NCW i.e. www.ncw.nic.in

3. 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	<p>Deputation : Officers under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking, Statutory/Autonomous Organizations:</p> <p>(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;</p> <p>(b) Having Educational Qualification as follows:</p> <p>Essential Qualification: Possessing Degree from a recognized University</p> <p>Essential Experience: Possessing the knowledge of Establishment & Administrative matters</p>

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

S.No.	Name of post	Senior Principal Private Secretary
6.	Number of vacancy	01 (One) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
7.	Age	Not exceeding 56 years (as per DOPT guidelines)
8.	Pay in the Pay Matrix	Level -12(Rs 78,800-2,09,200/-)
9.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
10.	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 UNDER SECRETARY

1.	Name of post	Under 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.	Eligibility	<p>Deputation : Officers under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking, Statutory/Autonomous Organizations:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre; OR (ii) with five years' service in the grade in Level-10 in the pay matrix of Rs.56,100-1,77,500 as per 7 CPC or equivalent in the parent cadre; OR (iii) with six years' service in the grade rendered after appointment thereto on a regular basis in Level-8 in the pay matrix of Rs.47,600-1,51,100 as per 7 CPC or equivalent in the parent cadre;</p> <p>(b) Having Educational Qualification as follows: Possessing Degree from a recognized University</p> <p>Essential Experience: Possessing the knowledge of Establishment & Administrative matters</p>

ELIGIBILITY CRITERIA FOR THE POST OF PRINCIPAL PRIVATE SECRETARY

S.No	Name of post	Principal Private Secretary
6.	Number of vacancy	01 (One) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
7.	Age	Not exceeding 56 years (as per DOPT guidelines)
8.	Pay in the PayMatrix	Level -11(Rs 67,700-2,08,700/-)
9.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
10.	Eligibility	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 PAY & ACCOUNTS OFFICER

1.	Name of post	Pay and Accounts Officer
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.	Eligibility	<p>Deputation (including Short Term Contract) :</p> <p>Officers under the Central or State Governments or Union Territories or Central Autonomous Bodies/Semi-Government/Statutory Organizations:</p> <p>(a)</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department;OR</p> <p>(ii). Accounts Officer with five years' regular service in the pay Level-9 (Rs.53,100-1,67,800/- in the pay matrix as per 7th CPC or equivalent.</p> <p>(iii). Six years regular service as AAO/JAO in the pay level-8/7 respectively in the pay matrix as per 7 CPC, and</p> <p>(b) Possessing the B.Com degree from a recognized University.</p>

Eligibility Criteria for the post of Senior Research Officer

1.	Name of post	Senior Research Officer
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/-) as per 7 CPC Or (GP 6600/- Pre Revised)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	<p>Deputation :</p> <p>Officers under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking, Semi Government/ Statutory/ Autonomous Organisations:</p> <p>(a)</p> <p>(i) Holding analogous posts on regular basis; OR</p> <p>(ii) with five years' regular service in the pre-revised scale of pay of Rs.15,600-39,100 + Grade Pay Rs. 5400/-; OR</p> <p>(iii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of pay of Rs.9300-34800+ GP Rs.4800 in the parent cadre.</p> <p>(b) Possessing Post Graduate degree in any discipline. Preference will be given to candidates holding MSW/ Women's Studies from a recognized University; and Experience of at least five years in conducting/facilitating research studies/teaching.</p> <p>The preference will be given to the candidates having Ph.D. Degree.</p>

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	<p>Deputation :</p> <p>Officers under the Central or State Governments or Union Territories/Central Autonomous Bodies/Semi Government/ Statutory/ Organizations:</p> <p>(a)</p> <p>Holding analogous posts on regular basis;</p> <p>OR</p> <p>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;</p> <p>OR</p> <p>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;</p> <p>OR</p> <p>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;</p> <p>(b) Educational Qualifications and Experience:</p> <p>Master's Degree in any subject from a recognized University.</p> <p>Preference will be given to the candidates having Master's Degree in Psychology, Sociology, Social Work/LLB/BL from any recognized University or equivalent.</p> <p>Desirable: Experience in dealing with Gender related issues or development of Training Modules</p>

ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT PUBLIC RELATION OFFICER

S.No	Name of post	Assistant Public Relation Officer
1.	Number of vacancy	01 (One) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
2.	Age	Not exceeding 56 years (as per DOPT guidelines)
3.	Pay in the Pay Matrix	Level-8 (Rs 47,600- 1,51,100/-)
4.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
5.	Eligibility	<p>Deputation (including Short Term Contract) :</p> <p>Officers under the ministerial service of the department of the Central or State Governments or Public sector Undertakings or Central Autonomous Bodies:-</p> <p>(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</p> <p>(ii). Possessing the following qualification and experience:</p> <p>Essential Qualifications: A degree or equivalent from recognised University with Diploma in Public Relations/Journalism.</p> <p>Experience: Experience in the field of Public Relations/Journalism.</p>

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	<p>Deputation : Officers under the Central/State Government/UTs, Central/State Universities, Public Sector Undertakings, Autonomous organizations:</p> <p>Essential:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre</p> <p style="text-align: center;">OR</p> <p>(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;</p> <p style="text-align: center;">OR</p> <p>(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.</p> <p>(b) Possessing bachelor's degree from recognized University or Institute or equivalent; and</p> <p>Preferably two years experience in administrative matters.</p>

ELIGIBILITY CRITERIA FOR THE POST OF RESEARCH OFFICER

1.	Name of post	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	<p>Deputation : Officers under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking, Statutory/Autonomous Organizations:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre; OR</p> <p>ii. with three years' service in the Grade Pay in level-7 in the pay matrix or equivalent in the parent cadre</p> <p>(b) Having Educational Qualification as follows:</p> <p>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.</p> <p><i>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.</i></p>

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
	Eligibility (on deputation) as per DoPT	<p>Deputation : Officers under the Central/State Government/UTs, Central/State Universities, Public Sector Undertakings, Statutory/Autonomous organizations:</p> <p>(a) Holding analogous posts on regular basis 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.</p> <p>(b) Having Educational Qualification as follows:</p> <p>Essential Qualification - Possessing Graduate Degree from a recognized university.</p> <p><u>Essential experience:</u> Knowledge of computer and English Shorthand speed should be not less than 120 wpm.</p>

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	<p>Deputation (including Short Term Contract) :</p> <p>Officers under the Central/States Government/ Union Territories Administration:</p> <p>(a)</p> <p>(i) Holding analogous posts on regular basis in the parent cadre or department;OR</p> <p>(ii). With three years' regular service in the post in Level-6 (Rs.35,400-1,12,400/- in the pay matrix as per 7th CPC or equivalent.</p> <p>(b) Possessing the educational qualification and experience as under:</p> <p>Essential:</p> <p>(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</p> <p>(ii). Two years' experience in legal matters in Central or State Government or Public Sector Undertakings or Private Sector Organisations.</p>

ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT SECTION OFFICER

S.No	Name of post	Assistant Section Officer
5.	Number of vacancy	02 (Two) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
6.	Age	Not exceeding 56 years (as per DOPT guidelines)
7.	Pay in the PayMatrix	Level -7(Rs 44,900- 1,42,400/-)
8.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
5.	Eligibility	<p>Deputation (including Short Term Contract) :</p> <p>Officers under the Central or State Governments or Union Territories/Central Autonomous Bodies/Semi-Government/ Statutory Organizations etc:-</p> <p>(i). holding analogous post on regular basis in the parent Cadre or Department; or</p> <p>(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; OR</p> <p>(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).</p> <p>Desirable Experience:</p> <p>(i). Excellent noting drafting, typing skills, Proficiency in handling computers with excellent computer skills.</p> <p>(ii).Experience handling cash, finance/Accounts/ Administrative/Legal/Establishment matters/budget policy matters/implementation of Government Schemes etc.</p>

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 Term/ 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	<p>Deputation :</p> <p>Officers under the Central or State Governments or Union Territories/Central Autonomous Bodies/Semi Government/ Statutory/ Organizations:</p> <p>(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;</p> <p>(b) Educational Qualifications and Experience:</p> <p>(i). Possessing Bachelor's Degree in Sociology/Social Work of a recognized University or equivalent;</p> <p>(ii). Having sound knowledge of Computer.</p> <p>Preference will be given to the candidates having experience in Research Work.</p>

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	<p>By Deputation: Officers under the Central or State Governments or Union Territories/Central Autonomous Bodies /Semi-Government/ Statutory Organizations etc:-</p> <p>(i). holding analogous post on regular basis in the parent Cadre or Department; or</p> <p>(ii). Having the essential qualifications mentioned as under:</p> <p>Essential Qualification: Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR Master's degree of a recognised University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and other as a compulsory or elective subject at the degree level;</p> <p>AND Recognised Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>

ELIGIBILITY CRITERIA FOR THE POST OF PERSONAL ASSISTANT

1.	Name of the post	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	<p>By Deputation :</p> <p>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-</p> <p>(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.</p> <p>(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)</p>

BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION ON DEPUTATION FOR
THE POST OF _____

Affix passport size
latest photograph

1.	Name of Applicant				
2.	Father's Name				
3.	Spouse Name				
4.	Address in Block Letters				
5.	Contact No.		Landline (with STD Code) Mobile No.		
6.	E-Mail				
7.	Category(Gen/SC/ST/OBC)				
8.	Date of Birth (in Christian era)				
9.	Date of Retirement under Central Government Rules				
10.	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
11.	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.

12.	Nature of present employment, i.e. Adhoc or Temporary or Permanent	
13.	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.	
14.	Additional details about present employment. Please state whether working under;	
	(a) Central Government/State Govt.	
	(b) Autonomous Body	
15.	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)	
16.	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/Smt. _____ holds a permanent post of _____ under the _____ since _____.
- ii. The integrity of Shri/Smt. _____ is beyond doubt.
- iii. He/She has submitted his/her application to the Office on _____ and his/her Pay Level/Pay Band is _____ having Grade Pay of Rs. _____ in the parent office.
- iv. This office has no objection in case the application of Shri/Smt. _____ is considered for appointment for Deputation for the post of _____ at the NCW. Further, it is certified that Shri/Smt. _____ shall be relieved immediately in case of his/her selection in NCW at the post applied for.
- v. The information given by Shri/Smt. _____ in the application Proforma 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/Officer concerned during last 10 years.
- vii. Up-to date ACR/APAR of the concerned Official/Officer for the last five years are enclosed.

Date:

Place:
of
Office/Department

Signature of Head

With official Seal