

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

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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 to fill up following vacant/anticipated vacant posts on deputation (on foreign service terms) basis:

Sl. No.	Post	No. of Post	Eligibility criteria/Qualification/Experience
1.	Law Officer Level-11 Pre-revised scale of pay Rs.15600-39100+6600 (GP)	01 (One)	Officers Holding analogous post on regular basis OR With five years of regular service in the pre-revised pay scale Rs.9300-34800/+ 5400 GP) or equivalent OR With six years of regular service in post in the pre-revised scale of Rs.9300-34800/+ 4800 GP) or equivalent. OR With seven years of regular service in the pre-revised scale of Rs.9300-34800/+ 4600 GP) or equivalent. qualifications and experience :- Degree in Law (LLB/BL) of a recognized university or equivalent 5 years experience in handling service and other legal matters including those in the Courts or Tribunals.
2.	Senior Research Officer Level-11 Pre-revised scale of pay Rs.15600-39100+6600 (GP)	01 (One)	(i) Officers Holding analogous posts on regular basis in the parent Cadre or Department; or (ii) with five years' service in the pre-revised scale of pay of Rs.15,600-39,100+Grade Pay 5400/- OR (iii) with six years' 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/- OR (iv) with seven years service in the pre-revised scale of pay of Rs.9300-34800+4600GP Possessing Post Graduate degree in Sociology MSW/Women's studies from a recognised University; and Experience of at least five years in conducting/facilitating research studies through academic institutions/other organisations.
3.	Under Secretary Level - 11 Pre-revised scale of pay Rs.15600-39100+6600 (GP)	02 (two)	(i) Officers Holding analogous posts on regular basis in the parent Cadre or Department; or (ii) with five years' service in the pre-revised scale of pay of Rs.15,600-39,100+Grade Pay 5400/- OR (iii) with six years' 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/- Possessing Graduate/Post Graduate degree in any discipline from a recognised University; and Possessing knowledge of administrative/publicity matters.
4.	Pay & Accounts Officer Pre-revised scale of pay of Rs.15600-39100 + G.P Rs. 6600/- (PB-3) Level-11	01 (one)	Officers under the Central or State Government or Union Territories/Central Autonomous Bodies/Semi-Government/ Statutory Organizations etc:- (a) (i) holding analogous posts on regular basis in the parent Cadre or Department; or (ii) Accounts Officer with five years' service in the Pay Band of Rs.9,300-34,800 + Grade Pay 5400/- . (iii) Eight years' regular service as AAO/JAO in the pay Band of Rs.9300-34800 + GP 4800 and (iv) Ten years' regular service as AAO/JAO in the pay Band of Rs.9300-34800 + GP 4600 (b) Possessing B.Com degree from a recognized University.



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5.	Research Officer Pre-revised scale of pay of Rs.9300- 34800+4800(GP)	01 (one)	(i) Officers holding analogous post on regular basis in the pre-revised scale of pay of Rs.9300-34800+4800 GP in the parent Cadre/Department; or (ii) with five years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9300-34800 with Grade pay of Rs.4200/- as on the last date of receipt of application. Candidates who have Master Degree in Social Work from a recognised University will be given preference.
6.	Section Officer (Rs.9300-34800+ 4800 GP (PB-2))	01 (One)	(i) Holding analogous post on regular basis in the parent Cadre or Department; or (ii) With three years' service in the scale of pay of Rs.9,300-34,800+4600 GP (iii) With six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.9,300-34,800+4200 GP or equivalent in the parent cadre or department. Possessing bachelor's degree from recognized University or Institute or equivalent; and two years experience in matters relating to administration.
7.	Private Secretary Level-8 Pre-revised scale of Rs.9300-34800 + GP 4800/-	04 (Four)	(i) Officers holding analogous posts on regular basis in the parent Cadre/Department; or (ii) With three years' service in the pre-revised scale of pay of Rs.9,300-34,800+4600 GP; or (iii) six years' regular service as Stenographer Grade 'C' in the old scale of pay of Rs.5500-175-9000 (pre-revised) Revised pay-scale of Rs.9,300-34800+ 4200 GP.
8.	Research Assistant Level-6 Pre-revised scale of pay of Rs.9,300- 34,800+GP Rs.4200/-	04 (Four)	(i) Officers holding analogous posts on regular basis in the parent Cadre or Department; or (ii) With eight years regular service in posts in the pre-revised scale of pay of Rs.5,200-20,200 with Rs.2800 GP or equivalent in the parent cadre or department Possessing master degree in sociology/MSW of a recognized university or equivalent. Having three years experience of Research on Women issues. Having sound knowledge of computer.
9.	Assistant Level-6 Pre-revised scale of pay of Rs. 9300- 34800 + Rs.4200/- (GP) (PB-2)	05 (Five)	(i) Officers holding analogous posts on regular basis in the parent Cadre or Department; or (ii) With eight years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5,200-20,200+2800 GP or equivalent in the parent cadre or department or With ten years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5,200-20,200+2400 GP or equivalent in the parent cadre or department (b) (i) Possessing bachelor's degree from recognized University or Institute or equivalent; and (ii) five years experience in administrative/Legal matters.
10.	Junior Hindi Translator Level-6 Pre-revised scale of pay of Rs.9,300- 34800+ Rs.4200(GP)	1 (one)	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.
11.	Jr. Accountant	02	(i) Officer holding analogous posts on regular basis or

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	Level-4 Pre-revised scale of pay Rs.5200-20200+2400 GP	(Two)	(ii) Lower Division Clerk with 5 years of service in the grade with experience in cash. Having knowledge of Tally.
12.	Personal Assistant Level-6 Pre-revised scale of pay of Rs.9300-34,800+ Rs.4200 (GP)	01 (One)	Officer Holding analogous posts or having six year's regular service as Steno Grade 'D' in the Scale of pay of Rs. 5200-20200+ Rs. 2400 GP (Old scale Rs.4000-100-6000) 2) Intermediate or equivalent Should possess a speed of 100 words per minute in English Shorthand and 40 words per minute in English Typewriting.
13.	Stenographer Grade 'D' Level-4 Pre-revised scale of pay of Rs.5200-20200+ Rs.2400 (GP)	04 (Four)	(i) Officer Holding analogous posts on regular basis in the parent cadre/ Department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5200-20200+GP 1900/- or equivalent in the parent cadre or Department; or (b) and have passed skill test on computer with 10 minutes having a speed of 80 w.p.m. in stenography and transcription 50 minutes English/65 minutes Hindi.
14.	Hindi Typist Pre-revised scale of pay Rs.5200-20200+ Rs.1900 (GP)	01 (One)	Officer Holding analogous post on regular basis or Group 'D' employees of the Central Secretariat having atleast 6 years regular service in the scale of Rs 4440-7440-1650 (GP) (old scale of pay of Rs. 2650-65-3300--70-4000) or Atleast 3 years of service in the Rs5200-20200+1800 GP (old scale of pay of Rs 2750--70-2800-75-4400) and possessing educational qualification as follows: (i) matriculation or equivalent (ii) possess a Hindi Typing speed of 30/25 words per minute
15.	Lower Division Clerk Pre-revised scale of pay Rs.5200-20200+ Rs.1900 (GP)	07 (seven)	Officers Holding analogous posts on regular basis or At least 3 years regular service in the Rs. 5200-20200+1800 GP (Old Scale of pay of Rs. 2750-70-2800-75-4400) and possessing educational qualifications as below: (i) Intermediate or equivalent (ii) Should possess a typing speed of 30/25 words per minute in English.
16.	Library Information Assistant Pre-revised scale of pay of Rs.9300-34800+4200 (GP)	01 (One)	(i) Officers Holding analogous posts on regular basis, or Degree of Library Science from recognised university with 5 years regular service in the scale of pay of Rs.5200-20200 GP Rs.2,400 (Old pay-scale - Rs.4000-100-6000) in Central/State Govt./PSU/Autonomous/Statutory bodies.

The last date for receipt of applications is 30 days from the date of publication in the Employment News or 25.09.2017 whichever is later. For further details please visit our website www.ncw@nic.in.

Sd/-
(R.C. Ahuja)
Under Secretary

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