

F.No.1/2(2)/2024-Consultant (OL)
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025.

Dated the ²¹ February, 2024

Sub: Inviting applications from Retired Government employees for engaging as Consultant (Official Language) in National Commission for Women.

National Commission for Women invites applications from Retired Government employees for engagement as Consultant (Official Language) initially for a period of one year from the date of engagement which may be extended/curtailed as per the requirement of the Commission. The details are given below:

1.	Name of the post	Consultant (OL.)
2.	Number of posts	01 (One)
3.	Period of engagement	The period of engagement will be initially for a period of one year from the date of engagement which may be extended/ curtailed as per requirement/performance of the individual.
4.	Job Location	National Commission for Women, Plot No. 21 Jasola Institutional Area, New Delhi 110025.
5.	Educational Qualification	Essential Educational Qualification: ➤ Master's degree of a recognised University or equivalent in Hindi with English as a subject at the degree level; OR ➤ Master's degree of a recognised University or equivalent in English with Hindi as a subject at the degree level; OR ➤ Master's degree of a recognised University or equivalent in any subject with Hindi medium and English as a subject at the degree level; ➤ Master's degree of a recognised University or equivalent in any subject with English medium and Hindi as a subject at the degree level and one year translation course from a recognized institute; ➤ Having experience of minimum three years of translation from Hindi to English or vice versa.
6.	Experience	Retired Government Officers of the Central/State Govt./PSU/Financial Institutions/Academic/Institutions holding the post related to translation work from Hindi to English and vice versa.
7.	Age Eligibility	Not exceeding 64 years
8.	Remuneration	Last basic pay drawn minus basic pension + Transport allowance drawn at the time of retirement shall be applied (as per Govt. Rules).
9.	Working hours	Normal office timings from 9.00 am to 5.30 pm. Marking biometric attendance is mandatory. May also have to devote more time than usual in exigencies of work.
10.	How to apply	The application in the prescribed format (complete in all respects) along with requisite documents i.e. copy of PPO, Last Pay Certificate, Bank details, Aadhar Card & PAN number may be sent to the following address: The Deputy Secretary National Commission for Women, Plot No. 21 Jasola Institutional Area, New Delhi 110025. The applications may also be submitted through email to jsncw-wcd@nic.in
11.	Last date for receipt of applications	7th March, 2024

Shalini Rastogi
(Shalini Rastogi)
Under Secretary
Phone No. : 011-26944803
Email: shalini.rastogi@gov.in

F.No.1/2(2)/2024-Consultant (OL)
National Commission for Women
Plot No. 21, Jasola Institutional Area
New Delhi- 110 025

Dated the 21st February, 2024

Vacancy Notice

National Commission for Women invites applications to engage Consultant (Official Language) on contract basis initially for a period of one year for work related to Hindi Cell.

2. Eligibility criteria for above-said position is as under:

(a) Age	Not exceeding 64 years as on date of advertisement
(b) Educational qualification	Essential Educational Qualification: <ul style="list-style-type: none">➤ Master's degree of a recognised University or equivalent in Hindi with English as a subject at the degree level; OR➤ Master's degree of a recognised University or equivalent in English with Hindi as a subject at the degree level; OR➤ Master's degree of a recognised University or equivalent in any subject with Hindi medium and English as a subject at the degree level;➤ Master's degree of a recognised University or equivalent in any subject with English medium and Hindi as a subject at the degree level and one year translation course from a recognized institute;➤ Having experience of minimum three years of translation from Hindi to English or vice versa.
(c) Working Experience	Retired Government Officers of the Central/State Govt./PSU/Financial Institutions/Academic/Institutions holding the post related to translation work from Hindi to English and vice versa.

3. Interested candidates may apply for the above-mentioned position in the prescribed proforma (**copy enclosed**) addressed to the Deputy Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi 110025. Applications may also be forwarded by e-mail to: jsncw-wcd@nic.in. The last date for receipt of applications will be 7th March, 2024.

Shalini Rastogi
(Shalini Rastogi)
Under Secretary
011-26944803
Email:shalini.rastogi@gov.in

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- 1. Post applied for : _____
- 2. Name of the Candidate
(As per matriculation certificate) : _____
- 3. Father's Name : _____
- 4. Date of Birth
(As per matriculation certificate) : _____
- 5. Age as on the last date of receipt
of application : _____
- 6. Gender (Male/Female) : _____
- 7. Postal Address for correspondence : _____

_____ : _____ Pincode _____
- 8. Permanent Address : _____

_____ : _____ Pincode _____
- 9. Mobile No. : _____
- 10. Email-ID : _____

11. Educational/Professional qualifications (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Sl. No.	Exam/Degree Passed	School/college/ University	Subject taken	Year of passing	Class/Division & %age

12. Experience (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Name of the Employer/ Organisation	Post Held Start from the post last held	Period From	Period To	Nature of duties (in brief)

13. PPO No. & dated (attach copy) : _____
(For Retired Govt. Servant)

14. Last Pay drawn : _____

15. Any other information : _____

(Signature of the candidate)

DECLARATAION

- i. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications and experience etc, prescribed to the post on contractual appointment.
- ii. I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the interview, my candidature is able to be cancelled

Place:

Date:

(Signature of the candidate)
(unsigned application will be rejected)

Note:-

The application without any supporting documents pertaining to educational/professional qualification (s) shall liable to be rejected.