

F.No.1/2(2)/2021-NCW(A)-Consultant (Admin)
National Commission for Women
Plot No.21, Jasola Institutional Area
New Delhi- 110 025

17th February, 2021

Revised Vacancy Notice

National Commission for Women invites applications to engage Consultant (Admn.) on contract basis initially for a period of one year for work related to General Administration.

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

(a) Age	Having age between 25 to 64 years
(b) Educational qualification	Having graduation degree or equivalent from any recognized University/Institution.
(c) Working Experience	Having experience of five years after completion of graduation in the field of HR, Procurement, Public Relation etc. Preference will be given to the candidates having working experience in Central Government Departments/ Ministries. OR Retired Government servant having experience in dealing with Establishment and General Administration matters.
(d) Remuneration	In case of candidates from open market Rs.30,000/- per month. In case of retired government servant, formula of last pay drawn minus pension + prevailing DA shall be applied subject to maximum of Rs.40,000/- per month.

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 10.03.2021.

BShome
17/02/21
(Barnali Shome)
Under Secretary

Proforma

1. Name :
2. Postal Address with Telephone Nos. :
3. Date of Birth :
4. Educational Qualifications :
5. Special Qualification, if any :
6. Working knowledge in Computer :
7. Details of past services with Scale of Pay :
(Start from the post last held) From
To

8. Name of the post and employer
9. Nature of appointment
10. Scale of pay
11. Nature of duties performed (in brief)
12. Remarks (if any)

Place

Date

Signatures