

F.No 01-01007/1/2021-NCW (A)

National Commission for (Women)

Plot No. 2, Jasola Institutional Area,

New Delhi – 110025

### **Vacancy Notice**

The National Commission for Women proposes to engage Consultant (Establishment) on contract basis initially for a period of one year and extendable further depending on her/his performance up to the age of 63 years. The eligible candidates may forward resume in the prescribed format latest by 08/04/2021 to Deputy Secretary, National Commission for Women Plot no. 21, Jasola Institutional Area, New Delhi – 110025. The position is based in New Delhi.

3. Eligibility Criteria & remuneration for engagement of Consultant (Establishment) is as under:

<b>Particulars</b>	<b>Candidates from open market</b>	<b>Retired Government servant</b>
Age	Should not be less than 30 years	Should not be more than 63 years
Educational qualification	Having graduation degree or equivalent from any recognized University/Institution.	Having graduation degree or equivalent from any recognized University/ Institution.
Working Experience	Having five years working experience in Central Govt./State Govt./Statutory Body/PSU in the field of HR, Establishment matters, Public Relation, preparation of reply/inputs of Parliament Questions etc.	Retired Government servant having experience in dealing with Establishment matters, preparation of reply/inputs of Parliament Questions etc.
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 plus prevailing DA shall be applied subject to maximum of Rs 45,000/- per month.

4. 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: [ds-ncw@nic.in](mailto:ds-ncw@nic.in), [jsncw-wcd@nic.in](mailto:jsncw-wcd@nic.in). The last date for receipt of applications will be 08/04/2021.

5. The Commission will have discretionary power to decide, in case of any variation.

Sd/-  
(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