

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

28<sup>th</sup> January, 2021

### 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 Administration (Establishment and General Administration).

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

<b>(a) Age</b>	Having age between 25 to 60 years
<b>(b) Educational qualification</b>	Having graduation degree or equivalent from any recognized University/Institution.
<b>(c) Working Experience</b>	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. <b>OR</b> Retired Government servant having experience in dealing with Establishment and General Administration matters.
<b>(d) Remuneration</b>	Rs. 25,000/- (Rupees twenty five thousand) consolidated

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](mailto:jsncw-wcd@nic.in). The last date for receipt of applications will be 15 days from the date of issue of the notice.

BSP Shome  
28-01-21  
(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

- (i) Name of the post and employer
- (ii) Nature of appointment
- (iii) Scale of pay
- (iv) Nature of duties performed (in brief)
- 8. Remarks (if any)

Place

Date

(Signature of the candidates)