

**No. 1/2(2)/2023-NCW (A)-Deputation  
National Commission for Women  
Plot No. 21, Jasola Institutional Area  
New Delhi - 110 025**

**Sub: Filling up anticipated vacant post of Deputy Secretary (Post-1, L-12), Under Secretary (Post-2, L-11), Law Officer (Post-1, L-11), Assistant Law Officer (Post-1, L-8), Section Officer (Post-4, L-8), Research Officer (Post-2, L-8), Personal Assistant (Post-6, L-6) and Junior Hindi Translator (Post-1, L-6) in National Commission for Women on deputation on 'Foreign Service Terms' basis-reg.**

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.

2 The Commission invites applications (in enclosed proforma) from amongst officers under the under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking, Statutory/Autonomous Organizations to fill up the anticipated vacant post of **Deputy Secretary (Post-1, L-12), Under Secretary (Post-2, L-11), Law Officer (Post-1, L-11), Assistant Law Officer (Post-1, L-1), Section Officer (Post-4, L-8), Research Officer (Post-2 L-8), Junior Hindi Translator (Post-1, L-6) and Personal Assistant (Post-6, L-6)** by deputation on Foreign Service Terms basis initially for a period of 3 years. Period of deputation including the period of deputation immediately preceding the appointment in the same or any other organization/Department of Central Government shall not exceed as per latest guidelines of DoPT. The maximum age limit is 56 years as on the closing date of receipt of application.

3(a) Application in the prescribed proforma, alongwith attested copy of APAR for the preceding last 05 years and vigilance clearance certificate may be sent to Joint Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi 110025.

3(b) Advance copy may be sent to the Commission by the candidates in the prescribed proforma. However, the Department is required to forward the application of those candidates who can be relieved immediately.

3(c) The Commission reserves the right to reject any or all the applications without assigning any reason whatsoever.

4. Last date for receipt of applications is 30 days from the date of publication in the Employment News. Details of vacancies and the eligibility criteria and essential Qualification, experience are Annexed.

**Note:** National Commission for Women is an eligible office in the list of Directorate of Estate for allocation of General Pool Residential Accommodation (GPRA). Hence, Government employee whosoever is selected may retain Government Accommodation.

*Shalini Rastogi*  
(Shalini Rastogi)

Under Secretary

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**No.1/2(2)/2023-NCW (A)-Deputation (SRO)**  
**National Commission for Women**  
**Plot No.21, Jasola Institutional Area**  
**New Delhi-110025**

Dated the 1st December, 2023

**Subject: Filling up of anticipated vacant posts of Deputy Secretary (Post-1, L-12), Under Secretary (Post-2, L-11), Law Officer (Post-1, L-11), Assistant Law Officer (Post-1, L-1), Section Officer (Post-4, L-8), Research Officer (Post-2 L-8), Junior Hindi Translator (Post-1, L-6) and Personal Assistant (Post-6, L-6) in the National Commission for Women by deputation on 'Foreign Service Terms' basis.**

The National Commission for Women invites application for the posts of **Deputy Secretary, Under Secretary, Law Officer, Assistant Law Officer, Section Officer, Research Officer, Junior Hindi Translator and Personal Assistant** to be filled up on deputation on Foreign Service terms basis. Details of vacancies are as follows:

Sl. No.	Name of the post	No. of Post
1	Deputy Secretary (Level 12) (Rs.78,800 - 2,09,200/-)	1 (One)
2	Under Secretary (Level-11) (Rs.67,700-2,08,700)	2 (Two)
3	Law Officer Level-11 (Rs.67,700-2,08,700)	1 (One)
4	Assistant Law Officer (Level-8) (Rs.47,600-1,51,100)	1 (One)
5	Section Officer (Level-8) Rs.47,600-1,51,100)	4 (Four)
6	Research Officer (Level-8) Rs.47,600-1,51,100)	2 (Two)
7	Junior Hindi Translator (Level-6) Rs.35400-112400)	1 (One)
8	Personal Assistant (Level-6) Rs.35400-112400)	6 (Six)

2. Details of the eligibility criteria, proforma of the application and list of documents, to be attached is available on website of NCW i.e. [www.ncw.nic.in](http://www.ncw.nic.in)

3. Applications may be sent to the Joint Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi-110025. Last date for receipt of applications is 30 days from the date of publication in the Employment News.

*Shalini Rastogi*

(Shalini Rastogi)

Under Secretary

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## DEPUTY SECRETARY

1.	<b>Name of post</b>	<b>Deputy Secretary</b>
2.	Number of vacancy	01(one) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level -12( Rs 78,800- 2,09,200/-)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	<p>Deputation : Officers under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking, Statutory/Autonomous Organizations:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre; OR Officers having 5 years' service in the post of Under Secretary or equivalent in the grade in level-11 in the pay matrix of Rs.67,700-2,08,700 as per 7 CPC or equivalent in the parent cadre;</p> <p>(b) Having Educational Qualification as follows:</p> <p>Essential Qualification: Possessing Degree from a recognized University</p> <p><b>Essential Experience:</b> Possessing the knowledge of Establishment &amp; Administrative matters</p>

**UNDER SECRETARY**

1.	Name of post	<b>Under Secretary</b>
2.	Number of vacancy	02(Two) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level-11( Rs 67,700- 2,08,700/-)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	<p>Deputation : Officers under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking, Statutory/Autonomous Organizations:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre; OR (ii) with five years' service in the grade in Level-10 in the pay matrix of Rs.56,100-1,77,500 as per 7 CPC or equivalent in the parent cadre; <b>OR</b> (iii) with six years' service in the grade rendered after appointment thereto on a regular basis in Level-8 in the pay matrix of Rs.47,600-1,51,100 as per 7 CPC or equivalent in the parent cadre;</p> <p>(b) Having Educational Qualification as follows: Possessing Degree from a recognized University</p> <p><b>Essential Experience:</b> Possessing the knowledge of Establishment &amp; Administrative matters</p>

## LAW OFFICER

1.	Name of post	Law Officer
2.	Number of vacancy	01(one) (on deputation basis on Foreign Service Terms/ Short Term Contract basis as per DOPT guidelines.
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level -11( Rs 67,700- 2,08,700/-) as per 7 CPC Or (GP 6600/- Pre Revised)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	<p>Deputation :</p> <p>Officers under the Central or State Governments or Union Territories/Central Autonomous Bodies/Semi Government/ Statutory/ Organizations:</p> <p>(a)</p> <p>Holding analogous posts on regular basis;</p> <p><b>OR</b></p> <p>With five years' regular service in the grade in Level-10 in the pay matrix of Rs.56,100-1,77,500 as per 7 CPC or equivalent;</p> <p><b>OR</b></p> <p>With six years' regular service in the grade in Level-8 in the pay matrix of Rs.47,600-1,51,100 as per 7 CPC or equivalent in the parent cadre;</p> <p><b>OR</b></p> <p>With seven years' regular service in the grade in Level-7 in the pay matrix of Rs.44,900-1,42,400 as per 7 CPC or equivalent in the parent cadre;</p> <p>(b) Educational Qualifications and Experience:</p> <p>Degree in Law (LLB/BL) of a recognized University or equivalent</p> <p>5 years experience in handling service and other legal matters including those in the Courts or Tribunals.</p>

## **ASSISTANT LAW OFFICER**

1.	<b>Name of post</b>	<b>Assistant Law Officer</b>
2.	Number of vacancy	01(one) (on deputation basis on Foreign Service Terms/ Short Term Contract basis as per DOPT guidelines).
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level-8 ( Rs.47,600- 1,51,100/-) as per 7 CPC
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	<p>Deputation :</p> <p>Officers under the Central or State Government or Union Territories, Universities, Public Sector Undertaking, Semi Government/ Statutory/ Autonomous Organizations:</p> <p>(a) Holding analogous posts on regular basis in the parent cadre; <b>OR</b> With three years' service in the grade in the Level-7 in the pay matrix of Rs.44,900-1,42,400 as per 7 CPC or equivalent in the parent cadre; <b>OR</b> With six years' service in the grade in the Level-6 in the pay matrix of Rs.35,400-1,12,400 as per 7 CPC or equivalent in the parent cadre;</p> <p>(b) Having Educational Qualifications as follows:</p> <p><b>Essential Qualification-</b> Possessing Law Degree from a recognized University. <b>Essential Experience-</b> Experience in handling Legal services and other legal matters including those in the Courts or Tribunals at least for three years.</p>

## **SECTION OFFICER**

1.	Name of post	<b>Section Officer</b>
2.	No. of Vacancy	04 (Four) (On deputation basis on Foreign Service as per DoPT guidelines)
3.	Age	Not exceeding 56 years (As per DoPT guidelines)
4.	Pay in the PayMatrix	Level -8 (Rs.47,600-1,51,100/-)
5.	Period of deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility (on deputation) as per DoPT	<p>Deputation : Officers under the Central/State Government/UTs, Central/State Universities, Public Sector Undertakings, Autonomous organizations:</p> <p>Essential:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre</p> <p style="text-align: center;"><b>OR</b></p> <p>(ii) with two years' regular service in the grade in level-7 in the pay matrix of Rs.44,900-1,42,400 as per 7 CPC or equivalent in the parent cadre;</p> <p style="text-align: center;"><b>OR</b></p> <p>(iii) with six years' regular service in the grade in level-6 in the pay matrix of Rs.35,400-1,12,400 as per 7 CPC or equivalent in the parent cadre.</p> <p>(b) Possessing bachelor's degree from recognized University or Institute or equivalent; and</p> <p>Preferably two years experience in administrative matters.</p>

## **RESEARCH OFFICER**

1.	Name of post	Research Officer
2.	Number of vacancy	02(Two) (on deputation basis on Foreign Service terms/ Short Term Contract basis as per DOPT guidelines.
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level-8 (Rs.47,600-1,51,100/-)
5.	Period of Deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility	<p>Deputation : Officers under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking, Statutory/Autonomous Organizations:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre; <b>OR</b></p> <p>ii. with three years' service in the grade in level-7 in the pay matrix of Rs.44,900-1,42,400 as per 7 CPC or equivalent in the parent cadre</p> <p>(b) Having Educational Qualification as follows:</p> <p>Essential Qualification: Possessing Post Graduate Degree in any discipline. Preference will be given to candidates holding M.SW/Women's Studies from a recognized University.</p> <p><b><i>Preference will be given to candidates having knowledge of Research Methodology with a keen interest in carrying out Research work on issues in the social sector with special emphasis on women related/Gender sensitization issues.</i></b></p>



## **PERSONAL ASSISTANT**

1.	Name of the post	Personal Assistant
2.	No of Vacancy	06 (Six) <b>(On deputation basis on Foreign Service Term basis as per DoPT guidelines)</b>
3.	Age	Not exceeding 56 years (As per DoPT guidelines)
4.	Pay in Pay Matrix	Level -6 (Rs.35,400-1,12,400/-)
5.	Period deputation	Initially three years. Extendable as per Govt. of India Rules
6	Eligibility Criteria	<p><b>By Deputation :</b></p> <p>Officers under the Central Government or State Government or Union Territories Administration or Universities or recognised Research Institutions or PSU or Autonomous Organizations or Semi Government or Statutory Organizations-</p> <p>(a). (i). Holding analogous posts on a regular basis in the parent cadre or department; OR (ii). With five years' of service in the grade rendered after appointment thereto on a regular basis in level 5 in the pay matrix of Rs.29200-92,300 as per 7 CPC in the parent cadre or department.</p> <p>(b). Possessing the educational qualifications and experience as under:</p> <p><b>Essential:</b></p> <p>(i). Graduate or equivalent from a recognized University; (ii). Skill Test Norms</p> <p><b>Dictation :</b> Speed of 80 w.p.m. (English or Hindi)</p> <p><b>Transcription:</b> 50 mts.(English), 65 mts. (Hindi) (On Computer)</p>

## JUNIOR HINDI TRANSLATOR

1.	Name of post	Junior Hindi translator
2.	No. of Vacancy	01 (One) <b>(On deputation basis on Foreign Service Term basis as per DoPT guidelines)</b>
3.	Age	Not exceeding 56 years (As per DoPT guidelines)
4.	Pay in the Pay Matrix	Level -6 (Rs.35,400-1,12,400/-)
5.	Period of deputation	Initially three years. Extendable as per Govt. of India Rules
6.	Eligibility (on deputation) as per DoPT	<p><b>By Deputation:</b> Officers under the Central or State Governments or Union Territories/Central Autonomous Bodies /Semi-Government/ Statutory Organizations etc:-</p> <p>(i). holding analogous post on regular basis in the parent Cadre or Department; or</p> <p>(ii).Having the essential qualifications mentioned as under:</p> <p><b>Essential Qualification:</b> Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p><b>OR</b> Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p><b>OR</b> Master's degree of a recognised University in any subject other than Hindi or English, with Hindi and English as a compulsory or elective subjects or either of the two as a medium of examination and other as a compulsory or elective subject at the degree level;</p> <p><b>AND</b> Recognised Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>