

No. 21/7/2023-CS.I(Coord.)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(CS.I Division)

2<sup>nd</sup> Floor, 'A' Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated the 12 June, 2023

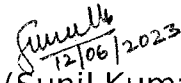
**OFFICE MEMORANDUM**

**Sub: Inviting applications from retired Government Officers Under Secretary and above/Private candidates as consultant (Legal) in National Commission for Women (NCW) on contract basis-reg.**

Reference is invited to National Commission for women's Circular No.1/2(2)/2023-NCW(A)-Consultant(PS) dated 29.05.2023 (copy enclosed) inviting applications for engagement of retired Government Officer Under Secretary and above/Private candidates as consultant(Legal) in NCW on contract basis. The last date for receipt of application is 30 days from the date of publication of vacancy circular on NCW website.

2 . **In case of any further clarification, applicants are requested to contact the concerned Ministry/ Department/ Office directly.**

**Encl: As above.**

  
12/06/2023  
(Sunil Kumar)  
Under Secretary to the Govt. of India

To  
The retired CSS Officers (**Through DoPT's website**)

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

29<sup>th</sup> May, 2023

To  
The Director (CS),  
Department of Personnel & Training  
Lok Nayak Bhawan  
New Delhi 110003.

Subject: Inviting applications from Retired Government Officers Under Secretary and above / Private Candidates as Consultant (Legal) in National Commission for Women on contract basis.

Sir,

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.

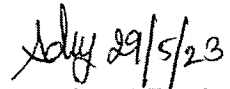
2 The Commission invites applications from Retired Government Officers US and above / Private Candidates as Consultant (Legal) in National Commission for Women on contract basis, initially for a period of one year from the date of engagement or till the regular incumbent is appointed whichever is earlier.

3. A copy of Notification and format of application is enclosed..

4. You are requested to upload the advertisement on the website of DoPT for wide circulation of vacancy among eligible candidates.

Encl: As above

Yours faithfully,

  
(Dr. Shivani Dey)  
Deputy Secretary

29th May, 2023

Subject:- Inviting applications from Retired Govt. Officers US and above /Private Candidate as Consultant (Legal) in National Commission for Women on contract basis.

National Commission for Women invites applications from Retired Government Officers of the Level of Under Secretary and above / Private candidates for engagement as Consultant (Legal) initially for a period of one year from the date of engagement or till the regular incumbent is appointed whichever is earlier. The details are given below

1.	Name of the post	Consultant (Legal)
2.	Number of posts	01
3.	Terms of Reference	<ul style="list-style-type: none"> <li>• Review of Laws Affecting Women and Legislative Measures.</li> <li>• Important Court Interventions - Inquiries.</li> <li>• Legal Awareness Programmes.</li> <li>• Networking with state women commissions and other stakeholders.</li> <li>• Vetting of Memoranda of Understanding.</li> <li>• Capacity Building of Judicial and Police officials in Legal matters.</li> <li>• Visits to shelter homes/prisons for women.</li> <li>• Other related issues.</li> </ul>
4.	Period of engagement	The period of engagement will be initially for one year from the date of engagement or till the regular incumbent is appointed whichever is earlier.
5.	Job Location	National Commission for Women, Plot No. 21 Jasola Institutional Area, New Delhi 110025.
6.	Eligibility	(i) Retired Government Officers of Indian Legal Service (ILS) and other Central Government Services who retired from the post of Under Secretary and above having 3 years of experience in dealing with legal matters and have a Degree in Law. <b>OR</b> (ii) Private candidates having 5 years of experience in dealing with legal matters and have a Degree in Law.
7.	Age Eligibility	(i) Not more than 63 years as on last date of submission of applications for Retired Government Officers (ii) Not more than 40 years for Private Candidate
8.	Monthly Remuneration	(i) For Retired Govt. Officer: Last basic pay drawn minus basic pension + Rate of Transport Allowance drawn at the time of Retirement. (ii) For Private Candidates : Rs.55,000/-
9.	Working hours	Normal office timings from 9.00 am to 5.30 pm. Biometric attendance is mandatory. Expected to work beyond office hours to meet exigencies of work.
10.	How to apply	The application in the prescribed format (complete in all respects) along with requisite documents ( Copy of PPO & Last Pay Certificate for Retired Govt. Officer) 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 <a href="mailto:shivani.dey@gov.in">shivani.dey@gov.in</a>
11.	Last date for receipt of application	30 days from the date of publication of vacancy circular on NCW Website <a href="http://ncw.nic.in/">http://ncw.nic.in/</a>

Shivani 29/5/23  
 (Dr. Shivani Dey)  
 Deputy Secretary

APPLICATION FORM FOR THE POST OF .....  
ON CONTRACT BASIS.

Paste here  
firmly recently  
passport size  
photograph

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. Last Pay drawn : \_\_\_\_\_

14. 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 supporting documents pertaining to Educational/Professional Qualification (s)/ Experience Certificate shall liable to be rejected.