

No. 25/1/2021-CS.II(A)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003.

Dated: 28.02.2022

OFFICE MEMORANDUM

**Subject: Engagement of retired Government servants (PPS/PS/PA)
as consultant in National Commission for Women-
Regarding**

National Commission for Women vide their Circular No. 1/2(2)/2021-Consultatn (PS) dated 09.2.2021 (copy enclosed) has invited applications from retired Government employees (details as enclosed in the Circular) for Consultant (Private Secretary) for 04 posts.

2. The officers who wish to apply may forward their application to :-

The Under Secretary
National Commission for Women,
Plot No. 21 Jasola Institutional Area
New Delhi-110025

3. In case of any further clarification, applicants are requested to contact the officer of Under Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi 110025.

Bhagirath Jha

(Bhagirath Jha)

Under Secretary to the Govt. of India
Tele No. 24654020

To

All the Ministries/ Departments (through DoP&T's website)

(On DoPt Website)

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

9th February, 2022

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

Subject: **Engagement of retired Government servants (PPS/Private Secretary/Personal Assistant) as Consultant in National Commission for Women.**

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.

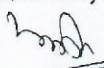
2 The Commission invites applications from amongst retired Private Secretary of Central/State Government to render their services as Consultant (Private Secretary) initially for a period of one year from the date of engagement which may be extended/curtailed as per the requirement of the Commission/performance of the individual. The maximum age limit is 63 years as on the closing date of receipt of application. Application as per the proforma (may be downloaded from website) may be sent to **Joint Secretary, National Commission for Women, Plot No. 21, Jasola Institutional Area, New Delhi 110025.**

3. A copy of advertisement and format of application is enclosed as Annexure I&II.

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,


(Pradeep Kumar)
Deputy Secretary

**F.No.1/2(2)/2021-Consultant (PS)
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025.**

February, 2022


WALK-IN INTERVIEW

Sub: Inviting applications from retired Government servants (PPS/Private Secretary/Personal Assistant) for rendering their services as Consultant (PS) in National Commission for Women.

National Commission for Women invites applications from retired Government employees to render their services as Consultant (Private Secretary) initially for a period of one year from the date of engagement which may be extended/curtailed as per the requirement of the Commission. The details are given below:

1.	Name of the post	Consultant (Private Secretary)
2.	Total number of posts	04
3.	Period of engagement	The period of engagement will be initially for a period of one year from the date of engagement which may be extended/curtailed as per requirement/performance of the individual.
4.	Job Location	National Commission for Women, Plot No. 21 Jasola Institutional Area, New Delhi 110025.
5.	Eligibility Criteria	Must have retired from Central Government Service at the level of Private Secretary (Level 8 of Pay Matrix as Per 7th CPC) or Personal Assistant (Level 6-7 of Pay Matrix as per 7th CFC) and above. Retired Section officer/Under Secretary may also apply.
6.	Age Eligibility	Candidates should not be more than 63 years on the date of Walk-in-Interview.
7.	Experience	Must be capable of taking dictation in shorthand and its transcription, assisting in drafting and issue of all correspondences as per direction of the officer, managing of appointments/engagements, attending to the telephone calls and receiving visitors, maintaining the papers required to be retained by the officer.
8.	Remuneration	A consolidated remuneration shall be paid as per formula of LPD-Pension + TA as enumerated in OM of DOE dated 09.12.2020 .The Commission will have discretionary power to decide variation.
9.	Leave	One day in each month to be availed during the validity of the contract.
10.	Working hours	Normal office timings from 9.00 am to 5.30 pm. Marking biometric attendance is mandatory. May also have to devote more time than usual to meet the exigencies of work.
11.	Term of engagement	The engagement will be on hire and fire basis which is purely dependent on their work performance.
12.	How to apply	The advance application in the prescribed format (complete

		in all respects) along with requisite documents i.e. copy of PPO, Last Pay Certificate, Bank details, Aadhar Card & PAN number to the following address: The Deputy Secretary National Commission for Women, Plot No. 21 Jasola institutional Area, New Delhi 110025. and report for WALK-IN-INTERVIEW on 25.02.2022 at 11.30 a.m. No separate call letter shall be issued. The applications may also be submitted through email to jsncw-wcd@nic.in
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9/2/22
(Pradeep Kumar)
Deputy Secretary

The Under Secretary
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025.

Self attested
photograph

Application of the post of Consultant [PS/PA] in National Commission for Women

Personal Details:-

1. Name-
2. Father's Name-
3. Date of Birth-
4. Age as on the closing dated of receipt of application - ...Year..... Months.....
Day
5. Nationality-
6. Pay- Band with Grade Pay/Pay Level of the post held at the time of retirement
and pension drawn:
(Please attach a copy of PPO, Copy of Retirement order, last Pay Certificate)
7. Correspondence Address-
8. Permanent Address-
9. Language of Stenography/typing skill (Hindi/English/Both)-
10. Educational Qualification (Highest):
11. Work Experience during last 15 years in Govt. Service, if any-

Sl. No.	Organization/Institute and post held	Duration of Service	Nature of work performed during the period

12. Any other specific information in relation to essential/desirable qualifications and experience(use separate sheets, if necessary)

13. Whether any minor/major penalty was imposed during the last 15 years of Govt. service.

DECLARATION

I solemnly declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidate is liable to be rejected and I shall be bound by the decision of the National Commission for Women. I have gone through and understood the eligibility criteria and the terms and conditions of the engagement of consultant in National Commission for Women and I unequivocally and unconditionally accept all the terms and conditions.

Signature of candidate with date
Email
Mobile