

No.21/01/2022-CS.I(Coord.)  
Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training  
(CS.I Division)

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Loknayak Bhawan, New Delhi  
Dated the 03<sup>rd</sup> November, 2022

**OFFICE MEMORANDUM**

**Sub: Filling up anticipated vacant post of Under Secretary in the National Commission for Women on deputation on 'Foreign Service terms'/Short Term Contract basis-reg.**

Reference is invited to National Commission for Women, No.1/2(2)/2022-NCW(A)-Deputation-US dated 27.10.2022 for filling up anticipated vacant post of Under Secretary in the National Commission for Women on deputation on 'Foreign Service terms/ Short Term Contract basis. The last date of submission of the application is 30 days from the date of publication of vacancy circular in Employment News.

2. The circular is hereby uploaded only for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department who has advertised the circular.**

3. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

*Sunil Kumar*  
03/11/2022

(Sunil Kumar)

Under Secretary to the Govt. of India  
Tel. No. 011-24629412

To  
All Ministries/ Departments (through DoPT's website).

No. 1/2(2)/2022-NCW(A)-Deputation-US  
National Commission for Women  
Plot No. 21, Jasola Institutional Area  
New Delhi - 110 025.

HW  
27 October, 2022

To

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

Subject: Filling up anticipated vacant post of Under Secretary in the National Commission for Women on deputation on 'Foreign Service terms'/ Short Term Contract basis-reg.

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 (in enclosed proforma) from amongst Officers under the Central/State Government/UTs, Central/State Universities, Public Sector Undertaking, Statutory/ Autonomous Organisation to fill up the anticipated vacant post of Under Secretary by deputation on Foreign Service terms/Short Term Contract basis. The initial period of deputation will be three years however, the 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. 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**. Last date for receiving application is 30 days from the date of publication in the Employment News.

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 wider circulation of vacancy among eligible candidates.

Encl:As above.

Yours faithfully,

*B Shome*  
27.10.2022  
(Barnali Shome)  
Under Secretary

Annexure-I

No.1/2(2)/2022-NCW(A)-Deputation (US)  
National Commission for Women  
Plot No.21, Jasola Institutional Area  
New Delhi-110025

**Sub: Filling up anticipated vacant post of Under Secretary in the National Commission for Women on deputation on 'Foreign Service terms'/Short Term Contract basis-reg.**

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- 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 receiving application is 30 days from the date of publication in the Employment News. Details of vacancies and the eligibility criteria and essential Qualification, experience is 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.

BSP  
27.10.2022  
(Barnali Sisme)  
Under Secretary

**ELIGIBILITY CRITERIA FOR THE POST OF UNDER SECRETAY**

1.	<b>Name of post</b>	<b>Under 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 Pay Matrix	Level -11( Rs 67,700- 2,08,700/-) Or (GP 6600/- Pre Revised)
5.	Eligibility	<p><b>Deputation :</b> Officers under the Central/States Government/ UTs, Central/State Universities, Public Sector Undertaking / Statutory/ Autonomous Organisations:</p> <p><b>(a)</b> (i) Holding analogous posts on regular basis in the parent cadre; <b>OR</b> with five years' service in the pre-revised scale of pay of Rs.15,600-39,100 + Grade Pay Rs. 5400 in the parent cadre ; <b>OR</b> (ii) with six years' service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of pay of Rs.9300-34800+ GP Rs.4800 in the parent cadre.</p> <p><b>(b) Having Educational Qualification as under:</b> Possessing Degree from a recognised University</p> <p><b>Essential Experience:</b> Possessing the vast knowledge of Establishment &amp; Administrative matters.</p>

BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION ON DEPUTATION  
FOR THE POST OF \_\_\_\_\_

Affix passport size  
latest photograph

1.	Name of Applicant				
2.	Father's Name				
3.	Spouse Name				
4.	Address in Block Letters				
5.	Contact No.		Landline (with STD Code) Mobile No.		
6.	E-Mail				
7.	Category (Gen/SC/ST/OBC)				
8.	Date of Birth (in Christian era)				
9.	Date of Retirement under Central Government Rules				
10.	Educational Qualification (in case of insufficient space, please attach separate sheet duly signed by the applicant)				
S. No.	Exam Passed	Year	Subjects Offered	Board/University	% age of marks
11.	Details of employment in Chronological order (in case of insufficient space, please attach separate sheet duly signed by the applicant.)				
Office/Instt ./Orgn.	Post Held	From	To	Scale of Pay/Pay Band & Grade Pay and basic pay. (in CDA/IDA Pattern)	Nature of Duties.

12.	Nature of present employment, i.e. Adhoc or Temporary or Permanent				
13.	In case the present employment is held on Deputation/Contract basis, please state:-				
	(a) The date of initial appointment on Deputation/Contract				
	(b) Period of appointment on Deputation/Contract				
	(c) Name and address of the parent Office/Organisation to which applicant belongs.				
14.	Additional details about present employment. Please state whether working under;				
	(a) Central Government/State Govt.				
	(b) Autonomous Body				
15.	Gross monthly emoluments drawn with grade pay (Please provide details thereof) (Also specify whether CDA pattern or IDA pattern or grade pay equivalent to CDA pattern)				
16.	Additional information, if any, which applicant would like to give in support of his/her suitability for the post. (in case of insufficient space, please attach separate sheet duly signed by the applicant)				

Declaration:

I have read the terms and conditions of appointment and certify that the above information is true to the best of my knowledge and belief. Further, I am liable to be disqualified even after my appointment at NCW, in case, any information given above is found to be incorrect/incomplete or false/forged.

Date:

Place:

Signature of the Applicant

**CERTIFICATE BY THE EMPLOYER**

**[in case of Deputation]**

- i. Certified that Shri/Smt. \_\_\_\_\_ holds a permanent post of \_\_\_\_\_ under the \_\_\_\_\_ since \_\_\_\_\_.
- ii. The integrity of Shri/Smt. \_\_\_\_\_ is beyond doubt.
- iii. He has submitted his application to the office on \_\_\_\_\_ and his pay Band is \_\_\_\_\_ having Grade Pay of Rs. \_\_\_\_\_ in the parent office.
- iv. This office has no objection in case the application of Shri/Smt. \_\_\_\_\_ is considered for appointment for Deputation for the post of \_\_\_\_\_ at the NCW. Further, it is certified that Shri/Smt. \_\_\_\_\_ shall be relieved immediately in case of his/her selection in NCW at the post applied for.
- v. The information given by Shri/Smt. \_\_\_\_\_ in the application Performa have been verified with reference to his/her service records and found correct.
- vi. No Vigilance or disciplinary case is pending or contemplated against the official concerned during last 10 years.
- vii. Up-to date ACR/APAR of the concerned official for the last five year are enclosed.

Date:

Place:

Signature  
Head of office/Department  
With official Seal