

No.21/02/2020-CS-I (Coord)  
Ministry of Personnel, Public Grievances Pension  
Department of Personnel & Training  
(C.S.I Division)  
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2<sup>nd</sup> Floor, 'A' wing,  
Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 7<sup>th</sup> August, 2020

**OFFICE MEMORANDUM**

**Subject:- Engagement of Consultants(Official Language) on contract basis.**

The undersigned is directed to circulate the Vacancy Circular No. 1/2/(2)/2020-Consultant(OL) dated 3<sup>rd</sup> August,2020 received from National Commission for Women, who proposes to engage Consultants (Official Language) on contract basis amongst retired Officers.

2. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.

  
(Amit Ghoshal)

Under Secretary to the Government of India  
Tele:- 24629412

To,

All Ministries/Departments (through DOPT's website)

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(on DoPT Website)

**F.No.1/2 (2)/2020-Consultant (OL)  
National Commission for Women  
Plot No. 21 Jasola Institutional Area  
New Delhi 110025.**

3<sup>rd</sup> August, 2020

✓  
To  
The Director (CS)  
Department of Personnel and Training  
Lok Nayak Bhavan  
New Delhi 110 003.

**Sub: Engagement of Consultant (Official Language) 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 National Commission for Women proposes to engage Consultant (Official Language) from amongst retired Officers of the Central/State Government/PSU/Financial Institutions/Acemic Institutions, previously holding the posts related to translation work from Hindi to English and vice versa.

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

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

Yours faithfully,

*P. Kumar*  
31/8/20

(Priti Kumar)  
Under Secretary

Encl: as above

Copy forwarded for similar action to:

The Under Secretary (Admin.), All Ministries/Department

*20/8/20*

*US/Coord*

*for coord /  
20/8/20*

F.No. 1/2(2)/2020-NCW(A)-Consultant(OL)  
National Commission for Women  
Plot No. 21, Jasola Institutional Area  
New Delhi 110 025.

**Sub: Engagement of Consultant (Official Language) on contract basis.**

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 National Commission for Women proposes to engage Consultant (Official Language) from amongst retired Officers of the Central/State Government/PSU/Financial Institutions/Academic Institutions, previously holding the posts related to translation work from Hindi to English and vice versa and are possessing the following eligibility criteria:

- Essential Educational qualification : Masters degree of a recognized university or equivalent in Hindi with English as subject at the degree level or
- Masters degree of a recognized University or equivalent in English with Hindi as subject at the degree level or
- Master's degree of recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level or
- Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at degree level and one year translation course from a recognized institute.
- Having experience of minimum three years of translation from Hindi to English and vice-versa.

3. The eligible candidates below the age of 63 years may apply as per the attached proforma. Upper age limit may be relaxed in respect of the deserving candidate. The consultant will be paid a consolidated remuneration restricted to an amount equal to the last pay drawn minus pension plus existing DA. The total remuneration payable shall not exceed Rs.40,000/-.

4. The eligible and interested candidates may submit a copy of resume to the Under Secretary by email [priti.kumar@nic.in](mailto:priti.kumar@nic.in) latest by 31.08.2020.

5. The selection will be based on personal talk/interview/written test, as per the decision of the Competent Authority, National Commission for Women.

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6. NCW reserves the right to reject any or all the application(s) without assigning any reason thereof. The number of persons to be engaged may vary at the discretion of the Commission.

*Priti*  
3/8/20

(Priti Kumar)  
Under Secretary  
011-26944809  
Email: [priti.kumar@gov.in](mailto:priti.kumar@gov.in)

Self attested Photograph

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

**Application of the post of Consultant [Official Language] 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)
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)

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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