

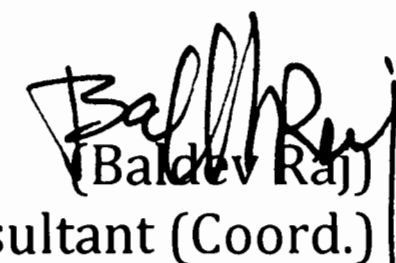
Date: 28.06.2016

Office Memorandum

Subject: Filling up of various posts in the National Commission for Protection of Child Rights, New Delhi on deputation on Foreign Service Terms - regarding.

The National Commission for Protection of Child Rights, a Statutory Body of the Ministry of Women and Child Development, New Delhi, invites applications from eligible candidates for the following posts to be filled on deputation basis on Foreign Service Terms: -

1. Director (01)
 2. Registrar (01)
 3. Presenting Officer (01)
 4. Principal Private Secretary (05)
 5. Desk Officer (01)
 6. Hindi Translator (01)
 7. Research Assistant (01)
 8. Personal Assistant (03)
 9. Assistant (01)
 10. Accounts Clerk (01)
2. The eligibility criteria and the prescribed proforma for application are enclosed.
 3. The appointment, pay, deputation Duty Allowance and other terms and conditions of service will be regulated in accordance with the FRSRs and the OM No.2/29/91-Estt(Pay-II) dated 05/01/1994 of the Ministry of Personnel & Training as amended from time to time.
 4. The application in the prescribed format (complete in all respects) along with all requisite documents, viz., (i) Integrity certificate (ii) Vigilance clearance (iii) Attested copies of Annual Confidential Reports for the last five years, duly forwarded by the concerned Cadre Controlling Authority, must reach the Member Secretary, National Commission for Protection of Child Rights, 5th Floor, Chanderlok Building, 36 Janpath, New Delhi - 110 001 latest by 15.08.2016. Applications received after due date will not be entertained.
 5. The applications of officers/officials, who cannot be relieved immediately, need not be forwarded. Candidate once selected will not be allowed to withdraw his/her candidature later.
 6. Applications received directly or advance copies will not be entertained
 7. All Ministries/Departments/Attached Offices/ Subordinate Offices of the Central Government/Statutory & Autonomous Bodies of the Central Government/ State Governments / UT Administrations/ Public Undertakings and Central Universities are requested to circulate the enclosed vacancies to their employees and forward the applications of eligible officers/officials to this Commission within the stipulated timeframe as stated above.


Sr. Consultant (Coord.)

Encl: As above.

Copy for information and necessary action to:

1. All Ministries/ Departments/Attached Offices and Subordinate Offices of the Central Government.
2. Joint Secretary, (Training) & CAO, Ministry of Defence, 'E' Block, Dalhousie Road, New Delhi -110 011.

Contd. 2/-

3. Joint Secretary (Establishment), Ministry of Defence, South Block, New Delhi -110 011.
4. Joint Secretary (CSI)/Director (CS-I), Department of Personal & Training, Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi-110003 - **with the request to place our requirement on website of DOP&T.**
5. Joint Secretary (CSII)/Director (CS-II), Department of Personal & Training, Ministry of Personnel Public Grievances and Pension, Lok Nayak Bhawan, Khan Market, New Delhi-110003 - **with the request to place our requirement on website of DOP&T.**
6. All Statutory / Autonomous Bodies of the Central Government.
7. All State Governments/UT Administrations.
8. All Residents Commissioners of States/UT Administrations.
9. Registrar (Admn& Vigilance) Supreme Court of India/All High Courts.
10. Registrars of All Central Universities.
11. Joint Secretary (Admn), Ministry of Women and Child Development, A-wing, Shastri Bhawan, New Delhi.
12. Additional Secretary, Ministry of Women and Child Development, 6th Floor, A-Wing, Shastri Bhawan, New Delhi.
13. All Members, NCPCR.


(Baldev Raj)

Sr. Consultant (Coord.)

File No.A-11014/12/2012-Admn
National Commission for Protection of Child Rights,
(A Statutory Body of Government of India)
5th Floor, Chanderlok Building, 36-Janpath, New Delhi-110 001.

Dated: 28.06.2016

Subject: Filling up of various posts in the National Commission for Protection of Child Rights, New Delhi through deputation on Foreign Service Terms – regarding.

The services of suitable officers & staff are required in the National Commission for Protection of Child Rights (NCPCR), New Delhi, a Statutory Body of the Ministry of Women & Child Development, by deputation on "Foreign Service Terms" for the followings posts as per the criteria mentioned below:-

| S. No | Name, No. of vacancies and Pay scale of the Post | Eligibility Criteria |
|-------|--|---|
| 1 | Director (01) PB-4: 37,400-67,000/- + GP: 8700/- | By deputation of Officers from Central or State Government (subject to the exemption from the rule of immediate absorption to be obtained from time to time), Central Universities or Recognized Research Institutions or Public Sector Undertakings or Central Autonomous Bodies who are:- (a) Holding analogous posts on regular basis; or having five years of regular service in the Pay Scale of Rs.15600-39100 with Grade Pay of Rs. 7600/- or having ten years of regular service in the pay Scale of Rs.15600-39100 with Grade Pay of Rs. 6600/-; Essential qualifications or experiences: (b) Having a graduate degree in any discipline of Social Sciences from a recognized university; and (c) Having five years of experience in Establishment and General Administration; Desirable experience: (d) Having 5 years of experience in Child Rights or Child Protection or Welfare or Child Development and Programme Administration; |
| 2 | Registrar (01) PB-4: Rs. 37,400-67,000/- + GP: 8700/- | By deputation from the Officers of the Indian Legal Service holding analogous posts under the Central Government; or Officers holding analogous posts under the Central Government or Supreme Court or High Court and possessing experience as Registrar of higher judiciary or any other post involving interpretation or application of statutes; or Officers from the Central or State Government or Supreme Court or High Courts or Central Autonomous Bodies or Public Sector Undertaking having five years of regular service in the pay scale of Rs. 15,600-39,100 with Grade Pay of Rs. 7600/- or ten year of regular service in the pay scale of Rs. 15,600/-39,100 with grade pay of Rs. 6600/-; Essential qualification or experience: Having a Graduate Degree in Law or Post Graduate Degree in Social Work or Political Science or Public Administration from a recognized University or Institution. Desirable: (a) Five years of working experience in the field of the Child Rights or Child Protection or Child Welfare or Child rights protection work; and (b) Training in child rights or human rights. |



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| 3 | Presenting Officer (01) PB-3: Rs. 15,600-39,100/- + GP: 6600/- | By deputation from the officers of the Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time) or Supreme Court / High Court / Central Universities / Recognized Research Institutions / Autonomous Bodies / Public sector who are:- (a) Holding analogous posts on regular basis; or having five years of regular service in Pay Band-3: Rs. 9,300-34,800 with GP: Rs. 5,400; or having six years of regular service in the pay scale of Rs. 9,300-34,800 with Grade Pay Rs. 4,800 Essential qualification or experience: (b) Having a graduate degree in law from a recognized university; and (c) Having a five years of experience in court matters or interpretation/application of statutes. Desirable experience: (d) Having experience in dealing with child related cases or matters. |
| 4 | Principal Private Secretary (05) PB- 3: (Rs. 15,600-39,100/- + GP: 6600/-) | By deputation from the officers from Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time) or Supreme Court or High Court or Central Universities or Recognized Research Institutions or Public Sector undertaking or Central Autonomous Bodies who are- Qualification: (a) Holding analogous post on regular basis; or having five years of regular service as Private Secretary in the Pay scale of Rs. 9300-34800 (PB: 3) with Grade Pay of Rs. 5400/-; or having six years of regular service Private Secretary in the Pay scale of Rs. 9300-34800 with Grade Pay of Rs. 4800; (b) Having a graduate degree in any discipline from a recognized university; and (c) *proficiency in working on computer. *(will be determined through an internal test conducted by National Commission for Protection of Child Rights). |
| 5 | Desk Officer (01) PB-2: (Rs. 9300-34800/- + GP: 4600/-) Plus Desk Officer Allowance as prescribed by Govt. of India. | By deputation of officials from Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time) / Central Universities / Recognized Research Institutions / Central Autonomous Bodies/Public sector undertakings who are:- Holding on regular basis the post of Section Officer or analogous post in the Pay Scale of Rs. 9300-34800 with Grade Pay of Rs. 4600/-; or having five years of regular service as an Assistant in the Pay Scale of Rs.9300-34,800 with Grade Pay of Rs. 4200/-; (a) Having a graduate degree in any discipline from a recognized university; (b) Having 5 years of experience in establishment and general administration; and (c) *Proficiency in working on computer. *(will be determined through an internal test conducted by National Commission for Protection of Child Rights). |



| | | |
|---|--|---|
| 6 | Hindi Translator (01) PB:2 (Rs. 9300-34800/- + GP: 4600) | By deputation from the officials from Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time)/Central Universities/Recognized Research Institutions/Autonomous Bodies/Public sector undertakings:- (a) Holding analogous post on regular basis; OR Having 5 years regular service as Junior Hindi Translator in the pay scale of Rs.9300-34800 with the Grade Pay of Rs. 4200/- (b) Having a Master's Degree in Hindi/English with English/Hindi as a compulsory/elective subject or , as a medium of examination at degree level. Note: The translation proficiency will be determined through a skill test internally conducted by National Commission for Protection of Child Rights. |
| 7 | Research Assistant (01) PB-2: (Rs. 9300-34800/- + GP: 4200/-) | By deputation of official of the Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time)/Central Universities/Recognized Research Institutions/Autonomous Bodies/ Public sector undertakings:- (a) Holding analogous post on regular basis or having 6 years of regular service as a Research Investigator in the grade pay of Rs. 2800; or having ten years of regular service as a Junior Research Investigator in the grade pay of Rs. 2400; (b) Having a graduate degree from a recognized university or institution in social work or psychology or child development or sociology or law or political science or public administration; and (c) *Proficiency in working on computer. *(will be determined through an internal test conducted by National Commission for Protection of Child Rights). |
| 8 | Personal Assistant (03) PB-2: (Rs. 9300-34800/- +GP: 4200/-) | By deputation of official of the Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time)/Central Universities/Recognized Research Institutions/Autonomous Bodies / Public sector undertakings who are:- (a) Holding analogous post on regular basis or having 6 years of regular service as Stenographer in the Pay scale of Rs. 5200-20200 with grade pay of Rs. 2800; or having ten years of regular service in the in the Pay scale of Rs. 5200-20200 grade pay of Rs. 2400; (b) Possessing a graduate degree in any discipline from a recognized university or institution; (c) Having stenographic proficiency with dictation speed of at least 80 words per minute and with typing speed of 60 words per minute; and (d) *having proficiency in working on computer. *(will be determined through an internal test conducted by National Commission for Protection of Child Rights). |
| 9 | Assistant (01) PB-2: (Rs. 9300-34800/- + GP: 4200/-) | By deputation from Central or State Govts. (subject to the exemption from the rule of immediate absorption to be obtained from time to time) /Central Universities / Recognized Research Institutions / Autonomous Bodies / Public sector undertakings:- (a) Holding analogous post on regular basis; or having ten years of regular service in the Pay Scale of Rs. 5200-20,200 with Grade Pay of Rs. 2400/-; (b) Having a graduate degree in any discipline from a recognized university or institution; and (c) *Proficiency in computer *(will be determined through an internal test conducted by National Commission for Protection of Child Rights). |

| | | |
|----|---|---|
| 10 | Accounts Clerk (01) PB-2: (Rs. 9300-34800/- + GP: 4200/-) | By deputation from Central Govts. (Subject to the exemption from the rule of immediate absorption to be obtained from time to time) / Central Autonomous Bodies who are:- (a) Holding analogous post on regular basis; or having six years of regular service as Junior Accountant in the grade pay of Rs. 2800/-; or having ten years of regular service as an upper division clerk (Accounts) in the grade pay of Rs. 2400/-. (b) Having a B.Com degree or equivalent from recognized university or institution; and (c) *Proficiency in working on computer- based accountancy (e.g. Tally). *(will be determined through an internal test conducted by National Commission for Protection of Child Rights). |
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Note:-

1. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or departments of the Central Governments or State Government shall ordinarily not exceed five years) and will be subjected to the age of superannuation as determined by Government of India.
2. The upper age limit for deputation shall be 56 years, subject to the age of superannuation as prescribed by Government of India from time to time. The appointment of the selected candidates from Government service will be subject to the exemption from the rule of immediate absorption to be obtained from Department of Pension & Pensioners Welfare, Ministry of Personnel, Public Grievances & Pensions.
3. The terms and conditions of the service which are not explicitly provided in the Recruitment Rules of the NCPCR, should be governed by the relevant provisions of the FRSRs as well as the deputation rules/ regulations/instructions issued by the Central Government.
4. Mere application would not entitle any candidate to claim for selection/Interview/ appointment. NCPCR has the right to reject any application without assigning any reason thereof.
5. Eligible and interested candidates may send their applications through their Cadre Controlling Authorities along with their bio-data in the prescribed proforma. Applications must be accompanied by Integrity Certificate, Vigilance Clearance, and attested copies of Annual Confidential Reports (ACRs) for the last five years.
6. Application of officials, who may be relieved immediately, in case of their selection, may be forwarded only. Candidates once selected will not be allowed to withdraw his/her candidature later.
7. All Central Government Ministries / Departments / State Governments / UT Administrations are requested to give wide publicity to this advertisement and circulate the same among the employees working under their administrative control.
8. The applications duly forwarded by the concerned Cadre Controlling Authorities must reach by 15.08.2016 to The Member Secretary, National Commission for Protection of Child Rights, Govt. of India, 5th Floor, Chanderlok Building, 36, Janpath, New Delhi - 110 001. Application received after the due date will not be entertained.
9. Applications received directly or advance copies will not be entertained



1. Name:
2. Father's/Husband's Name:
3. Date of Birth:
4. Sex:

5. Postal Address with telephone, Fax & e-mail:
(a) Office:
(b) Residence:

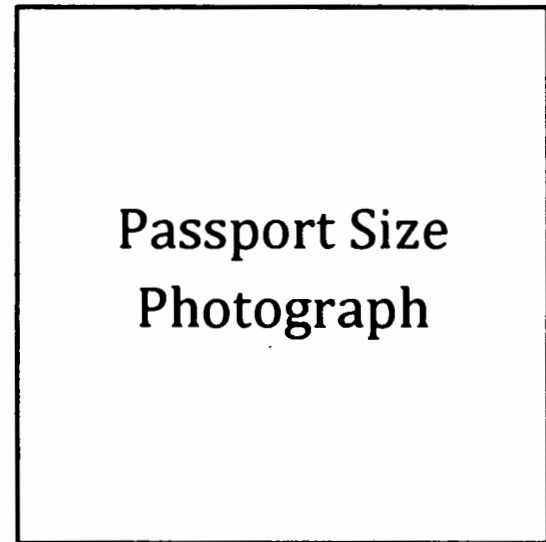
6. Date of entry in Govt. Service:
7. Date of superannuation as per existing rules:

8. Substantive post held in the Parent Deptt. on regular basis:
(a) Name/Status of Organization:
(b) Name of the post:
(c) Revised scale of pay/pay-band:
(d) Pay-in-pay band at present:
(e) Grade Pay:
(f) Nature of duties:

9. Present post held (if on deputation):
(a) Name/Status of Organization:
(b) Name of the post:
(c) Revised scale of pay/pay-band:
(d) Pay-in-pay band at present:
(e) Grade Pay:
(f) Nature of duties:

10. Details of past service(s)
(a) Post -
(b) Pay Scale:
(c) Period during which held:
From: - To:-
(d) Nature of duties performed:

11. Essential and relevant qualifications (name and year of the degree, university and year of passing out):

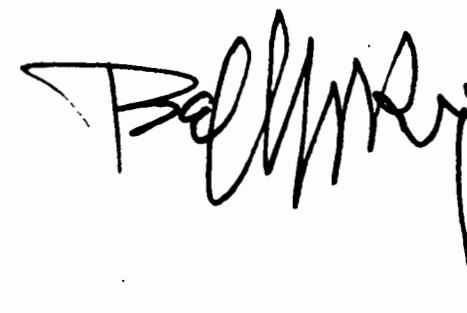


Signature of the candidate _____

Place:

Date:

Name _____



TO BE FILLED BY THE FORWARDING OFFICE

| | | | | | | | | |
|---|--------------------|------------|------------------|--------------------|-----------------|-------------------|-------|----------------------------|
| Office | | | | | | | | |
| Category of Office Please tick (✓) | Central Government | | | | | | | State Government |
| | Central Ministry | Department | Attached Office | Subordinate Office | Autonomous Body | Statutory Body | Other | |
| Present Post | | | | | | | | |
| Date of continuous employment of the applicant in the present grade | | | Present Pay Band | | | Present Grade pay | | Pay in pay band at present |
| | | - | | | | | | |

Verification of service particular by the office/department:

1. Certified that all the information mentioned by the applicant in his application as mentioned above have been verified from the records and found to be correct.
2. It is also certified that Sh./Ms. _____ has been working as _____ in the present post/present pay band/GP in the regular and substantive capacity w.e.f. _____.

Signature with date _____
 Officer Seal _____

 Designation _____
 Phone _____
 Email _____

