

## 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

**Post : Deputy Secretary - (Eligibility Criteria)**

1.	<b>Name of post</b>	Deputy Secretary
2.	Number of vacancy	01(One) (on deputation basis on Foreign service terms as per DOPT guidelines).
3.	Age	Not exceeding 56 years( as per DOPT guidelines)
4.	Pay in the Pay	Level -12 or (Rs 15600-39100+ GP7600/--Pre Revised)
5.	Eligibility	<p>Deputation : Officers under the Central/State Government/ UTs, Public Sector Undertaking, Statutory/ Autonomous Organisation:</p> <p>(a) Holding analogous posts on regular basis in the parent cadre</p> <p style="text-align: center;"><b>or</b></p> <p>Officers having 5 years regular service in the post of Under Secretary or equivalent in scale of pay of Rs.15600- 39100(PB-3) in the Grade pay of Rs.6600/- in the pay matrix or equivalent in the parent cadre.</p> <p>(b) Having Educational Qualification as follows:</p> <p><b>Essential Qualification-</b> Possessing Degree from a recognised University</p> <p><b>Essential Experience:</b> Possessing the knowledge of Establishment &amp; Administrative matters</p>

**Post: Research Officer - (Eligibility Criteria)**

1.	Name of post	Research Officer.
2.	Number of vacancy	01(one) (on deputation basis on Foreign service terms as per DOPT guidelines).
3.	Age	Not exceeding 56 years (as per DOPT guidelines)
4.	Pay in the PayMatrix	Level -8 (7 <sup>th</sup> CPC) or ( Rs 9300- 34800/- +GP 4800/- 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>Essential:</b> (a) Holding analogous posts on regular basis; in the parent cadre</p> <p style="text-align: center;"><b>or</b></p> <p>with three years' service in the Grade Pay in the level-7 in the pay matrix or equivalent in the parent cadre-</p> <p>(b) Having educational qualification as follows:</p> <p><b>Essential Qualification:</b> Possessing Post Graduate degree in any discipline. Preference will be given to candidates holding MSW/Women's studies from a recognised University;</p>

**Post : Private Secretary- (Eligibility Criteria)**

1.	<b>Name of post</b>	<b>Private Secretary</b>
2.	Number of vacancy	05(Five) (on deputation basis on Foreign service terms as per DOPT guidelines).
3.	Age	Not exceeding 56 years ( as per DOPT guidelines)
4.	Pay in the Pay	Level -8 or (Rs 9300-34800+GP4800/--Pre Revised)
5.	Eligibility	<p>Deputation : Officers under the Central/State Government/ UTs, Central/State Universities, Public Sector Undertaking, Statutory/ Autonomous Organisations:</p> <p>(a) Holding analogous posts on regular basis in the parent cadre</p> <p style="text-align: center;"><b>or</b></p> <p>with three years' service in the grade pay in the Level -7 ( GP-4600, Pre Revised) in the pay matrix or equivalent in the parent cadre.</p> <p style="text-align: center;"><b>or</b></p> <p>with six years' service in the grade pay in the Level -6 in the pay matrix( GP -4200, Pre Revised) or equivalent in the parent cadre.</p> <p>(b) Having Educational Qualification as follows:</p> <p><b>Essential Qualification-</b> Possessing Degree from a recognised University</p> <p><b>Essential Experience-</b> knowledge of computer and English short hand speed should be not less than 120 wpm.</p>