

National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, Hauz Khas, New Delhi 110 016

(An autonomous Body under the aegis of the
Ministry of Women and Child Development, Govt. of India)

Applications are invited from Indian Citizens for appointment to the following posts in
Rashtriya Mahila Kosh (RMK) on direct recruitment basis:-

Sl.	Post, Pay Band and Grade Pay	Number of posts and reservation status	Eligibility conditions	Maximum Age limit
1	Assistant Director PB-2 9300-34800 + GP Rs. 4800	03 (un-reserved)	Graduate from a recognized university with minimum of 3 years of experience in social or economic sector preferably in management of micro- credit programmes, micro-enterprises, SHG, NGO and Accounting	25-40 years
2	Programme Executive/Computer PB-2 Rs. 9300-34800 + GP Rs. 4200/-	03 02 (Un-reserved) 01 (reserved for OBC)	- Degree from a recognized university in any discipline - Diploma in Secretarial Practice/ Office Management with working knowledge of computer	21-40 years
3	Senior Stenographer PB-2 Rs. 9300-34800 + GP Rs. 4200/-	01 (Un-reserved)	- Degree from a recognized university - Diploma in Secretarial Practice with speed of Shorthand 80 wpm - Knowledge of operating system	21-40 years
4	Office Executive PB-1 5200-20200 + GP Rs. 2400/-	12 08 (un-reserved) 03 (reserved for OBC) 01 (reserved for SC)	- Senior Secondary or equivalent with working knowledge of Computer / Or - Diploma in office Management	21-40 years

Terms and Conditions:-

1. The application on the format other than prescribed format will not be entertained. The crucial date for determining the age limit shall be the last date of receipt of applications.
2. The upper age limit is relaxable for SC/ST/OBC and others as per Govt. of India rules. Further, any person who has worked with RMK for a minimum period of 3 years shall be eligible for age relaxation if he/she fulfills other qualifications.
3. The eligible Physically Challenged persons can apply for the above posts.
4. Applications should be sent along with the required testimonials and an application fee of Rs. 250/- (Rupees two hundred fifty only) in the form of a Demand Draft in favour of the “**National Institute of Public Cooperation and Child Development**” payable at New Delhi. SC/ST/Physically Handicapped Candidates are exempted from payment of fee.
5. The appointment and the terms and conditions of service would be as per the Bye-laws of the Rashtriya Mahila Kosh and such other terms and conditions as may be prescribed.
6. The candidates serving in Government /autonomous bodies/statutory bodies or public undertaking should forward their applications through proper channel failing which the application is likely to be rejected.
7. Selection will be based on performance in the written test/computer skill test/stenography test as the case may be followed by an interview for each post. **In case of receipt of large number of applications for a post, the Institute may invite only those candidates for test/interview who possesses higher qualifications and experience.**
8. Separate applications may be submitted by the applicants for applying to different posts. The envelope may be superscripted “Application for the post of “_____”.
9. The candidate must apply in the following prescribed format along with two recent passport size colour photographs with self attested photocopy of certificates/testimonials/experience certificates and caste certificate, if any.
10. The number of each post may increase or decrease at the time of selection.
11. The application should reach to Assistant Administrative Officer (Pers.) National Institute of Public Cooperation and Child Development, 5, Siri Institutional Area, Opposite Hauz Khas Police Station, Hauz Khas, New Delhi-110016 The application shall be submitted till 17th February, 2014 .

APPLICATION FORM FOR THE POSTS IN RASHTRIYA MAHILA KOSH (RMK)

Recent Passport
size Photograph

NAME OF THE POST APPLIED FOR		:	
1.	Full Name (in Capital letters)		
2.	Father's Name	:	
3.	Mother's Name	:	
4.	Husband's Name (In case of female married candidates)	:	
5.	Nationality	:	
6.	(a) Permanent Address	:	
	(b) Address for communication	:	
	Pin Code	:	
	(c) e-mail ID	:	
	(d) Mobile phone No.	:	
	(e) Telephone No.	:	
7.	Date of Birth (DD/MM/YYYY)	:	

	Age as on the date of last date of receipt of application	:	_____year_____months_____days			
8.	Category (SC/ST/OBC/GEN/PH) (Certificate obtained from Revenue Official not below the rank of Deputy Tehsildar / Competent Medical Authority in case of PH should be attached as evidence)	:				
9.	Details of Educational Qualifications	:				
	Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks
10.	Details of Professional / Technical Educational Qualifications Additional Sheet may be added, if required.	:				
	Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks

11.	Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection) Additional sheet may be added, if required.					
Name of Organization	Post held	Pay Scale	Duration of Service		Nature of appointment whether regular or adhoc	Remarks*
			From	To		
12.	Have you ever been imposed any penalty. if yes please give details					
13	If any departmental inquiry pending or contemplated against you. If yes please give details					
14.	Any other relevant information which you would like to mention in support of your suitability for the post applied for:					
15.	DECLARATION: (i) I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature / appointment is liable to be cancelled / terminated. (ii) I have enclosed the required attested copies of the certificates.					

* Applicable for all the posts

Place :

Date :

Signature of the Applicant