

National Commission for Women  
4, DDU Marg, New Delhi – 2  
Tel No.23222369, 23222845

The National Commission for Women, a Statutory autonomous organization under M/o Women and Child Development, invites applications from Indian Nationals aged not more than 45 years, for engaging counselors (Full Time) on contract basis, initially for a period of 3 months on consolidated payment of Rs.12,500/= p.m. Working days will be six days a week (Monday to Sturday) from 9.30 a.m. to 5.30 p.m. with 2<sup>nd</sup> and 4<sup>th</sup> Saturdays off. Counsellors will be entitled for one day leave in a month.

Essential Qualifications : -

- a. Masters in Social Welfare or M.A. in Psychology or LLB or Masters in Sociology or Masters in Human Resource Management.
- b. Knowledge of both English and Hindi.
- c. Working knowledge of computers.

Desirable : -

- a) Experience of Counseling in any Government or Non Government Organization.
- b) Understanding of Women's / Gender issues.
- c) Ability to correspond with Police, Courts and summon the parties for enquiry, which may lead to mutual settlement.
- d) Two to three years experience in handling the complaints relating to atrocities committed on women.

The contract can be extended at the directions of the Commission on the basis of periodic assessment. The candidate cannot claim for regular appointment in future. The contract can be terminated at any time without assigning any reason. Application, in the prescribed format giving full details along with the attested copies of relevant certificate / testimonials with recent passport size photograph pasted on the right hand top corner of the application should reach the Under Secretary (Admn.), National Commission for Women, 4, Deen Dayal Upadhyaya Marg, New Delhi – 110002 on or before 6<sup>th</sup> February, 09.

### PROFORMA

1. Name :
2. Postal Address with Telephone Nos. :
3. Date of Birth :
4. Educational Qualifications :
5. Special Qualifications, if any :
6. Working Knowledge in Computer :
7. Details of past services with Scale : From To  
(Start from the post last held)
  - i) Name of the post and employer :
  - ii) Nature of appointment :
  - iii) Scale of pay :
  - iv) Nature of duties performed (in brief) :
8. Remarks (if any) :

Place:

Date:

(Signature of the Candidate)