

NATIONAL COMMISSION FOR WOMEN

Plot No. 21, Jasola Institutional Area
New Delhi 110025.

Position: Technical Expert (Legal)

(1) Qualification:

Postgraduate degree from recognized University in Law.

(2) Experience:

Essential

- (a) 03 to 05 years in Women related issues/laws.
- (b) Proven experience in examining cases, reports and preparation of brief/summaries/ concept notes etc.
- (c) Working knowledge of computers in MS Office/Word/Excel/Power Point.

Desirable

- a) Experience in Women rights/women protection/women welfare/women development and related issues.
- b) Fluency in reading and writing English, Hindi and regional Indian languages.
- c) Research experience in Women sector.
- d) Working with community on women protection and related issues/laws.

(3) Age Limit : 25-35 years.

Job Requirements:

- i. Putting up the precedents on matters referred for Legal Advice/conduct of litigation/ proposing new bills/amendments in laws.
- ii. Submission of notes and drafts on matters referred for Legal Advice/conduct of litigation/ proposing new bills/amendments in laws
- iii. Reference and Research work, wherever necessary.
- iv. Drafting of background notes for various consultations/seminars/programmes.
- v. Preparing para-wise comments for various court matters.
- vi. Examine the media reports/judgements passed by various courts wherein intervention of the Commission is warranted.
- vii. Ability to work under strict deadlines and allot priorities across multiple responsibilities.
- viii. To set measurable/quantifiable targets for self and ensure timely achievement.
- ix. To prepare periodic/annual report on the subject.
- x. To assist the Expert/Working Group/committee that may be constituted by NCW including its meetings, minutes and correspondence.
- xi. Maintenance of data and updation of database of the Commission on regular basis.
- xii. Relationship building and networking with Govt., resource agencies, academia and legal experts to achieve the mandate of the Commission.
- xiii. Initiating/organizing seminars/workshops/consultations on women related issues to build opinion on developing and adopting progressive policy.

- xiv. Willingness to undertake travel when required and adopt flexible working hours.
- xv. Examining/reviewing the safeguards provided under various women laws for the protection of women rights and suggest measures for effective implementation;
- xvi. Any other work assigned by the superiors from time to time.

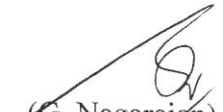
Remuneration: Rs.40000-45000/- pm (All inclusive) depending on individual concerned, subject to TDS as per applicable rules from time to time.

Terms and Conditions

- i. TA/DA will be paid for outstation official visits as per rules applicable from time to time.
- ii. Conveyance charges will be reimbursed for field visits as per applicable rules.
- iii. Leave will be given in accordance with Leave Policy of the Commission.
- iv. Incumbent may be asked to attend office on Saturdays/Sundays/Gazetted Holidays in case of exigencies of work, for which compensatory leave as per the leave policy of NCW will be allowed.
- v. The incumbent has to maintain confidentiality of the assigned work/files/records and will not use the information/data/report for publication/dissertation/thesis or any other purpose.
- vi. Contract can be terminated without giving any reason on one month's notice or one month's salary in lieu thereof and vice-versa by the incumbent.
- vii. The incumbent will be required to submit work report towards the end of every month outlining the tasks performed through his/her Reporting Officer.
- viii. The incumbent is required to properly handover the charge of all documents, files etc. handled by him/her to a designated official before quitting NCW.
- ix. The incumbent(s) shall not have the any right to claim for regular appointment/promotion at any point of time.

Period of Contract

01 year (renewal of contract will be subject to satisfactory performance, necessity and availability of funds).


(G. Nagarajan)
Under Secretary

NATIONAL COMMISSION FOR WOMEN

Plot No. 21 Jasola Institutional Area
New Delhi 110025.

Position: Technical Expert (Legal) – Jr.

(1) Qualification:

Graduate degree from recognized University in Law.

(2) Experience:

Essential

- (a) 01-02 years in Women related issues/laws.
- (b) Proven experience in examining cases, reports and preparation of brief/summaries/ concept notes etc.
- (c) Working knowledge of computers in MS Office/Word/Excel/Power Point.

Desirable

- (e) Experience in Women rights/women protection/women welfare/women development and related issues.
- (f) Fluency in reading and writing English, Hindi and regional Indian languages.
- (g) Research experience in Women sector.
- (h) Working with community on women protection and related issues/laws.

(d) Age Limit : 21 and above, preferably below 30 years.

Job Requirements:

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- xv. Examining/reviewing the safeguards provided under various women laws for the protection of women rights and suggest measures for effective implementation;
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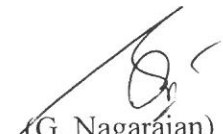
Remuneration: Rs.25000-30000/- pm (All inclusive) depending on individual concerned, subject to TDS as per applicable rules from time to time.

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