

NATIONAL COMMISSION FOR WOMEN(NCW)
(Government of India)

REQUIRES PROJECT COORDINATORS

NCW requires to engage Project Coordinators on contract basis for coordinating research on Health, Law Education, Economic Development and other issues related to empowerment of women.

QUALIFICATIONS AND EXPERIENCE

1. **RETIRED GOVERNMENT OFFICIALS (NOT BELOW THE RANK OF UNDER SECRETARY)**
2. Graduation would be a minimum educational qualification. Preference would be accorded to candidates possessing law degree or post graduation in Social Work including MSW with at least 10 years experience in the relevant subject in any Government or Non-Government Organization. Candidates should be above 35 years of age. Proficiency in working on computer is essential as no typing assistance would be provided.
Preference will be given to retired Class I Gazetted Officers.

Persons engaged as Project Coordinators will be paid a fixed amount of Rs. 12,500/- p.m. No other allowances and perquisite shall be payable. Interested candidates may apply with complete Bio-data enclosing copies of relevant certificates of qualification and experience to the Under Secretary, National Commission for Women, 4, Deen Dayal Upadhyaya Marg, New Delhi- 110 002. The last date of receipt of applications is 24nd August, 2007.

TERMS AND CONDITIONS FOR ENGAGEMENT OF PROJECT COORDINATORS ON CONTRACT BASIS.

1. Engagement of Project Coordinators is for a period of six months only or till the completion of the Project. This period can be curtailed or extended depending on the performance of the Coordinator. The engagement would be for a specified project only. Persons engaged shall not have any right for regular appointment.
2. Project Coordinators will work under the various Cells of the Commission depending upon their qualifications, experience and requirement of the Commission.
3. Working days for Project Coordinators will be six days a week (Monday to Saturday) from 10.00 AM to 5.30 PM.
4. They will be entitled for one day leave in a month.
5. They will submit a monthly report of the work done by them to the Joint Secretary through the concerned supervising officers.
6. The persons engaged as Project Coordinators will have to observe discipline, office decorum and code of conduct as per the rules and regulations of the National Commission for Women.
7. The Commission reserves the right to entrust any other subjects at any time in addition to the subjects specified at the time of engagement of the Coordinators without any extra remuneration.
8. The Commission reserves the right to terminate the engagement of the Coordinator at any time without assigning any reasons thereof.

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 : From
Scale To
(Start from the post last held)
 - i) Name of the post 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)