

(On Website)

No. 4-75/2012-NCW (A)kw-II
National Commission for Women
4, Deen Dayal Upadhyay Marg
New Delhi – 110002
(Administration Section)
Tele. 23222369

7th August, 2014

**Sub.: Engagement of Coordinators (Complaint/NRI Cell),
Coordinator (Finance & Audit) and Counsellors in National
Commission for Women on Contract basis**

National Commission for Women proposes to prepare a Panel of Coordinators (Complaint/ NRI Cell), Coordinators (Finance & Audit) and Counsellors on contract basis. Period of contract will be initially for one year. The maximum age limit is 65 years as on the closing date of receipt of application. Application from eligible candidates in the prescribed format may please be forwarded within one month from the date of advertisement to Under Secretary, National Commission for Women (NCW), 4, Deen Dayal Upadhyay Marg, New Delhi. NCW reserves the right to reject any or all the applications without assigning any reason. Number of persons selected for the panel may be increased or decreased at the discretion of the Commission.


(Sushil Kr. Gupta)
Under Secretary

(on website)

S.No.	Name of the Post	Eligibility Criteria
1.	Coordinators (Complaints/NRI Cell)	<p>Essential Qualification : i) Post Graduate degree in Law/ Psychology ii) 5 years experience in Women rights and human rights iii) Adequate computer skills iv) Ability to communicate with different agencies viz. Ministries, Police State Governments etc.</p> <p>Desirable Qualification : Experience of working in Ministry of External Affairs/Ministry of Overseas Indian Affairs, DONER</p> <p>Tenure : Initial period of one year on consolidated payment of Rs.25,000/- per month</p>
2.	Coordinator (Finance & Audit)	<p>Essential Qualification : i) Graduate in Commerce ii) 5 years experience in Finance/Audit/Accounts iii) Well versed in computers (Retired officers will be preferred)</p> <p>Tenure : Initial period of one year on consolidated payment of Rs.25,000/- per month</p>
3.	Counsellors	<p>Essential Qualification : i) Post Graduate degree in Law/Psychology ii) 5 years experience of Counselling in any government and non government organizations iii) Well- versed in computer skills iv) Ability to correspond and interact with police, state authorities and other stakeholders</p> <p>Tenure : Initial period of one year on consolidated payment of Rs.23,000/- per month</p>

Proforma

1. Name :
2. Postal Address with Telephone Nos. :
3. Date of Birth :
4. Educational Qualifications :
5. Special Qualification, if any :
6. Working knowledge in Computer :
7. Details of past services with Scale of Pay :
(Start from the post last held) From
 To

- (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 candidates)