

F. No. 1/4(16)/2010-NCW (G)
National Commission for Women
(Administration Section)
4, Deen Dayal Upadhyaya Marg, New Delhi
Tele. 23222369

14th April, 2012

Subject: Engagement of Coordinator (Legal) in the National Commission for Women.

National Commission for Women proposes to engage Coordinator (Legal), Coordinator and Counsellors on Contract Basis. Period of contract is initially for one year. The maximum age limit is 56 years as on the date of receipt of application. Applications from eligible candidates in the prescribed format may please be forwarded latest by one month to Smt. Sraddha Paul, Under Secretary, National Commission for Women (NCW), 4, Deen Dayal Upadhyay Marg, New Delhi.

(Sraddha Paul)
Under Secretary.

S.No.	Name of the Post	No. of Post	Eligibility Criteria
1.	Coordinator (Legal)	One	<p>Essential Qualification:</p> <p>(i) Graduate or Post Graduate in Law.</p> <p>(ii) Minimum two years experience in any Govt or non Govt. Organization preferably dealing with Women, Children, Human right issues.</p> <p>(iii) Working knowledge of computers and ability in typing, as no typist is provided. Ability to correspond and communicate with police, courts and other organizations.</p> <p>Desirable:</p> <p>(i) Experience in dealing with legal rights of women and other issues like sexual harassment, crime against women, Maternal Mortality, HIV / AIDS, trafficking, Protection of women against domestic violence etc.</p> <p>Tenure:</p> <p>Initial period of one year on consolidated payment of Rs. 20,000/- per month.</p>
2.	Coordinator (other)	Four	<p>Essential Qualification:</p> <p>Graduate or Post Graduate in Social Work or Women Studies or Sociology or Psychology.</p> <p>ii) Minimum two year experience in any Government or Non-Government Organization preferably dealing with women, Children, Human rights issues.</p> <p>iii) Working knowledge of computers and ability in typing, as no typist is provided.</p> <p>iv) Ability to correspond and</p>

			<p>communicate with police, courts and other organizations.</p> <p>Desirable:</p> <p>Experience in dealing with legal rights of women and other issues like sexual harassment, crime against women, Protection of women against domestic violence etc.</p> <p>Tenure:</p> <p>Initial period of one year on consolidated payment of Rs. 20,000/- per month.</p>
3.	Counsellors	Nine	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Graduate or Post Graduates in Law or Social Work or Sociology or Psychology. 2. Knowledge of both English and Hindi. 3. Working knowledge of computers as no typist is provided. <p><u>Desirable</u></p> <ol style="list-style-type: none"> <u>1.</u> Experience of one year in counselling in any Government or Non Government Organization. <u>2.</u> Ability to correspond and communicate with Police, Courts and other organizations <p><u>Tenure</u></p> <p>Initial period of one year on consolidated payment of Rs. 18,000/- per month.</p>

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 (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)