

NATIONAL COMMISSION FOR WOMEN (NCW)

REQUIRED PROJECT COORDINATORS

NCW requires Project Coordinators on contract basis on a fixed remuneration of Rs. 10,000/ per month (under revision) for coordinating research on Health, Law, Education, Economic Development and other issues related to empowerment of women.

QUALIFICATION & EXPERIENCE

Graduate with at least 10 years experience in the relevant subject in any Government or Non-Government organization. Proficiency in working on computer is desirable. Preference will be given to those who have previous experience of work of this nature.

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 application should reach NCW before 25th July, 2006.

TERMS AND CONDITIONS FOR ENGAGEMENT OF PROJECT COORDINATORS ON CONTRACT BASIS

- (a) Engagement of Project Coordinators is for specified projects for a period of six months, which may be extended on the basis of their performance.
- (b) Project Coordinators will work under Senior Research Officer, Law Officer and in the Complaints & Investigation Cell.
- (c) Working days will be six days a week from 10.00 A.M. to 5.00P.M.
- (d) They will not be entitled to any kind of leave.

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- (e) They will submit a monthly report of the work done through the Joint Secretary.
- (f) They will be paid a consolidated amount of Rs.10,000/- per month (under revision). However, proportionate deductions would be made for the days of absence. Income Tax will be deducted at source in accordance with the Income Tax Act, 1961.
- (g) They would not be entitled to receive any perquisite/benefits except mentioned at sub-para (f) above.
- (h) The payment to the Coordinator would be released on monthly basis.
- (i) Services of Project Coordinators can be terminated at any time without prior notice.
- (j) The Commission reserves the right to entrust other subjects at any time in addition to the subjects specified at the time of contract without any extra remuneration.
- (k) The engagement of Project Coordinators on contract basis is for specified projects only. They cannot claim for regular appointment at any stage.

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 service 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