

**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. In supersession of all previous notices in this regard, the qualifications, experience, and terms and conditions are as follows:-

**QUALIFICATIONS AND EXPERIENCE**

- i) Graduate
- ii) at least five years experience in the relevant subject in any Government or Non-Government Organization preferably dealing with women and children issues.
- iii) working knowledge of computers and ability in typing, as no typist is provided.
- iv) experience in dealing with women related issues such as harassment, crime against women, maternal mortality, HIV , trafficking, population, domestic violence.

**DESIRABLE**

Degree in Law/ social work or related fields.

Preference will be given to retired Class I Gazetted Officers having sufficient experience in social sector/Law.

**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 09.30 AM to 5.30 PM with 2<sup>nd</sup> and 4<sup>th</sup> Saturday off.
4. They will be entitled for one day leave in a month (cannot be accumulated beyond three months).

5. They will submit a monthly report of the work done by them to the concerned supervising officer.
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 contract while subsisting may be terminated with one month notice by either side, or the remuneration equivalent of one month to be paid by either side in lieu there of.
9. The coordinators selected will be assigned various tasks/projects as per requirement of the Commission. The decision in this regard will be final, but their assignment may be changed depending on exigencies.
10. The remuneration payable is Rs.15,000/- per month going upto Rs. 18,000/- per month.

Last date for receipt of applications is 20<sup>th</sup> Feb 2009.

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## 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 : 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)