

On NCW website

**F. No. 1/ 2(2)/ 2020-NCW (A) –Counsellor (Psychology)**  
**National Commission for Women**  
**Plot No. 21, Jasola Institutional Area**  
**New Delhi -110025**  
**(Establishment Section)**

14<sup>th</sup> June, 2021

**Vacancy Notice**

National Commission for Women proposes to engage 3 (three) numbers of Women Counsellors (Psychology) on contract basis initially for a period of one/two year(s) which may be extended or curtailed depending upon performance of the individual, to examine, monitor, evaluate, advise and report on status and condition of complaints received in the Commission and any other work assigned by the authorities from time to time.

2. The applications from the eligible candidates in the prescribed format may please be forwarded to the Deputy Secretary, National Commission for Women, Plot No.21, Jasola Institutional Area, New Delhi - 110025. The applications along with self attested photocopies of educational qualifications and experience certificates may also be forwarded by email to jsncw-wcd@nic.in & pradeep.kr67@nic.in The last date for submission of applications will be **05<sup>th</sup> July, 2021**.

3. Application form and other Eligibility Criteria & remuneration for engagement of Counsellor (Psychology) is as under:

Sl. No.	Position	Eligibility Criteria
1	Counsellor  (Psychology)	Education: M A (Psychology)  Experience: Three years in handling preferably women related issues. Preference will be given to candidates having experience in telecounselling.
2	Remuneration	Rs. 40,000/- (Rupees forty thousand only) per month

**Objective:**

The Primary responsibility of the Counsellor (Psychology) is to attend calls for telecounselling on women related issues being received across the country. She is to examine, monitor, evaluate, advise and report on status and condition of complaints received in the Commission.

### Terms of Reference for Counsellor (Psychology)

- I. A dedicated 24X7 helpline number is likely to be launched in the Commission with a view to address the grievances of women and will be functional round the clock in 3 shifts.
- II. The shift timings shall be roaster based and is expected to be as follows:
  - a) Morning – 6 AM to 2 PM
  - b) Evening – 2 PM to 10 PM
  - c) Night – 10 PM to 6 AM
- III. Monitoring/Initiating/Follow up action with the complainant, concerned authorities in the Commission and also outside authorities as per directions of the Commission, in respect of complaints and other administrative matters.
- IV. Participate in the hearings as and when required.
- V. Any other work assigned by the authorities from time to time

### Tours

The Counsellor (Psychology) may undertake tours after obtaining approval of the Competent Authority, as per the entitlement to the pay level and requirement of the Commission.

*B Shome*  
*14/06/2021*

(Barnali Shome)

Under Secretary

Tel. No. 011-26944809 Ext. 244

Email ID- barnali.shome@gov.in

### Note:-

The Ministry of Women and Child Development, Government of India has set up Working Woman Hostel, Jasola Vihar, New Delhi for working women who are in need of proper accommodations in Delhi. For more details please visit [www.ywcaofdelhi.org/jwwh.html](http://www.ywcaofdelhi.org/jwwh.html)

APPLICATION FORM FOR THE POST OF .....  
ON CONTRACT BASIS

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1. Post applied for : \_\_\_\_\_
2. Name of the Candidate  
(As per matriculation certificate) : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Date of Birth  
(As per matriculation certificate) : \_\_\_\_\_
5. Age as on the last date of receipt  
of application : \_\_\_\_\_
6. Gender (Male/Female) : \_\_\_\_\_
7. Postal Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ : \_\_\_\_\_ Pincode \_\_\_\_\_
8. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ : \_\_\_\_\_ Pincode \_\_\_\_\_
9. Mobile No. : \_\_\_\_\_
10. Email-ID : \_\_\_\_\_

11. Educational/Professional qualifications (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Sl. No.	Exam/Degree Passed	School/college/ University	Subject taken	Year of passing	Class/Division & %age

12. Experience (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Name of the Employer/ Organisation	Post Held	From	To	Nature of duties (in brief)	Start from the post last held

13. Any other information : \_\_\_\_\_  
\_\_\_\_\_

(Signature of the candidate)

### DECLARATAION

- i. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications and experience etc, prescribed to the post on contractual appointment.
- ii. I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the interview, my candidature is able to be cancelled

Place:

Date:

(Signature of the candidate)  
(unsigned application will be rejected)

**Note:-**

The application without any supporting documents pertaining to educational/professional qualification (s) shall liable to be rejected.