

F.No.21/01/2021-CS.I (Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

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2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 8th September, 2021.

OFFICE MEMORANDUM

Subject:– Engagement of Project Coordinator (Women in Politics)-reg.

The undersigned is directed to circulate the letter no. F.No. 01-01007/2/2021-NCW (A) dated 03rd September, 2021 (along with enclosures) received from National Commission for Women who proposed to engage up the post of Project Coordinator (Women in Politics) from retired Government Officers in National Commission for Women–reg. **The last date of submission of application is 24.09.2021**

2. In case of any further clarification, applicants are requested to contact the concerned Ministry/Department who has advertised the circular.


(Zachariah Thomas)

Under Secretary to the Govt. of India
Tel.No.24629412

To:

All Ministries/ Departments (through DOPT's website)

F. No. 01-01007/2/2021-NCW(A)
National Commission for Women
Plot No. 21, Jasola Institutional Area
New Delhi 110 025.

03rd September, 2021.

To
The Director (CS -I),
Department of Personnel & Training
Lok Nayak Bhawan
New Delhi 110 003.

Sub: Engagement of Project Coordinator (Women in Politics).

Sir,

The National Commission for Women (NCW) has been established as a statutory Body for dealing with matters relating to constitutional and legal safeguards provided for women, to review the existing legislations and suggest amendments thereto, to look into the complaints involving deprivation of the rights of women and monitor proper implementation of all legislations enacted to protect the rights of women to enable them to achieve equality in all spheres of life and equal participation in the developmental process.

2. The National Commission for Women proposes to engage Project Coordinator from amongst retired Officers of the Central/State Government/ PSU/Financial Institutions/Academic Institutions, previously holding the post at the level of Assistant Section Officer (Level-7) and above upto Under Secretary (Level-11), **OR** a person who has minimum of five years experience of working in any Government Department in the related field, on project based short term contract. The last date for submission of applications will be 24th September, 2021.

3. A copy of vacancy notice and format of application is enclosed as Annexure I & II.

4. You are requested to upload the vacancy notice on the website of DoPT under "what is new" for wide circulation of vacancy among eligible candidates.

Yours faithfully,

Encl: as above

B. Shome
(Barnali Shome)
Under Secretary
Email: barnali.shome@gov.in

F. No. 01-01007/2/2021-NCW(A)
National Commission for Women
Plot No. 21, Jasola Institutional Area
New Delhi 110 025.

Sub: Engagement of Project Coordinator (Women in Politics).

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2. The National Commission for Women proposes to engage Project Coordinator from amongst retired Officers of the Central/State Government/ PSU/Financial Institutions/Academic Institutions, previously holding the post at the level of Assistant Section Officer (Level-7) and above upto Under Secretary (Level-11), **OR** a person who has minimum of five years experience of working in any Government Department in the related field, may be hired, on project based short term contract, as follows:

Name of the Position	No. of Post	Eligibility Criteria
Project Coordinator	One	<p>The applicant must be a retired person from the Central/State Government from the position of Assistant Section Officer (Level-7 upto Under Secretary (Level-11); OR</p> <p>A person who has minimum of five years experience of working in any Government Department in the related field</p> <p>Education:</p> <p>Graduate Degree from a recognised University/Institute of repute.</p> <p>Must be conversant with working on Computers.</p> <p>Tenure:</p> <p>Initially for a period of six months which may be extended or curtailed as per requirement of the Commission.</p> <p>Remuneration:</p> <p>Last Pay drawn minus pension + applicable DA subject to a maximum of Rs.50,000/- per month in the case of retired Government employee. In the case of other candidates, the remuneration shall be Rs.40,000/- per month.. The Commission reserves the right for variation in remuneration.</p>

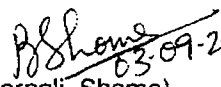
Terms of Reference for the Project Coordinator (Women in Politics)

- I Collection of data related to women politicians and women elected representatives.
- II Coordination with the Administrative Training Institutes and Rambabu Mhalgi Probodhini relating to the estimated costs, batch size and duration of programme/Training for elected women representatives, module of training, venue of the training (online/offline).
- III. Any other work assigned by the authorities from time to time.

Tours

Project Coordinator may undertake tours only after obtaining approval of the Competent Authority, as per the entitlement to the pay level and requirement of the Commission.

3. The consultant will be paid a consolidated remuneration restricted to an amount equal to the last pay drawn minus pension plus existing DA. The total remuneration payable shall not exceed Rs.50,000/- (Rupees fifty thousand only). The Commission reserves the right for variation in remuneration.
4. The applications from the eligible candidates in the prescribed format may please be forwarded to the Under Secretary, National Commission for Women, Plot No.21, Jasola Institutional Area, New Delhi – 110025. The applications may also be forwarded by email to jsncw-wcd@nic.in. The last date for submission of applications will be 24.09.2021.
5. The selection will be based on personal talk/written test, as per the decision of the Competent Authority, National Commission for Women.
6. NCW reserves the right to reject any or all the application(s) without assigning any reason thereof.


(Barnali Shome)
Under Secretary
Email: barnali.shome@gov.in

**The Under Secretary
National Commission for Women
Plot No. 21 Jasola Institutional Area
New Delhi 110025.**

Application of the post of Project Coordinator (Women in Politics)

Personal Details:-

1. Name-
2. Father's Name-
3. Date of Birth-
4. Age as on the closing dated of receipt of application - ...Year.....
Months..... Day
5. Nationality-
6. Pay- Band with Grade Pay/Pay Level of the post held at the time of
Retirement and pension drawn:
(Please attach a copy of PPO)
7. Correspondence Address-
8. Permanent Address-
9. Language of Computer/typing skill (Hindi/English/Both)-
10. Educational Qualification (Highest):
11. Work Experience during last 15 years in Govt. Service.

Sl. No.	Organization/Institute and post held	Duration of Service	Nature of work performed during the period

12. Any other specific information in relation to essential/desirable qualifications and experience (use separate sheets, if necessary)

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13. Whether any minor/major penalty was imposed during the last 15 years of Govt. service.

DECLARATION

I solemnly declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete OR ineligibility being detected at any time before OR after selection/interview, my candidate is liable to be rejected and I shall be bound by the decision of the National Commission for Women. I have gone through and understood the eligibility criteria and the terms and conditions of the engagement of consultant in National Commission for Women and I unequivocally and unconditionally accept all the terms and conditions.

Signature of candidate with date
Email
Mobile