

NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

Position: Programme Assistant (RTE Complaints)

1. Tasks:

- i. To process all complaints and suo motu cases of violations/deprivations of 'Children's Right to Education';
- ii. Any other work that may be assigned from time to time;

2. Qualifications/Experience:

- i. A Graduate degree in any of the social science subjects;
- ii. At least 03 years of working experience in social sector;
- iii. Familiarity with NGO Sector and Government set up would be an advantage.
- iv. Proficient in working on Computer and excellent communication skill (oral and written) in English and Hindi.
- v. Knowledge of some of the regional languages would be an added advantage.

3. Competencies:

- i. Able to build rapport with individuals and groups and work harmoniously in a team;
- ii. Should have clarity in thought and highly motivated;
- iii. Has capacity to foster and build team spirit and engagements at all levels;
- iv. Should be willing/able to travel out as and when necessary;
- v. Should be able to work within deadlines;
- vi. To work independently without support;

4. Period of assignment & remuneration.

- i. The engagement would initially be up to 31.3.2012 (extendable further based upon necessity and satisfactory performance).
- ii. The monthly remuneration would be Rs. 25,000/- (consolidated).

5. Terms & Conditions:

- i. The above position is to be filled up purely on contract basis. The selected candidate on engagement shall enter into a contract with the Member Secretary (NCPCR), having the details of the terms of engagements, before formal engagement.
- ii. Entitlement of re-imburement of TA/DA as per the applicable rules;
- iii. Entitlement of one day leave per month as per the NCPCR's Leave Policy;
- iv. The continuance of consultancy contract will be subject to the satisfactory performance and assignment can be terminated without giving any reason on one month's notice or with payment of one-month salary in lieu thereof. He/ she may be free from contractual obligation with an advance notice of 1 month for quitting the assignment or by making payment of one month's remuneration for it.
- v. The incumbent is required to furnish a monthly work report outlining the task undertaken, on the 1st working day of every month so as to enable the Administrative Section, to release the monthly remuneration.

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6. How to apply:

The expression of interest with updated CV, indicating the post(s)/position(s) for which the candidate is applying for, should reach the Member Secretary, NCPCR, Chanderlok Building (5th Floor), 36 Janpath, New Delhi-110 001. Fax: 011-23724026, E-mail: lov_56@yahoo.com by 09.01.2012. The Commission reserves the right to consider/not to consider any or all the applications received and /or relax any conditions in exceptional circumstances.