

**Position: Project Coordinator (RTE Complaints)**

**1. Tasks:**

- i. To deal with cases of violations/ deprivations of 'Children's Right to Education' and to bring each of them to logical conclusion under the guidance of concerned supervisory Member/ Officer and with the support of other staff in the Complaints Section of the division.
- ii. To make all necessary arrangements in connection with 'summon hearings' of the Commission pertaining to violations/deprivations of 'Children's Right to Education'.
- iii. To provide a list of complaints/ suo motu cases related to the violations/deprivations of 'Children's Right to Education' to the respective Members in charge of specific State/ UTs as well as for the purpose of public hearing(s) on the issue;
- iv. To register all the cases of violations/deprivations of 'Children's Right to Education' emerging from various public hearings organized by or on behalf of NCPCR and follow up each of such cases to logical conclusion;
- v. To provide information/ reports pertaining to complaints and suo motu cases of violations/ deprivations of 'Children's Right to Education' for the purpose of Parliament Questions, Parliament Assurances, Court Matters, Annual report of the Ministry, Annual Report and Newsletters of NCPCR as well as for disposal of RTI applications/appeals etc. ;
- vi. To prepare and submit 'success stories' emerging from the complaints on RTE;
- vii. To coordinate the Review Meetings on RTE Complaints on monthly basis and to present a status report in the same.
- viii. Any other work that may be assigned from time-to-time.

**2. Qualifications/Experience:**

- i. Post Graduate degree in any of the social science subjects;
- ii. At least 10 years of working experience in social sector out of which 05 years should be in school education sector;
- iii. Experience of dealing with NGOs/civil society groups working in the field of school education;
- iv. Understanding of Government systems including education structures would be an asset;
- v. Having an understanding of socio-economic circumstances of children's engagement with education;
- vi. Proficient in working on Computer and excellent communication skill (oral and written) in English and Hindi; 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).
- i. The monthly remuneration would be Rs. 55,000/- (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. Re-imburement of TA/DA as per the applicable rules;
- iii. 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 the 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 submit a Work Plan after joining and to furnish a monthly work report outlining the task undertaken viz-a-viz work plan on the 1<sup>st</sup> working day of every month so as to enable the Administrative Section, to release the monthly remuneration.

**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](mailto: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.