NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

Position: Project Coordinator (RTE Coordination)

1. **Tasks:**
   i. Looking after the administrative, logistics and coordination works of the RTE Division at supervisory level.
   ii. Any other work that may be assigned from time-to-time.

2. **Qualifications/Experience:**
   i. Post Graduate degree from any discipline.
   ii. At least 10 years of working experience in dealing with administrative matters and handing of files in government environment.
   iii. Working knowledge in computer, Fluency in English, knowledge of Hindi and regional language would be preferable.
   iv. Knowledge of some of the regional languages would be an added advantage.
   v. Retired Govt. officials having requisite qualification/ experience are also eligible.

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. Has competency in networking.
   v. Should be willing/able to travel out as and when necessary;
   vi. Should be able to work within deadlines;

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. 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-imbursement 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 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.