

NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS
Position: Senior Administrative Consultant (Programme Division).

(1) Nature of Work:

- i. To deal with all matters from Programme side relating to the reference/correspondence from MWCD & other Ministries as well as State Governments/District Administrations, Annual Plan, Annual Action Plan, monthly Progress Report and follow up action;
- ii. To look after all coordination matters from Programme side including Parliament Questions, RTIs, correspondence with the States/District Administrations for follow up on the recommendations of NCPCR;
- iii. Any other work that may be assigned from time to time.

(2) Qualifications/Experience:

- i. A postgraduate degree from a recognized University in any discipline;
- ii. 08 years of working experience in dealing with administrative/ programme/ budget/ plan matters in Central Government set up;
- iii. Proficient in working on Computer and excellent communication skill (oral and written) in English and Hind;
- iv. Knowledge of some of the regional languages would be an added advantage;
- v. Retired Govt. officials from CSS Cadre at the level of Under Secretary & above, having a mixed working experience in administration, programme, budget/plan/finance/accounts would be given preference.

(3) Competencies:

- i. Should have clarity in thought and highly motivated.
- ii. Should be willing/able to travel out as and when necessary.
- iii. Should be able to work within deadlines.

(4) Period of Assignment and Remuneration etc.

- i. The engagement will initially be for a period of 06 months, extendable to a maximum period of 01 year, based upon necessity and performance.
- ii. The remuneration will be fixed between Rs.40,000/- to Rs. 50,000/- commensurate with qualification, experience and nature of work.
- iii. The Commission reserves its right to accept or reject any application without assigning any reason and/ or relax any conditions in exceptional circumstances.
- iv. 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 details of the terms of engagements, before formal engagement.

(5) How to apply:

The expression of interest with updated CV, indicating post for which you are applying, 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 **21st February, 2011.**