

**GOVERNMENT OF INDIA**  
**MINISTRY OF WOMEN AND CHILD DEVELOPMENT**  
**NATIONAL MISSION FOR EMPOWERMENT OF WOMEN**

With a view to empowering women socially, economically and educationally and to strengthen the processes that promote all round development of women through coordination and convergence of schemes/programmes of participating Ministries/Departments, the National Mission for Empowerment of Women was launched by the Government on 8<sup>th</sup> March, 2012.

Under the Mission at the Central level the National Resource Centre for Women (NRCW) shall provide technical support to the Mission Directorate. NRCW will comprise experts in identified domain areas.

The NRCW would undertake research, impact assessment studies of policies, programmes and schemes of the Government, and liaise with existing structures/institution relating to women's empowerment. The NRCW would also device media strategies to highlight the programmes and schemes of the Government as well as awareness generation programmes to focus on retrograde social practices affecting the society. It will assist the National Mission Authority and the participating Ministries in planning, implementing, monitoring and reviewing the programmes relating to women's empowerment using a convergence approach.

Services of highly qualified experienced and dynamic persons are required for various positions for NRCW. The appointment will be on contractual basis for a period of one year which is extendable depending on the performance of the incumbent and requirement of NRCW. All the positions carry consolidated remuneration and the incumbents are entitled to TA/DA in respect of journeys undertaken in connection with the official work at the rate to be decided by the competent authority. Details of the positions along with educational qualifications and experience required may be accessed on the Ministry's website at [www.wcd.nic.in](http://www.wcd.nic.in) and [www.nmew.gov.in](http://www.nmew.gov.in).

Eligible and interested persons may apply on the application performa given on the Ministry's website. There is no need to attach the documents along with the application. The Ministry will ask for original and certified copies only of the selected candidates before offering the letter of appointment. The prospective candidates may apply to **"Shri Pradeep Kapoor, Deputy Secretary, Ministry of Women & Child Development, Government of India, Room No. 117, 1<sup>st</sup> Floor, Hotel Janpath, New Delhi-110001 by 04-02-2013** of this advertisement in the newspapers. Candidates desirous of applying for more than one post should send separate applications for each post. Due to volume of applications, only shortlisted candidates would be contacted.

## **(1) SR. PROJECT ADVISOR (GENDER BUDGETING, GENDER MAINSTREAMING AND GENDER AUDIT) -1POSITION**

### **Description of the Role**

Working under the supervision of the Executive Director, NRCW, and the Senior Project Advisor would be expected to undertake the following roles and responsibilities:

- Head the “Gender Budgeting, Gender Mainstreaming and Gender Audit” cell, and in this capacity, assist the Executive Director in implementing Mission convergence activities on this issue;
- Supervise and guide the programme staff in conducting activities, which includes undertaking research and documentation, awareness-generation, as well as providing the inputs/opinions relating to gender mainstreaming as referred to by the National Mission Authority or any other body established under it;
- Undertake gender outcome budget exercise by monitoring the fund utilisation in the programmes and plans of various ministries which have been mandated by Ministry of Finance to build in gender components in their annual budget/plan outlay;
- Liaise with and strengthen the interface with participating Ministries/Departments, State Governments/UTs, other relevant institutions, and the civil society;
- Ensure collation and documentation of information, disaggregated data relating to the status of such women as well as regarding policies and programmes for women in difficult circumstances.;
- Undertake/commission and supervise research studies to assist in framing appropriate policies and programmes under the convergence mandate of the Mission, keeping in view the Mission Plan of Action and in coordination with participating Ministries/Departments;
- Assess the impact of gender development indices; gender outcome and gender audit mechanism and inculcate enabling mechanism in the ministries for gender budgeting process;
- Devise strategies to introduce concept of participatory budgeting at grass roots level such as Panchayats, Self-Help Group, etc.;
- Recommend strategies to be adopted and studies to be conducted with regard to the particular domain area by the State Resource Centres for Women;
- Any other task assigned by the Executive Director or the Mission Directorate

### **Required Qualifications, Experience and Skills**

- Master’s Degree in Social work/Economics/Women’s studies/Governance/any other related field. Ph.D. in the relevant field is desirable.
- Minimum experience of 7-10 years of working on gender budgeting and mainstreaming women’s concerns, with atleast 5 years spent in managing/leading projects. Previous experience of working with the Government/NGOs/International Organisations or on policy issues at the national or international level is highly desirable
- Maximum age limit of 65 years
- Previous publications, articles and papers in the area of expertise is desirable
- Good understanding and knowledge of gender mainstreaming and gender budgeting tools, as well as policies and programmes of the Government at the national level
- Should be prepared to travel extensively for consultations with stakeholders, carrying out impact assessment and other studies.

## **(2) SR. PROJECT ADVISOR (SOCIAL EMPOWERMENT AND EDUCATION)- 1 POSITION**

### **Description of the Role**

Working under the supervision of the Executive Director, NRCW, the Senior Project Advisor would be expected to undertake the following roles and responsibilities:

- Head the “Social Empowerment & Education” cell, and in this capacity, assist the Executive Director in implementing Mission convergence activities on this issue;
- Supervise and guide the programme staff in conducting activities, which includes undertaking research and documentation, awareness-generation on women’s issues at the national level, as well as providing the inputs/opinions on the issue as referred to by the National Mission Authority or any other body established under it;
- Liaise with and strengthen the interface on social empowerment with participating Ministries/Departments, State Governments/UTs, other relevant institutions, and the civil society;
- Ensure collation and documentation of information, disaggregated data relating to education and other social empowerment issues, particularly with regard to women;
- Review policies and programmes relating to social empowerment of women;
- Undertake/commission and supervise research studies to assist in framing policies and programmes under the convergence mandate of the Mission, keeping in view the Mission Plan of Action and in coordination with participating Ministries/Departments;
- Evolve strategies towards lowering the gender gaps in literacy and developing minimum standards in elementary school to ensure quality education to girls of all age groups, including education to girl child at all levels i.e. pre-school, primary, secondary and higher education;
- Monitor various schemes related to education like ICDS, as well as other social empowerment programmes;
- Recommend issues or proposals for activities to be taken up for convergence and coordination on the particular domain area by the National Mission, keeping in view the Mission Plan of Action;
- Recommend strategies to be adopted and studies to be conducted with regard to the particular domain area by the State Resource Centres for Women;
- Assist the Executive Director in evolving multi-media and public service campaign strategies by providing inputs on the specific domain area;
- Assist the Executive Director in identifying gaps in existing programmes of the Government in the particular domain area as well as carry out impact assessment/studies;
- Any other task assigned by the Executive Director or the Mission Directorate

### **Required Qualifications, Experience and Skills**

- Master’s Degree in Education/ Sociology /Social work/any other related field. Ph.D. in the relevant field is desirable.
- Minimum experience of 7-10 years of working on social empowerment issues with special focus on women, with at least 5 years spent in managing/leading projects. Previous experience of working

with the Government/NGOs/International Organisations or on policy issues at the national or international level is highly desirable

- Maximum age limit of **65 years**
- Previous publications, articles and papers in the area of expertise, with particular emphasis on women is desirable
- Good understanding and knowledge of social empowerment issues as well as policies and programmes of the Government at the national level
- Should be prepared to travel extensively for consultations with stakeholders, carrying out impact assessment and other studies.

### **(3) RESEARCH ASSISTANTS (3 POSITIONS)**

Three Research Assistants each for following three identified domain areas would be appointed:

1. Poverty Alleviation and Economic Empowerment
2. Health and Nutrition
3. Empowerment of Vulnerable and Marginalized Groups and Women in Difficult Circumstances

#### **Remuneration**

The Research Assistant would be entitled to a consolidated monthly remuneration of up to **Rs 40,000/-** depending on the qualifications and experience of the candidate.

#### **Description of the Role**

Working under the direct supervision of the Senior Research Officers of the respective domain area, the Research Assistant would be expected to assist in carrying out research, documentation, coordination and other functions as delineated by their direct supervisors and the Senior Project Advisor of the domain area. The Research Assistant would also provide assistance in planning and organizing training programmes as and when required, as well as in monitoring implementation of various schemes and programmes of the Government.

The overall objective of the positions would be to enable the efficient and smooth functioning of the specific domain area with the purpose of implementing the convergence activities of the Mission.

#### **Required Qualifications, Experience and Skills**

- Master's Degree or a higher Bachelor's Degree in:
- Economics/Governance/Social work/any other related field for domain area 1
- Public Health/Social and Preventive Medicine/ Social work/any other related field for domain area 2
- Social work/Development studies/any other related field for domain area 3
- Minimum experience of 2 years of working on the specific domain area with special focus on women. Previous experience of working with the Government/NGOs/International Organisations or on policy issues at the national or international level is highly desirable
- Maximum age limit of 55 years
- Good understanding and knowledge of domain area as well as policies and programmes of the Government at the national level

- Should be prepared to travel extensively for consultations with stakeholders, carrying out impact assessment and other studies.

#### **(4 ) RESEARCH ASSISTANTS (1 POSITION)**

One Research Assistant for the following identified domain areas would be appointed:

1. Gender Rights, Gender-Based Violence and Law Enforcement

##### **Remuneration**

The Research Assistant would be entitled to a consolidated monthly remuneration of up to **Rs 40,000/-** depending on the qualifications and experience of the candidate.

##### **Description of the Role**

Working under the direct supervision of the Senior Research Officers of the respective domain area, the Research Assistant would be expected to assist in carrying out research, documentation, coordination and other functions as delineated by their direct supervisors and the Senior Project Advisor of the domain area. The Research Assistant would also provide assistance in planning and organizing training programmes as and when required, as well as in monitoring implementation of various schemes and programmes of the Government.

The overall objective of the positions would be to enable the efficient and smooth functioning of the specific domain area with the purpose of implementing the convergence activities of the Mission.

##### **Required Qualifications, Experience and Skills**

Master's Degree or a higher Bachelor's Degree in:

- Law/Human Rights/ any other related field for domain area
- Minimum experience of 1 year of working with LLB degree or other graduate degree and a technical qualification on the specific domain area with special focus on women. Previous experience of working with the Government/NGOs/International Organisations or on policy issues at the national or international level is highly desirable
- Maximum age limit of 55 years
- Good understanding and knowledge of domain area as well as policies and programmes of the Government at the national level
- Should be prepared to travel extensively for consultations with stakeholders, carrying out impact assessment and other studies.

## **APPLICATION FORM FOR VARIOUS TECHNICAL POSTS**

GOVERNMENT OF INDIA  
MINISTRY OF WOMEN & CHILD DEVELOPMENT  
NATIONAL MISSION FOR EMPOWERMENT OF WOMEN

Affixed  
passport photo  
duly attested

<b>A. PERSONAL PARTICULARS</b>				
Post Applied For (Apply separately for each post):				
Name in full (in block letters):				
Gender (Male/Female) :				
Marital Status (Married/Unmarried) :				
Date of Birth (as in Secondary School Certificate): dd/mm/yyyy				
Father/Husband's Name:				
Mother's Name :				
Nationality :				
State of Domicile :				
Community (SC/ST/OBC/General) :				
Physically Handicapped : (Y/N) If, yes then give the details :				
Mailing Address (in block letters) with Pin Code:		<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>		
Permanent Address (in block letters ) with Pin code :		<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>		
Email address :				
Alternate email address:				
Mobile Number :				
Telephone(Office)				
Telephone(Residence)				
<b>B. Computer skills (Like Expertise in MS Office or software development:</b>				
<b>C. Language(s) Known :</b>				
<b>D. Educational Qualifications (Please add additional degree/diploma/any other additional qualifications, if any):</b>				
Degree	Stream/Discipline	Aggregate Marks (in % only) or Grade	Name of Board/ University	Year of Passing
Bachelor Degree				
Master Degree				
Ph.D.				

<b>E. EMPLOYMENT HISTORY</b>						
<b>Details about the Previous Employment (Starting with latest job)</b>						
From (dd/mm/yyyy)	To (dd/mm/yyyy)	Organisation Name	Organisation Address	Organisation Phone No.	Position Held	Monthly Emoluments
Total experience as per advertisement criteria :				Years		Months
Out of total experience mention Government experience if any :				Years		Months
<b>F.</b> How do you think you are the best person for the job you are applying (not more than 500 words), separate sheet may be attached.						
<b>G.</b> Motivational letter for applying for the post (not more than 500 words), separate sheet may be attached.						

Declaration

I hereby declare that the statements made in the application are true and complete to the best of my knowledge and belief. I understand that the action can be taken against me in the event of any of the said information furnished by me being found false or incorrect.

Signature of Applicant

Date \_\_\_\_\_  
Place \_\_\_\_\_