

DELHI COMMISSION FOR WOMEN

Vikas Bhawan, 'C' Block, 2nd Floor,

I.P. Estate, New Delhi-110002

Sub: Empanelment of citizens as Mahila Suraksha Mitras.

Delhi Commission for Women invites applications from interested individuals for empanelment as citizen volunteers known as Mahila Suraksha Mitras for the Mahila Suraksha Dal program. The guidelines and other details can be downloaded from the website http://delhi.gov.in/wps/wcm/connect/lib_dcw/DCW/Home/Advertisement/ from 25.02.2019 or can be collected from the office of the Commission on any working day. The services rendered by the volunteers shall be on purely voluntary basis and no remuneration etc. shall be paid.

The applications in the prescribed format accompanied by complete CV/resume and other documents should reach this office on or before 05.03.2019 by 5.00 p.m. The Commission's decision with regard to the rejection or acceptance of the application shall be final.

Member Secretary

Ph.: 23379738

Please read the following instructions carefully before filling up the Application form:-

1. Format of Application with details of terms and conditions is available on the website of DCW i.e. http://Delhi.gov.in/wps/wcm/connect/lib_dcw/DCW/Home/Advertisement/.
2. Candidates are required to fill up the application form annexed herewith and copies of the relevant supporting documents shall be attached.
3. The candidates shall attach their soft colored recent photograph with the Application form.
4. A candidate shall submit only one application. Multiple applications would be summarily rejected.
5. All applications shall be sent either by post or be deposited at the Reception Counter by the Applicant in-person. Applications received through other mediums may not be entertained.
6. The candidates shall fill all required particulars in the application form and no column should be left blank else the application is liable to be rejected.

A. Selection Procedure-

1. The candidates after scrutiny of applicants may be called for interaction with the Selection Committee. In case a number of applicants are received, short-listing of applications may be done. The Commission reserves the right to decide the eligibility criteria of selection and short-listing.
2. No candidate shall be called for interaction unless she/he satisfies the eligibility criteria.
3. All applications must be accompanied with a brief resume of the candidate. The resume must contain the following details besides other information about the candidate:-
 - a. Social work activities undertaken, if any.
 - b. Prior experience in activism, social work or related field, if any.
4. Merely fulfilling the eligibility criteria will not confer any right on a candidate to be called for interaction.
5. No individual intimation will be sent to any candidate for appearing in the interaction.
6. The candidate shall bring all original documents at the time of interaction.
7. The Selection Committee shall assess candidates on criteria like personality/eligibility, knowledge/ aptitude, commitment/spirit to work in the concerned field.

B. Terms and Conditions for Engagement-

1. The empanelment shall initially be for a period of three months, likely to be continued thereafter on the basis of work assessment by the Commission. However, the empanelment can be terminated at any point of time without any notice. It is made clear that the empanelment is purely voluntary in nature and no remuneration shall be admissible. It shall not confer any right on selected candidates to claim regular appointment/continuance

in service in the Delhi Commission for Women. This Commission reserves with it the right to discontinue the services of any volunteers at any point of time without assigning any reasons.

2. No TA/DA shall be paid to the candidates called for interview.
3. Delhi Commission for Women would call upon all volunteers to attend the training programmes and refresher courses organized by it and/or other agencies from time to time including the orientation programme to enable volunteers to handle the assigned work.
4. In order to ensure that there is effective performance on the tasks assigned, the volunteers must submit work reports on monthly basis to their respective incharges. Non submission of the same would entail removal from empanelment.
5. **Removal from Service:** If the performance of the volunteer is found unsatisfactory or the volunteer is found to be guilty of misconduct or he/she contravenes the Scheme of the extant Act, Rules and Regulations, he/she can be removed from the empanelment and shall also be liable for other disciplinary action as deemed fit by the competent authority.
6. The Commission reserves its rights to enlarge the scope of the duty of the volunteers in order to achieve the aim and object of The Delhi Commission for Women Act, 1994 and its Rules, Regulations and other schemes formed there under.

Mahila Suraksha Mitra

No. of volunteers required: 150

Overview: Mahila Suraksha Dal (MSD) is envisaged as a framework beginning at the grassroots level to address the issues of women safety at public place and support women in distress including situations of domestic violence/sexual harassment/assault and abuse. The MSDs would act as an effective instrument of change in their respective communities and bring about perceptible improvement both in societal mindset towards gender issues and physical environment. They would be created in such a way that the community is not only involved but plays an important role. The MSD shall also play a supplementary role to the local police. Mahila Suraksha Dals shall also assist the police in their functioning.

Roles and Responsibilities:

The Mahila Suraksha Dals shall undertake safety audits to identify key security issues pertaining to women in the community and also mobilize the local police and administrative machinery to take appropriate action. Broadly the activities will include:

Preventive

1. Assist the local police in patrolling/flag marches as per plans developed jointly by Commission and Delhi Police wherever possible.
2. Supplementary deployment in public areas/crime prone areas/in and around colleges and universities, for specific durations of time in a day for targeted intervention as per plans developed.
3. Assist the police in various crime prevention and mitigation activities undertaken by the police.
4. Undertake awareness projects.

Responsive

5. Assist the aggrieved woman in approaching the police, DCW and other concerned agencies through the network of MSDs and Mahila Panchayats.
6. Report crimes brought to its notice to the police and other concerned agencies.

Qualifications:

- Ex-servicemen/retried professionals/homemakers etc. who are interested in offering their services to the cause on a voluntary basis shall be involved in the functioning of Mahila Suraksha Dals as Mahila Suraksha Mitras.
- The candidate must have knowledge and experience of the sector.

Documents Required:

1. A complete resume/CV (**MUST**).
2. Relevant proof for academic and work experience.

Performa for volunteering in Delhi Commission for Women

(to be filed by the applicant only)

A	Post applied for	Mahila Suraksha Mitra (Citizen Volunteer)	Affix self attested passport size photograph
1	Name (MUST)		
2	Mother's/Father's name		
3	Date of Birth (MUST)		
4	Residential address		
5	Contact No. (MUST)		
6	E-mail ID (MUST)		
7	Educational Qualifications (starting from latest) (MUST)		
8	Work Experience (in years and months) (MUST)		
9	Whether experience of working in any Government body or project etc.		
10	Disciplinary action /criminal/civil case, if any charged against the applicant (MUST)		
11	Present employment, if any		
12	Any other relevant information		

(Signature of the applicant)

Date:

Place: