

**DELHI COMMISSION FOR WOMEN**  
**(Government of NCT of Delhi)**  
**Vikas Bhawan, 'C' Block, 2nd Floor,**  
**I.P. Estate, New Delhi-110002**

**VACANCY NOTICE**

Delhi Commission for Women invites applications from interested individuals for the post of Senior Program Coordinator, Senior Legal Counsellors, Legal Counsellor, Programme Coordinator, Assistant Program Coordinator and Record Keeper having the requisite qualifications & experience. Guidelines and other details can be downloaded from the website [www.dcw.delhigovt.nic.in](http://www.dcw.delhigovt.nic.in) or can be collected from the office of the Commission on any working day.

Application complete in all respects should be made ONLINE only on the following link:

[www.bit.ly/DCWMay2022](http://www.bit.ly/DCWMay2022)

The last date for applications is upto 5.00 p.m. on 31.07.2022. The Commission's decision with regard to the rejection or acceptance of the application shall be final and binding.

**NOTE: No applications received via another mode (physical, email etc) will be accepted.**

Assistant Secretary (Admn.)  
DCW

**Please read the following instructions carefully before sending application:-**

1. Format of Application with details of terms and conditions is available on the website of DCW.
2. Candidates are required to submit the application online and upload their updated CV/Resume only.
3. A candidate shall submit only one application for one post only. Multiple applications would be summarily rejected.
4. All applications shall be submitted online at the link provided - <https://bit.ly/DCWMay2022> only. Applications received through other mediums will not be entertained.
5. The candidates shall fill all columns in the application. Those not applicable shall be marked NA.

**Selection Procedure**

1. The candidates after scrutiny of applications may be called for a written test and an interview with the Selection Committee. In case a number of applications are received, short-listing of applications shall be done.
2. No candidate shall be called for written test/ interview 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. Articles/research papers written and details of publication of the same, if any.
  - b. Special academic achievements, if any.
  - c. Details of co-curricular as well as extracurricular activities including moot court competitions and client counselling competitions.
4. Merely fulfilling the eligibility criteria will not confer any right on a candidate to be called for written test/interview.
5. The candidate shall bring all original documents at the time of interview for the purpose of verification.
6. The Selection Committee shall assess candidates on criteria like personality/eligibility, knowledge/ aptitude, commitment/spirit to work in the concerned field.

**Terms and Conditions for Engagement**

- 1- The engagement shall be for a period of one year subject to an initial 3-month assessment period during the contract can be terminated at any point of time without any notice if the candidate fails to perform the stipulated duties. The engagement is likely to be continued thereafter on the basis of work assessment by the Commission at the end of the three months.
- 2- It is made clear that the engagement is a full time job, purely contractual basis. The appointee shall not be able to join any other professional/service/engagement etc. during the continuance of his employment. It shall not confer any right on selected candidates to claim regular appointment/continuance in service in the Delhi Commission for Women.
- 3- Appointees will be permitted two days of leave in a month. In the event of number of leave exceeding per month the permissible limit, pro rata deduction will be made from the monthly remuneration of the concerned appointee.
- 4- The candidates should bear in mind while applying for various vacancies, She/he may be required to work even beyond the Office hours for which additional leave will be granted. Additionally, the candidate can be deployed in night shift of 181 Programme of the Commission.
- 5- No TA/DA shall be paid to the candidates called for the written test/interview.
- 6- Delhi Commission for Women would call upon all appointees 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 appointees to handle the assigned work.

- 7- In order to ensure that there is effective performance on the tasks assigned, the appointees must submit work reports on monthly basis to their respective branch in-charges. Non submission of the same would entail removal from service.
- 8- Removal from Service: If the performance of the appointee is found unsatisfactory or the appointee is found to be guilty of misconduct, can be removed from the service and shall also be liable for other disciplinary action as deemed fit by the Commission.
- 9- The Commission reserves its rights to enlarge the scope of the duty of the appointees 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.

## **New Vacancy Announcements – Delhi Commission for Women**

### **1. Senior Program Coordinator**

No. of posts: 4

**Job Description:** Shall look after the overall coordination and management of the concerned program(s), program monitoring, data analysis, documentation and policy formulation and coordination with program partners. Shall be responsible for the smooth functioning of the programs. Shall supervise the administrative work related to the program. May be allotted other duties in accordance to the position and skills assigned from time to time.

#### **Qualifications:**

- Bachelor's degree required from a reputed university in Sociology/Psychology/Social Science/Social Work/Law/Management or related field with minimum 4 years of experience. Master degree holders will be given preference. (Requirements may be relaxed under exceptional circumstances).
- Strong leadership skills and demonstrated capability of handling crisis situations; Willingness to undertake fieldwork; Proficiency with Microsoft office suite and Ability to work in a fast paced environment.

**Remuneration:** Basic Pay level- 9 + DA as applicable

### **2. Senior Legal Counsellor**

No. of posts: 02

**Job Description:** Shall look after all the legal aspects of programs, peruse complaints received in the Commission, give legal advice, counsel the complainants, shall be involved in data analysis, documentation, policy formulation and coordination with program partners. May be allotted other duties in accordance to the position and skills assigned from time to time.

#### **Qualifications:**

- Bachelor's degree required from a reputed university in the field of law. Master degree holders will be given preference.
- Minimum 4 years of experience in related field. (Requirements may be relaxed under exceptional circumstances).
- The candidate must have knowledge of computer including retrieval of desired Information from various search engines/processes such as Manupatra, SSC Online, Lexis Nexis, Westlaw etc and proficiency with Microsoft office suite.
- Strong leadership skills and demonstrated capability of handling crisis situations; Willingness to undertake fieldwork and Ability to work in a fast paced environment

**Remuneration:** Basic Pay level- 9 + DA as applicable

### **3. Legal Counsellor**

No. of posts:03

**Job Description:** Shall peruse complaints received in the Commission, give legal advice, counsel the complainants, shall be involved in data analysis, documentation, policy formulation and coordination with program partners. May be allotted other duties in accordance to the position and skills assigned from time to time.

**Qualifications:**

- Bachelor's degree from a reputed university in the field of law. Master degree holders will be given preference.
- Minimum 3 years of experience in related field (Requirements may be relaxed under exceptional circumstances).
- The candidate must have knowledge of computer including retrieval of desired Information from various search engines/processes such as Manupatra, SSC Online, Lexis Nexis, Westlaw etc and proficiency with Microsoft office suite.
- Strong leadership skills and demonstrated capability of handling crisis situations; Willingness to undertake fieldwork and Ability to work in a fast paced environment

**Remuneration:** Basic Pay level- 7 + DA as applicable

**4. Program Coordinator**

No. of posts: 02

**Job Description:** Shall be involved in the coordination and management of the concerned program(s), program monitoring, data analysis, policy formulation, documentation and coordination with program partners. Shall receive cases, provide counselling and necessary support and referral. Shall be responsible for the smooth functioning of the program(s). Shall do the administrative work related to the program. May be allotted other duties in accordance to the position and skills assigned from time to time.

Additionally, one candidate shall be willing to do night shifts in the 181 Women's Helpline Programme of the Commission.

**Qualifications:**

- Bachelor's degree required from a reputed university in Sociology/Psychology/Social Science/Social Work/Law or related field with minimum 3 years of experience in related field. (Requirements may be relaxed under exceptional circumstances).
- Strong leadership skills and demonstrated capability of handling crisis situations; Willingness to undertake fieldwork; Proficiency with Microsoft office suite and Ability to work in a fast paced environment.

**Remuneration:** Basic Pay level- 7 + DA as applicable

**5. Program Coordinator (181 WHL – NIGHT SHIFT)**

No. of posts: 01

**Job Description:** Shall be involved in the coordination and management of the concerned program(s), program monitoring, data analysis, policy formulation, documentation and coordination with program partners. Shall receive cases, provide counselling and necessary support and referral. Shall be responsible for the smooth functioning of the program(s). Shall do the administrative work related to the program. May be allotted other duties in accordance to the position and skills assigned from time to time.

**Qualifications:**

- Bachelor's degree required from a reputed university in Sociology/Psychology/Social Science/Social Work/Law or related field with minimum 3 years of experience in related field. (Requirements may be relaxed under exceptional circumstances).

- Strong leadership skills and demonstrated capability of handling crisis situations; Willingness to undertake fieldwork; Proficiency with Microsoft office suite and Ability to work in a fast paced environment.

**Remuneration :**Basic Pay level- 7 + DA as applicable

#### **6. Assistant Program Coordinator**

No. of posts: 01

**Job Description:** Shall be involved in assisting in the coordination and management of the concerned program(s), program monitoring, data analysis, policy formulation, documentation and coordination with program partners. Shall receive cases, provide counselling and necessary support and referral. Shall assist in the smooth functioning of the program(s). Shall do the administrative work related to the program. May be allotted other duties in accordance to the position and skills assigned from time to time.

**Qualifications:**

- Graduate in Sociology/Psychology/Social Science/Social Work/Law or related field with 2 years of experience in similar field.
- Strong leadership skills and demonstrated capability of handling crisis situations; Willingness to undertake fieldwork; Proficiency with Microsoft office suite and Ability to work in a fast paced environment.

**Remuneration:** Basic Pay level- 6 + DA as applicable

#### **7. Record Keeper**

No. of posts: 02

**Job Description:** Shall be involved in creating and maintaining case files and other records of the Commission. Shall prepare reports, draft letters according to fixed formats, do typing work, create cause lists, manage the correspondence, assist in weeding out the records, ensure safety of the records, and any other work assigned by authorities.

**Qualifications:**

- Diploma required from a reputed institution in related field.
- Minimum 2 years of experience in related field (Requirements may be relaxed under exceptional circumstances).
- Working knowledge of MS Excel and MS Word is a must. Should have excellent typing speed.

**Remuneration:** Basic Pay level- 3 + DA as applicable