

F.No CW-II-22/22/2017-CW-II
Government of India
Ministry of Women and Child Development
(Child Welfare-II Division)

VACANCY CIRCULAR FOR APPOINTMENT OF CONSULTANTS

Child Welfare -II Division of Ministry of Women and Child Development requires the services of consultants on contract basis for a period till 30/11/2018. Summary of consultant's position, Terms of Reference and remuneration for this position are as under:

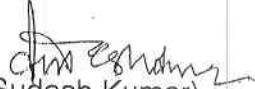
S.No.	Name of position	No. of position	Consolidated remuneration (Rs. per month)	Terms of Reference
1.	Senior Consultant in Child Welfare -II Division	1	80,000	Annexure - I
2.	Junior Consultant in Child Welfare -II Division	1	60,000	Annexure - II

2. Applications from eligible candidates for the aforesaid position are invited in the enclosed pro-forma (Annexure -III) along with the copies of certificates of essential qualifications and experiences. The applications may be addressed to the Deputy Secretary (Child Welfare -II Division), Ministry of Women and Child Development, Room No. 641, 6th Floor, Shastri Bhawan, New Delhi -110001.

3. Applications received incomplete or after due date will not be considered. Only shortlisted candidates will be intimated and called for interview.

4. The Ministry of Women and Child Development reserves the right to reject any application without assigning any reason.

5. Dully filled in application forms along with relevant documents may be submitted within 15 days of the publication of this advertisement.


(Sudesh Kumar)

Under Secretary to the Government of India

MINISTRY OF WOMEN AND CHILD DEVELOPMENT

CONSULTANT (02)

Ministry of Women & Child Development, Government of India urgently requires to fill up the following post for its Integrated Child Protection Scheme (ICPS) at New Delhi:

CONSULTANT

The posts are to be filled up purely on contractual basis for a period of one year or until further orders, whichever is earlier. Monthly remuneration for senior consultant is Rs 80,000/- & Rs.60,000/- for junior consultant consolidated, all inclusive. The upper age limit is upto 55 years for senior consultant and 35 years for junior consultant. The Terms of References (TORs), essential qualifications and experience and job details are available on the Ministry's website- www.wcd.nic.in. The remuneration indicated is, all inclusive & consolidated and no additional benefits like Pension, Accommodation, CGHS benefits etc are payable. Eligible candidates may send their Bio-Data to the Dy. Secretary, Child Welfare-II, Ministry of Women & Child Development Room No. 641, 'A' Wing, Shastri Bhawan, New Delhi - 110001 within 15 days of the publication of this advertisement. Applications received after due date will not be entertained. Only shortlisted/selected candidate(s) will be intimated. The Ministry of Women & Child Development, reserves the right to reject any or all applications without assigning any reason.


(Deputy Secretary)

ANNEXURE –I

Terms of Reference for engaging consultant

1	Name of post	Senior Consultant
2	Number of post	One (01)
3	Essential Qualifications	LLB/LLM, Masters degree in Social Work/ Psychology/Sociology from a recognized university.
4	Desired Qualifications	Proficiency in use of Computers, MS-Office, Internet, Creative work designing, Presentation, Compilation, Writing reports, Coordination etc.
5	Experience in relevant field	7 years and above experience in relevant field
6	Scope of work	(i) The candidate must have minimum 7 years' experience in handling legal, official matters with government, autonomous bodies or private organizations, preferably on issues related to child welfare/ child rights. (ii) Must have good communication skills. (iii) Should have proficiency in working on computer. (iv) He/she shall preparing concept notes on issues of child protection, program specific guidelines, (v) Provide technical support to the towards development of monitoring report templates (vi) Development of innovative programs for child protection including Adopt a Home Program. (vii) On-site monitoring of ICPS implementation at state and sub-state levels (viii) He/she will attend to any other relevant work of the Section whenever assigned.
7	Method of recruitment	Short term on contract.
8	Period of contract	The appointment to the above posts will be purely on contract basis till continuation of the Scheme . Probation period will be 30 days from the date of joining. Further extension will be considered based on the work performance and on need basis.
9	Age limit	Upto 55 years.
10	Remuneration (per	Consolidated remuneration of Rs. 80,000/-

	month)	(Rupees Eighty Thousand only) on monthly basis.
11	Other	<p>(i) The Consultants will not be entitled for any monthly allowances including conveyance. However, in case he/she is required to travel outside Delhi in the context of the work/assignment, the Ministry shall reimburse the charges at par with the Government employees in the grade pay of Rs. 5400/ 6600 or equivalent as per the existing Rules/regulations of the Central Government.</p> <p>(ii) The Consultants will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.</p> <p>(iii) The Consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, the Consultant shall not draw any remuneration for the absence in case of absence beyond 12 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.</p> <p>(iv) The Consultant will be required to discharge the duties as assigned to him/her by the Ministry.</p> <p>(v) The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the Ministry will issue TDS Certificate (s).</p> <p>(vi) The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the Ministry shall remain with the Ministry. No one shall utilize or publish or disclose or part with to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment from the Ministry without written consent of the Ministry. The Consultants shall be bound to hand-over the entire set of records of assignment to the Ministry before the expiry for the contract and before the</p>

final payment is released by the Ministry.

(vii) The appointment to this Ministry, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry.

(viii) The Competent Authority reserves the rights to terminate the contract without giving any explanation or whatsoever on the following grounds:-

If the Consultant is unable to address the assigned work.

Quality of the assigned works is not to the satisfaction of the Ministry.

If the Consultant is found lacking in honesty and integrity.

The Competent Authority in the Ministry reserves the right to terminate the contract by giving fifteen days notice.

(ix) Termination shall be effected by written notice served to him/her and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

(x) The Consultants are required to give one month notice to the Ministry in case he/she opts to quit the job or assignment.

(xi) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Delhi Courts only.

ANNEXURE – II

Terms of Reference for engaging consultant

1	Name of post	Junior Consultant (Child Welfare-II)
2	Number of post	One (01)
3	Essential Qualifications	The candidate should possess a Masters degree in Social Work/ Psychology/Sociology from a recognized university.
4	Desired Qualifications	Proficiency in use of Computers, MS- Office, Internet, Presentation, Compilation, Writing reports, Coordination etc.
5	Experience in relevant field	3 years to 7 years of experience in relevant field
6	Scope of work	<p>The Terms of Reference may be as follows:</p> <p>(i) The candidate must have minimum 3 years' experience in handling official matters with government, autonomous bodies or private organizations, preferably on issues related to child welfare/ child rights.</p> <p>(ii) Must have good communication skills.</p> <p>(iii) Should have proficiency in working on computer.</p> <p>(v) He/she shall preparing concept notes on issues of child protection, program specific guidelines,</p> <p>(vi) Provide technical support to the towards development of monitoring report templates</p> <p>(vii) Development of innovative programs for child protection including Adopt a Home Program.</p> <p>(ix) On-site monitoring of ICPS implementation at state and sub-state levels</p> <p>(x) He/she will attend to any other relevant work of the Section whenever assigned.</p>
7	Method of recruitment	Short term on contract.
8	Period of contract	The appointment to the above posts will be purely on contract basis initially for a period of one year or till continuation of the Scheme whichever is earlier. Probation period will be 30 days from the date of joining. Further extension will be considered based on the work performance and on need basis.

9	Age limit	Upto 35 years.
10	Remuneration (per month)	Consolidated remuneration of Rs. 60,000/- (Rupees Sixty Thousand only) on monthly basis.
11	Other	<p>(i) The Consultants will not be entitled for any monthly allowances including conveyance. However, in case he/she is required to travel outside Delhi in the context of the work/assignment, the Ministry shall reimburse the charges at par with the Government employees in the grade pay of Rs. 4200/ 4600 or equivalent as per the existing Rules/regulations of the Central Government.</p> <p>(ii) The Consultants will not be eligible for any other facilities such as residential telephone, residential accommodation, CGHS and Medical reimbursement, personal support staff, transport facilities etc.</p> <p>(iii) The Consultants shall be eligible for 12 days leave in a calendar year on pro-rata basis. Therefore, the Consultant shall not draw any remuneration for the absence in case of absence beyond 12 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.</p> <p>(iv) The Consultant will be required to discharge the duties as assigned to him/her by the Ministry.</p> <p>(v) The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the Ministry will issue TDS Certificate (s).</p> <p>(vi) The Intellectual Property Rights (IPR) of the data collected as well as the deliverables produced for the Ministry shall remain with the Ministry. No one shall utilize or publish or disclose or part with to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment from the Ministry without written consent of the Ministry. The Consultants shall be bound to hand-over the</p>

	<p>entire set of records of assignment to the Ministry before the expiry for the contract and before the final payment is released by the Ministry.</p> <p>(vii) The appointment to this Ministry, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Ministry.</p> <p>(viii) The Competent Authority reserves the rights to terminate the contract without giving any explanation or whatsoever on the following grounds:-</p> <p>If the Consultant is unable to address the assigned work.</p> <p>Quality of the assigned works is not to the satisfaction of the Ministry.</p> <p>If the Consultant is found lacking in honesty and integrity.</p> <p>The Competent Authority in the Ministry reserves the right to terminate the contract by giving fifteen days notice.</p> <p>(ix) Termination shall be effected by written notice served to him/her and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.</p> <p>(x) The Consultants are required to give one month notice to the Ministry in case he/she opts to quit the job or assignment.</p> <p>(xi) Jurisdiction for legal disputes, if any arising during the period of the contract, will be in Delhi Courts only.</p>
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ANNEXURE –III

APPLICATION FOR THE POST OF SENIOR/ JUNIOR CONSULTANT FOR CHILD WELFARE-II DIVISION OF MINISTRY OF WOMEN AND CHILD DEVELOPMENT

BIO-DATA

**Passport-size
Photo of applicant
with cross signature**

S.no.	Detail	Description
1	Name	
2	Date of Birth	
3	Correspondence Address	
4	Contact number/ Mobile number	
5	Email ID	
6*	Educational Qualification	
7*	Professional qualification and experience in relevant field	
8	Current work profile	
9	Additional information	

* Separate sheet may be attached if required. Self attested copies of certificates should be enclosed.

Place:

Date:

(Signature of applicant)