

F.No. SW-57/11/2018-Swadhar  
भारत सरकार  
Government of India  
महिला एवं बाल विकास मंत्रालय  
Ministry of Women and Child Development

**VACANCY CIRCULAR FOR APPOINTMENT OF CONSULTANT**

Swadhar, Ujjawala, WWH and Media Divisions of Ministry of Women and Child Development requires the services of consultants on contract basis for a period of one year. The summary of consultants' position, Terms of Reference and remuneration for this position is as under:


S.No.	Name of position	No. of positions	Consolidated remuneration (Rs. per month)	Terms of Reference
1.	Junior Consultant	04	60,000/-	As per Annexure -I

2. Applications from eligible candidates for the aforesaid position are invited in the enclosed pro-forma (Annexure -II) along with the copies of certificates of essential qualifications and experiences. The applications may be addressed to the Economic Adviser, Ministry of Women and Child Development, 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. Duly filled in application forms along with relevant documents may be submitted within 15 days from the date of publication on the website of Ministry of Women and Child Development.

  
(Manish Kumar Singh)

Under Secretary to the Government of India  
Tel:23364231

**ANNEXURE –I**

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**Terms of Reference for Engaging Consultant**

1	Name of post	Junior Consultant
2	Number of posts	Four (04)
3	Essential Qualifications	(i) Consultant For Media Division : Master's Degree preferably in Mass Media/ Mass Communication/ Gender Studies / Public Relations/ Journalism/Advertising/English or its equivalent.  (ii) Consultant for Swadhar,Ujjawala and WWH Divisions: Master's Degree preferably in Social Sciences/Gender Studies/ Women Studies/LLB or its equivalent.
4	Desired Qualifications	Proficiency in use of Computers, MS- Office, Internet, Presentation, Compilation, Writing reports, Coordination etc.
5	Experience in relevant field	3 to 7 years of experience in relevant field
6	Scope of work	(i) To assist the Divisions for better implementation and monitoring of the schemes/ policies/ programmes of the Ministry.  (ii) Any other such activity that may be identified by Divisions for any subject of the Ministry.
7	Method of recruitment	Short term on contract.
8	Period of contract	The appointment of the above posts will be purely on contract basis initially for a period of one year. Further extension will be considered based on the work performance and on need basis.
9	Age limit	Up to 35 years.
10	Remuneration (per month)	Consolidated remuneration of Rs. 60,000/- (Rupees Sixty Thousand only) on monthly basis.
11	Other	(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 actual cost as per the Rules/regulations of the Central Government.

(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.

(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 unavailed leave in a year cannot be carried forward to next calendar year.

(iv) The Consultants will be required to discharge the duties as assigned to him/her by the Ministry.

(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).

(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 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 settled in Delhi Courts only.

Annexure-II

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APPLICATION FOR THE POST OF JUNIOR CONSULTANT FOR EA's BUREAU OF  
MINISTRY OF WOMEN AND CHILD DEVELOPMENT

BIO-DATA

Passport-size  
Photo of  
applicant  
with cross  
signature

S.No.	Details	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)