

**F. No. 1/2(2)/2023-NCW(A)- Consultant (Media/Social Media)**  
**National Commission for Women**  
**Plot No. 21, Jasola Institutional Area**  
**New Delhi 110025**

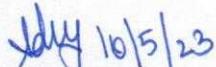
Dated the **May, 2023**

**Subject: Inviting applications for engaging Consultant (Media /Social Media) on Contract basis in NCW- reg.**

National Commission for Women proposed to engage Consultant (Media/Social Media) who will be responsible for monitoring media reports and disseminating information to print and electronic media etc. The candidate should have an emphasis on to safeguard and promote the rights and interest of women and any other task in the domain of NCW. The engagement of candidate as Consultant (Media /Social Media) is initially for a period of one year from the date of engagement which may be extended/curtailed as per the requirement of the Commission. The details are given below:

1	<b>Name of the Post</b>	Consultant (Media/Social Media)
2	<b>No. of Post</b>	01 (One)
3	<b>Period of Engagement</b>	Initially for a period of one year. The period of contract may be extended depending upon the requirement of the Commission and performance of the individual
4	<b>Educational Qualification</b>	Post Graduate Degree/Diploma in Journalism /Mass Communication/ any other related field.
5	<b>Experience:</b>	<p>Minimum 3 years:</p> <ul style="list-style-type: none"> <li>➤ Leadership and administrative experience in the field of Mass Communication, Media/Social Media related advocacy, journalism with special emphasis on women issues.</li> <li>➤ Previous experience of working with the Government/NGO /International Organisations.</li> <li>➤ Previous publications, print, audio –visual and electronic media, social media work on women issue</li> <li>➤ Good understanding and knowledge of women's issues, as well as policies and programmes of the government at the National level.</li> <li>➤ Should be prepared to travel for consultations with stakeholders.</li> <li>➤ Should be proficient in Speaking, Writing and Reading English and Hindi language.</li> </ul>
6	<b>Job Requirements:</b>	<ul style="list-style-type: none"> <li>➤ Provide technical inputs/opinion on the issues related to domain area as referred by NCW, conducting activities as well as provide technical inputs/opinion relating to awareness generation and advocacy on women's issues as referred to by the NCW.</li> <li>➤ Devising strategies to build linkages with print and electronic media/social media for dissemination of the objectives and the achievements of the Commission in the area of Women.</li> <li>➤ Coordination and networking with other divisions of NCW to evolve strategies for enhancing media participation in highlighting the programmes and schemes related to them.</li> <li>➤ Support to develop BCC action and training plans for women's development</li> <li>➤ Develop and ensure publication of newsletters, booklets and other literature for use by different target</li> </ul>

		<p>groups/beneficiaries.</p> <ul style="list-style-type: none"> <li>➤ Interact with electronic media/social media and preparation of software to propagate programmes on initiatives on women undertaken under NCW.</li> <li>➤ Communication strategies – Handling Social Media – Facebook, Twitter, Instagram etc.</li> </ul>
7	<b>Remuneration:</b>	Rs. 70,000/- per month
8	<b>Working hours</b>	Normal office timings are from 9.00 AM to 5.30 PM. Marking biometric attendance is mandatory. May also have to devote more time than usual to meet the exigencies of work.
9	<b>How to apply</b>	<p>The application in the prescribed format (complete in all respects) along with requisite documents i.e. self attested copies of Educational Qualification/Professional/Experience Certificates, Last Pay Certificate, Bank details, Aadhar Card &amp; PAN number at the following address:</p> <p><b>The Under Secretary</b>  <b>National Commission for Women,</b>  <b>Plot No. 21 Jasola institutional Area,</b>  <b>New Delhi 110025.</b></p> <p>The applications may also be submitted through email to jscw-wcd@nic.in</p>
10	<b>Last date of submission of application</b>	<b>15 days</b> from the date of uploading/publication of advertisement on NCW Website www. ncw.nic.in

  
 (Dr. Shivani Dey)  
 Under Secretary

APPLICATION FORM FOR THE POST OF ..... ON CONTRACT BASIS

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1. Post applied for : \_\_\_\_\_
2. Name of the Candidate  
(As per matriculation certificate) : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Date of Birth  
(As per matriculation certificate) : \_\_\_\_\_
5. Age as on the last date of receipt  
of application : \_\_\_\_\_
6. Gender (Male/Female) : \_\_\_\_\_
7. Postal Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ : \_\_\_\_\_ Pincode \_\_\_\_\_
8. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Pincode \_\_\_\_\_
9. Mobile No. : \_\_\_\_\_
10. Email-ID : \_\_\_\_\_

11. Educational/Professional qualifications (In case of insufficient space, please attach separate sheet duly signed by the applicant):

Sl. No.	Exam/Degree Passed	School/college/ University	Subject taken	Year of passing	Class/Division & %age


12. Experience (In case of insufficient space, please attach separate sheet duly signed by the applicant)

Name of the Employer/ Organisation	Post Held Start from the post last held	Period From	Period To	Nature of duties (in brief)

13. Last Pay drawn : \_\_\_\_\_

14. Any other information : \_\_\_\_\_

(Signature of the candidate)

**DECLARATAION**

- i. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications and experience etc, prescribed to the post on contractual appointment.
- ii. I further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the interview, my candidature is able to be cancelled

Place:

Date:

(Signature of the candidate)  
(unsigned application will be rejected)

**Note:-**

**The application without supporting documents pertaining to Educational/Professional Qualification (s)/ Experience Certificate shall liable to be rejected.**