National Commission for Women
Plot No. 21, Jasola Institutional Area
New Delhi-110025

Dated the 3rd November, 2026

Subject:-Calling applications for the engagement as Junior Technical Experts (Legal) on contract basis in National Commission for Women.

National Commission for Women has been established as a statutory body with matters relating to constitutional and legal safeguards provided to women, to review the existing legislation and suggest amendments thereto, to look into the complaints involving deprivation of the rights of women and monitor proper implementation of all legislations enacted to protect the rights of women to enable them to achieve equality in all spheres of life and equal participation in the developmental process.

2. The Commission offers a challenging environment to professionals willing to work in areas related to empowerment of women. It intends to engage professionals having LLB/LLM as Junior Technical Experts (Legal) on contract basis initially for a period of one year with remuneration of Rs. 4.8 lakh per annum.

The **Job requirement** is as under:

i. Putting up the precedents on matters referred for Legal Advice/conduct of litigation/ proposing new bills/ amendments in laws;

ii. Submission of notes and drafts on matters referred for Legal Advice/ conduct of litigation/ proposing new bills/amendments in laws;

iii. Reference and Research work, wherever necessary;

iv. Drafting of background notes for various consultations/seminars/programmes;

v. Preparing para-wise comments for various court matters.

vi. Examine the media reports/media reports/ judgments passed by various courts wherein intervention of the Commission is warranted.

vii. Ability to work under strict deadlines and allot priorities across multiple responsibilities.

viii. To set measurable/ quantifiable targets for self and ensure timely achievement.

ix. To prepare periodic/annual report on the subject.

x. To assist the Expert/Working Group/committee that may be constituted by NCW including its meetings, minutes and correspondence.

xi. Maintenance of data and updation of database of the Commission on regular basis.

xii. Relationship building and networking with Govt. resource agencies, academia and legal experts to achieve the mandate of the Commission.

xiii. Initiating/organizing seminars/workshops/consultations on women related issues to build opinion on developing and adopting progressive policy.

xiv. Willingness to undertake travel when required and adopt flexible working hours.

xv. Examining/reviewing the safeguards provided under various women laws for the protection of women rights and suggest measures for effective implementation;

xvi. Any other work assigned by the superiors from time to time.

3. Method of Recruitment: The Commission shall shortlist the candidates based on their educational qualification and experience and conduct Test/personal interaction.

4. General:

i. **Confidentiality of data and documents:** The candidates engaged as Junior Technical Experts (Legal) shall not utilize, publish or disclose any data or part thereof. The statistics or information or proceedings gathered during the course of engagement will not be published or disclosed in any form, save with the express and written permission of the Department.

ii. **Posting information on social media pertaining to official engagement:** The candidate selected for the job shall have to take abundant care not to use his/her official designation or post any information relating to his/ her work responsibilities or any official information on the social media, without the specific written permission of the Commission.

iii. **Office Timing:** The candidate selected for the job is required to work from 9:00 am to 5:30 pm on all weekdays, with half an hour's lunch break. They may be required to stay late in the office or attend office on holidays to complete assigned work. In case, they have to put on duty on a holiday, they will be entitled to a compensatory holiday in lieu of.

5. Working facilities to be provided:

i. The candidate selected for the job will not be eligible for Government Accommodation or House Rent Allowance, CGHS facility etc.

ii. Only basic working facilities/infrastructure will be provided to the candidate selected for the job. No telephone/internet facility at their residence shall be provided. Further, no subordinate staff will be provided to them.

6. Tenure: The engagement shall be purely on contract basis for a short period from the date of joining, which may be extended/curtailed subject to satisfactory performance, on requirement basis.

7. Leave: 12 (Twelve) days in a year on pro-rata basis which may be availed during the period of contract. In addition, they are given the benefit of Medical Leave of 7 days and 2 days Restricted Holidays. Additional leave without pay would be permitted only upon approval by Competent Authority.

8. TA DA: No TA/DA shall be admissible for joining the assignment or at the time of its completion. They will be entitled to TA/DA for work related travel on official business as per their entitlement.

9. Termination of engagement: The engagement of the Consultant would be of a temporary nature against the tasks assigned and can be terminated at any time without assigning any reason or notice. The NCW may terminate the contract; if

i. The candidate selected for the job is/are unable to handle and perform the assigned work well in time;

ii. The quality of work is not to the satisfaction of the Commission;

iii. The candidate selected for the job fails in time to achieve milestones as decided by the Commission;

iv. The appointed candidate (s) is/are found lacking in honesty and integrity;

v. Other terms and conditions as per contract agreement at the time of appointment.

11. The eligible candidates may apply only through online mode on the following google link within 30 days from the date of issue of this Vacancy Notice.

Click here to fill the Google Application Form

https://docs.google.com/forms/d/e/1FAIpQLSfQdU7kHX8r-GwxLSkfu1Ceo5_RSd-k9NDKnNiN65-kBFSEXA/viewform?usp=publish-editor

12. In case of any clarification, necessary contact details are as under:
Email id: establishment.ncw@gov.in
Name of the Cell: Establishment Cell
Tel No.: 011-26942369