

File No. 01-01005/1/2025-Estt(NCW)  
National Commission for Women  
Plot No. 21, Jasola Institutional Area,  
New Delhi-25

Dated 07<sup>th</sup> January, 2026

**Sub: Inviting applications for Senior Legal Consultant and Legal Consultant in NCW on contract basis-reg.**

The National Commission for Women (NCW), a statutory body under the Ministry of Women and Child Development, Government of India, invites applications from qualified and experienced candidates for the following positions on contractual basis.

2. The engagement of the candidates will be 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:

S.No.	Post	Eligibility
1.	<b>Sr. Legal Consultant (02 posts)</b>  <b>Consolidated monthly remuneration: Rs. 80,000/-</b>	<b>Essential: Degree in Law from a recognized University.</b>  <b>Desirable: LLM from a recognized University.</b>  <b>Experience:</b> <b>Six years of experience of working in a Legal Section of a Govt Department/ Autonomous Body/ PSU conducting Legal Research related to amendment in laws /policies of Govt of India or State Government preferably in a supervisory capacity.</b> <b>or</b> <b>A minimum six years of practice at Bar with the experience in drafting petitions, written statements, affidavits/ counter affidavits, rejoinders, preparation of briefs, Note for Argument, monitoring of court cases/ regular hearing etc.</b> <b>or</b> <b>A minimum six years of cumulative experience of both of the above i.e. practice at Bar and working in a Govt Department etc. preferably in a supervisory capacity.</b> <b>And</b> <ul style="list-style-type: none"><li>• Good English communication and writing skills with the knowledge of Computer Applications including MS Office, PPT Presentations etc.</li><li>• Understanding of the functioning of the Government and experience of Noting, drafting and working in e-office.</li></ul>

2.	<b>Legal Consultant (04 posts)</b>  <b>Consolidated monthly remuneration: Rs. 60,000/-</b>	<b>Essential: Degree in Law from a recognized University.</b>  <b>Desirable: LLM from a recognized University.</b>  <b>Experience:</b> <b>Two years of experience of</b> working in a Legal Section of a Govt Department/ Autonomous Body/ PSU conducting Legal Research related to amendment in laws /policies of Govt of India or State Government. <p style="text-align: center;"><b>or</b></p> <b>Two years of practice at Bar</b> with the experience in drafting petitions, written statements, affidavits/ counter affidavits, rejoinders, preparation of briefs, Note for Argument, monitoring of court cases/ regular hearing etc. <p style="text-align: center;"><b>or</b></p> <b>Two years of cumulative experience</b> of both of the above i.e. practice at Bar and working in a Govt Department etc. <p style="text-align: center;"><b>And</b></p> <ul style="list-style-type: none"> <li>• Good English communication and writing skills with the knowledge of Computer Applications including MS Office, PPT Presentations etc.</li> <li>• Understanding of the functioning of the Government and experience of Noting, drafting and working in e-office.</li> </ul>
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**Duties and responsibilities**

**Above Consultants will be expected to do the following work:**

- i. Conducting research and drafting for law reviews and thematic studies as mandated under Section 10(1)(d).
- ii. Research on the relevant topics, preparing concept notes, talking points, policy papers, and reports based on regional and national consultations.
- iii. Evaluating and revising reports submitted by partner institutions and experts to align with NCW's objectives.
- iv. Coordination with universities, legal experts, and NGOs across the five regions for conducting consultations and preparing the final review documents.
- v. Attend and manage all the court cases allocated to them including Monitoring and coordination of all cases where NCW is a party, respondent, or intervener before the Hon'ble Supreme Court, High Courts, and other judicial fora.
- vi. Drafting of affidavits, counter-affidavits, rejoinders, and other legal pleadings in consultation with the Ministry, Law Officers, and external Counsels.
- vii. Coordination with Government Counsels, attending hearings, and providing factual inputs to defend the Commission's position before the courts.

- viii. Preparing briefs, case notes, and ensuring timely submission of replies and compliance reports.
- ix. Vetting and drafting of MoUs, contracts, and legal agreements entered into by the Commission.
- x. Providing legal opinions to various Divisions of NCW on policy, administrative, and regulatory matters.
- xi. Preparing comments on draft Bills, policies, and government initiatives referred to the Commission for opinion.
- xii. Preparing replies for Parliamentary Committees, UN Women, and inter-ministerial references.
- xiii. Assisting in the conduct of legal awareness and capacity-building programmes, including training on women's laws, gender sensitization, and legal literacy initiatives.

3. Normal office timings are from 9.00 AM to 5.30 PM. Marking biometric attendance is mandatory. The staff may also have to devote more time than usual to meet the exigencies of work.

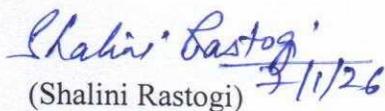
4. Interested candidates may send their detailed CV along with a cover letter and copies of relevant documents (educational qualifications, experience certificates, last pay certificate, Aadhar Card, PAN number, etc.) to:

The Under Secretary (Establishment)  
National Commission for Women  
Plot No. 21, Jasola Institutional Area  
New Delhi – 110025  
Email: [shalini.rastogi@gov.in]  
Subject Line: Application for the Post of [ ]

5. The last date for receipt of applications is 06<sup>th</sup> February, 2026.

Note:

- Only shortlisted candidates will be contacted for the interview.
- NCW reserves the right to cancel the recruitment process without assigning any reason.
- Women candidates are encouraged to apply.

  
(Shalini Rastogi) 3/1/26  
Under Secretary  
Email: shalini.rastogi@gov.in

APPLICATION FORM FOR THE POSITION OF

ON CONTRACT BASIS

Paste here firmly  
recently passport  
size photograph

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

10. 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

11. 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		Nature of duties (in brief)
		From	To	

12. 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 liable to be cancelled.

Place:

Date:

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

**Note:-**

The application without any supporting documents pertaining to educational/professional qualification (s) shall be liable to be rejected.