

Dated the 22nd February, 2019

VACANCY CIRCULAR

National Institute of Social Defence (NISD) is an autonomous body under the Ministry of Social Justice and Empowerment, Government of India. NISD functions as the advisory body for the Ministry Social Justice and Empowerment, Government of India and is a Resource and Training Centre of Excellence in the field of Social Defence. The Institute's main areas of concern are, Old Age Care, Drug Abuse Prevention and other related sectors.

2. It is proposed to fill up the post of Director at National Institute of Social Defence in the pre-revised pay scale of Rs.37400-67000+Grade Pay of Rs.8700/- on deputation basis, which will be for a minimum period of three years. The educational qualification, experience and other eligibility conditions required for the post are as given below:

Eligibility:

- a) Bachelor's Degree from a recognized University.
- b) Officers under the Central/State Governments belonging to All India Services Class-I, Universities, Public Sector Undertakings and recognized Universities or Research Institutes holding analogous posts are eligible for deputation.
- c) Officers serving in the grade of Deputy Secretary with minimum of three years' service in the grade on substantive basis will also be eligible for appointment on transfer on deputation basis.

Desirable:


Having experience in Social Sector Planning, Management, Training or Administration.

Deputation will be for a minimum period of three years.

3. Interested applicants who fulfill the above mentioned conditions of eligibility may submit their applications to their employers, who may forward the same along with the following papers/documents, so as to reach the Under Secretary (Ageing), Ministry of Social Justice and Empowerment, Room No.623, 'A' Wing, Shastri Bhawan, New Delhi by **28.02.2019**.

- i) Bio-data in the prescribed proforma (as per Annexure) in duplicate, duly signed by the candidate and forwarded through proper channel;
- ii) ACR for the last five years or their copies, duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent; and
- iii) Vigilance Clearance Certificate.

4. Applications of eligible candidates complete in all respect duly forwarded through proper channel only will be entertained. Applications received after the last date or without all or any of the above-mentioned documents or otherwise found incomplete will not be considered and no correspondence will be made or entertained in this regard.


(Shambhu Sharan Kumar)
Deputy Secretary to the Govt. of India
Tel. 2338 3256

To ,

1. All the Ministries/Department of Government of India;
2. All the attached offices of Ministry of Social Justice and Empowerment;
3. Heads of all Departments of Social Work in Universities/Deemed Universities;
4. Under Secretary, Estt. Division, Ministry of Social Justice and Empowerment;
5. NIC, M/O SJ&E for uploading the vacancy circular on website.

PROFORMA
SUBMISSION OF BIO-DATA BY CANDIDATE FOR THE POST OF DIRECTOR,
NATIONAL INSTITUTE OF SOCIAL DEENCE, NEW DELHI

1. Name & Residential Address in block letters:

2. Date of Birth (in Christian era): DD/MM/YY

3. Educational Qualifications in chronological order starting from Highest qualification to Matriculate

Qualification acquired	Year of passing	Subjects	%age of Marks	Board/University/Institute
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4. Details of employment in chronological order starting from the most recent job. Enclose a separate sheet, duly authenticated with your signature.

Office/Institution /Org	Post held	From	To	Scale of pay and basic pay/Grade pay in revised Pay Structure	Nature of Duties
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5. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent .

6. Name of the Post held in substantive capacity and Pay Scale/Grade Pay attached to it.

7. In case the present employment is held on deputation/contract basis, please state:

- (i) The date of initial appointment to the present post,
- (ii) Period of appointment on deputation/contract
- (iii) Name of the parent office/organization to which you belong

8. Complete address of the office presently employed

9. Total emoluments per month now drawn with following break-up:

- (i) Basic Pay (ii) Pay Band (iii) Grade pay

10. Additional information, if any, which you would like to mention in support of your suitability for the post. Separately, Please attach a not in not less than 250 words on "What I can contribute as Director, National Institute of Social Defence."

Signature of the Candidate

Address _____

Dated _____

Certified that the particulars furnished by the candidate in the application form are correct as per office record and services of the candidate will be made available for deputation to the post of Director, NISD, in the event of his/her selection.

 Name, Designation and Signature
 of Cadre Controlling Authority