



File No: NISD/ 5/2025- NRCSA-NISD Comp. No. : 99848

National Institute of Social Defence

(Ministry of Social Justice & Empowerment, Government of India)

Plot No. G-2, Sector-10 Dwarka, New Delhi -110075

Vacancy Circular

Subject: Engagement of Project Officer (Social Audit) & Project Assistant cum Accountant on contractual basis.

NISD, Delhi an autonomous body under MoSJ&E, Govt. of India, working in areas of Social Defence issues namely Sr. Citizen Welfare, Drug Abuse Prevention, and Transgender Welfare & Beggary Prevention. The Institute invites applications from eligible candidates for the posts of Project Officer (Social Audit) & Project Assistant-cum-Accountant in National Resource Cell for Social Audit, purely on contractual basis.

The NISD reserves right to increase or decrease the number of posts or not to fill up any of the post advertised without assigning any reason whatsoever. Reservation as per rules of Govt. of India.

Interested candidates may please go through the Institute website www.nisd.gov.in to know the terms and conditions including academic qualification, experiences and eligibility criteria and other information.

The qualification, experience and other details are as follows:-

1. Project Officer (Social Audit):-

1.	Name of the Post	Project Officer (Social Audit)
2.	No. of Post	02 (Two)
3.	Educational Qualification	Essential Qualification: Post Graduation in any discipline with at least 55% marks from a recognized university.
4.	Age Limit	The age of applicant should not be more than 45 years on the last date of submission of Application.
5.	Work Experience :- <ul style="list-style-type: none">i. Minimum 5 years grassroots experience with CSO and out of it at least three years of experience in Social Audit.ii. Experience in Development of guideline and protocols for social audit, experience in conducting the training programme including preparation of training material, documentation, assessment reports and experience of conduct of research and evaluation studies, MIS etc. Excellent command over Hindi and English languages.iii. Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.iv. An Excellent communication (Verbal & Written) and presentation skills are desirable	

	<p>for a multi-disciplinary team environment.</p> <p>v. Desirable: Experience in Development of guideline and protocols for social audit, experience in conducting the training programme including preparation of training material, documentation, assessment reports and experience of conduct of research and evaluation studies, MIS etc. Excellent command over Hindi and English languages.</p>
6.	<p>Roles and Responsibilities :</p> <p>The Project Officers are required to travel extensively across the country and poses the following competencies.</p> <p>A. Technical Competencies :</p> <ol style="list-style-type: none"> Preparation and interface with SAU directors, State Welfare Department officials across all the State Governments to take forward the social audits effectively on line with guidelines developed; Facilitation of conduct of pilot audits, test audits; Training and Capacity Building Activities; Documenting learning's and undertaking research. Create weekly / monthly / yearly reports on conduct of social audits, Create an integrated plan/schedule for review of progress Support in Preparing the MIS on social audit. <p>B. Behavioural Competencies :</p> <ol style="list-style-type: none"> Timely & Accurate Decisions Ownership of Decision Problem Solving Attitude Proactive Planning Implementation of innovation based initiatives Focus on Continuous improvement Recognizes & Encourages Performance Efficient Flow of Information Collaborative Style of Working Respect Towards Individual Open Work Environment Focus on Outcomes <p>Additionally, the Project Officer can be assigned with any other work at the discretion of the Competent Authority.</p>
7.	<p>Remuneration:-</p> <p>The consolidated remuneration of Rs. 75,000/- (Rupees Seventy Five Thousand Only) per month.</p>
8.	<p>Nature of Appointment :-</p> <p>The Project Officer will be engaged on contract basis initially for a period of One Year which can be extended on need basis and performance of incumbent.</p>
9	<p>Note: The remuneration as prescribed against post is applicable to the candidates selected for the specific post. Nothing extra shall be paid for any reason/purpose e.g., HRA/ Telephone/Transport etc, except for travelling outside Delhi for official work.</p>

2. Project Assistant -cum-Accountant

1.	Name of the Post	Project Assistant -cum-Accountant
2.	Number of Post	1
3.	Mode of Recruitment	Recruitment on contract basis up to 1 year and can be extendable to another year based on performance
4.	Age Limit	The age of applicant should not be more than 35 years on the last date of submission of Application.
5.	Qualification and experience	B.com with relevant 2 years of work experience of accounts related works in Government or Private Sector, working knowledge of PFMS system and proficiency in computer applications
6.	Pay	33000/-per month consolidated

Please send your duly filled application form in prescribed format (attached) along-with all documents/testimonials, mark sheets, experience certificates etc. within 21 (Twenty One days) from the date of publication of this advertisement in the newspaper.

Applications should be clearly mentioned on the envelop the name of post applied for send by post or in person to the Dy. Director (Admin), National Institute of Social Defence, G-2, Sector 10, Dwarka, New Delhi – 110075. Online application will not be entertained.

Candidates are advised that clearly mention the post applied for in the Application form. Incomplete applications shall summarily be rejected.

Only shortlisted candidates will be called for interview. All communication will be through e-mail/Phone. Hence, all candidates are advised to clearly mention their e-mail/contact number in the Application Form.

Reservation: As per guidelines issued by the Govt. of India.

Last date for submission of applications: The last date for submitting applications will be within 21 (Twenty One days) from the date of publishing in the Newspapers.

Applications received after the due date and time shall summarily be rejected.

General Conditions:

- The offered assignment is purely temporary and does not envisage any kind of regular appointment in NISD in future.
- In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
- Canvassing in any form will be treated as disqualification.
- No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- The shortlisted candidates will be informed about the date, time and venue of the interview.
- Retired Government persons who apply will be governed as per provisions of Ministry of Finance O.M. No.3-25/2020-E.IIIA,
- Candidates may regularly visit the website for further information/updates, if any.

APPLICATION FORMAT

Application for the Post of _____

Affix recent Passport
size photograph of
the applicant duly
self attested across

1. Name _____
2. Father's Name _____
3. Mother's Name _____
4. Postal Address _____

5. Permanent Address _____

6. E-Mail Address _____
7. Date of Birth _____
8. Contact No. Mob. No. _____ Landline No. _____
9. Category Gen. _____ SC/ST/OBC _____ PWD _____
(Please write)
10. Sex Male _____ Female _____ Third Gender _____
Please Mark {✓}
11. Identity Proof _____
12. **Educational Qualification (with details) :**

S. No.	Degree in Chronological Order	Specialization	University / Board	Year of Passing	% age of Marks	Any other information
1.						
2.						

4.						
5.						
6.						

13. Experience Details:

S. No.	Organisation	Position held	Period		Salary (Rs.)	Any other information
			From	To		
1						
2						
3						
4						
5						

14. Knowledge of Computer _____

15. Any other information _____

NOTE : Candidates should submit copy of all Certificates and testimonials at the time of submission of application. All Original documents to be produced for verification at the time of Interview.

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the information provided by me is true & correct.

I understand that any wilful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

(Signatures of the Candidate)

Date : _____

Place : _____