

Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice & Empowerment

To

1. **Chief Secretaries of all States/UTs**
2. **Secretaries of all the Ministries/Departments of Government of India (through website of DoP&T)**
3. **The CEO, Niti Aayog, New Delhi**

Subject: Selection to the Post of Director, National Institute of Social Defence -reg.

Sir/Madam,

Applications are invited from eligible candidates for selection and appointment on deputation basis (including short-term contract) to the post of Director, National Institute of Social Defence, Delhi.

2. **National Institute of Social Defence (NISD)**, is an autonomous body under the Ministry of Social Justice and Empowerment, Government of India. It functions as advisory body for the Ministry, and is a national-level Resource and Training Center in the field of Social Defence. The Institute's main areas of concern are Old Age Care, Drug Abuse Prevention, Transgender & Beggary and related matters. Details of the Institute's activities can be seen at its website www.nisd.gov.in. The Director, NISD shall be a full time incumbent.

3. The following are the terms and conditions for the post of Director, NISD, Delhi:-

1 Scale of Pay	Level – 13, ₹ 1,23,100/- to ₹ 2,15,900/- of the Pay Matrix of the 7 th Pay Commission. (Pay Band ₹ 37,400/- to ₹ 67,000/- with Grade Pay of ₹ 8700/- as per the 6 th CPC)
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2 Method of Recruitment	By transfer on deputation including short term contract
3 Terms and Conditions	The Director, NISD will be governed by the terms and conditions applicable to officers of equivalent rank under Central Government
4 (A) Qualification and Experience	<p>a) Bachelor's Degree from a recognized University.</p> <p>b) Officers under the Central/State Governments belonging to All India Services/Central Services Class-I, Universities, Public Sector Undertakings and Recognized Research Institutes holding analogous posts with experience in social sector planning, management, training or administration.</p> <p>c) Officers serving in the grade of Deputy Secretary/Director with minimum three years service in the grade and experience in Social Sector Management and Administration.</p>
4 Tenure	Period of deputation including period of deputation in another <i>ex-cadre</i> post held immediately preceding this appointment in the same or some other Organization or Department or the Central Government shall ordinarily not exceed three years.
5 Age Limit	The maximum age limit of appointment by deputation shall not be exceeding fifty six (56) years as on the closing date of the receipt of applications, provided candidate fulfills the other eligibility conditions for the post.

The details of the application format are also available on the website of the Ministry at www.socialjustice.nic.in.

You are requested to give wide publicity to this vacancy circular amongst the eligible candidates.

Interested and eligible candidates are requested to send their applications through **proper channel** in four (4) sets in the format appended, to the following address, so as to reach at the following address before 5th November 2021.

Shri Rajeev Kumar,
Under Secretary (DP Division),
Ministry of Social Justice & Empowerment,
Room No. 608, 'A' Wing, Shastri Bhawan, New Delhi- 110001.

Note1:- Officers working in the Central or State Government or Public Sector Undertaking or University or Government Research Institution may send their applications in four (4) sets through **proper channel** along with attested copies of up-to-date Annual Confidential Report(ACR)/Annual Performance Appraisal Report(APAR) dossier (to be attested by an officer not below the rank of Under Secretary or equivalent), Integrity Certificate, details of minor/major penalties imposed, if any, and vigilance clearance. In case of such officers the concerned parent Ministry / Department / Organization before forwarding the application should strictly ensure that the applicant officer fulfils the eligibility criteria stipulated for the post as explained above.

Note 2: The applications **not received through proper channel within the due date** shall be rejected.

Note 3:- The outstation candidates who will be called for interview shall be reimbursed to and fro economy class air fare or rail fare of 1st AC by train via shortest route on submission of relevant travel documents.

Encl. as above.

(Rajeev Kumar)
Under Secretary to the Government of India
Tel. No.: 011-23385171

APPENDIX

**APPLICATION FORMAT FOR THE POST OF
DIRECTOR, NISD, DELHI**

**(To be furnished in 4 copies. If space is insufficient against any
item, please attach extra papers/ sheets)**

Self Attested Color Photograph

1. Name in full:
(In CAPITAL LETTERS)
2. Date of Birth:
(DD/MM/YYYY)
3. Age (as on closing date of application):
(YY/MM/DD)
(Note: Age of the applicant should be less than 56 years as on the closing date of the application)
4. Whether the candidate fulfils the eligibility criteria to apply for the post?

S.No	Qualification/Experience	Whether the candidate fulfils the criteria (yes/no)	If yes, mention the relevant details
1	Essential Qualification (Bachelor's Degree from a recognized University.)		
2	Experience (A) Officers under the Central/		

	<p>State Governments belonging to All India Services/Central Services Class-I, Universities, Public Sector Undertakings and Recognized Research Institutes holding analogous posts with experience in social sector planning, management, training or administration.</p> <p>(B) Officers serving in the grade of Deputy Secretary of the Government with minimum three years service in the grade and experience in Social Sector Management and Administration.</p>		
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5. Nationality:

6. Address for correspondence:
(Including email address)

7. Permanent address:

8. Telephone and fax Nos. (with STD code):
(Off./Resi./Mob.)

9. Whether belonging to SC/ ST/OBC:

10. Educational Qualifications: , -

S.No	Name of University/ Board/ Institution	Degree/ Equivalent Examination	Division/%age Marks obtained/Distinction	Year of Passing	Subjects

11. Employment record (in chronological order starting with present post):

S.No	Name & Address of Employer	Designation, Scale of Pay and whether regular/deputation	Period of Service			Nature of Work
			From	To	Duration (YY/MM/	

					YY)	

12.Field of special interest:

13.Any other relevant information:

14.Nearest Airport/ Railway Station:

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. I certify that I fulfil the eligibility criteria to apply for the post. If at any time, I am found to have concealed/distorted any material information; my appointment shall be liable to be terminated summarily without assigning any reason or notice.

(Signature of the Candidate)

Date:

Place:

To be forwarded by the Head of Organization/Institution (in respect of Candidates working under Central/State Government/ Universities/Public Sector Undertakings/Recognized Research Institutes etc.)

Ministry/Department/Office of _____
Particulars furnished by Shri/Smt/Ms. _____ have been verified with reference to service records and their correctness certified.

It is certified that no vigilance case is either pending or contemplated against the above officer. The photocopies of ACR/APAR dossier (last five years) and Integrity Certificate in respect of the above officer are enclosed.

Checklist of the documents to be enclosed with the application before forwarding (incomplete applications are liable to be rejected):

- i. ACR Dossier for last 5 years (duly attested by an officer not below

- the rank of Under Secretary)
- ii. Vigilance Clearance
 - iii. Integrity Certificate
 - iv. Details of the Major/Minor Penalties imposed, if any.
 - v. 4 copies of the complete set of application

(Signature & Designation of the forwarding Officer with Seal)

Date:

Address: