

NATIONAL INSTITUTE OF SOCIAL DEFENCE
(An Autonomous body under the Ministry of Social Justice & Empowerment)
Government of India
West Block-1, Wing-7, R.K. Puram, New Delhi-110066

Indicative Vacancy Notification

National Institute of Social Defence (NISD) proposes to fill up the following post as per details given below:

Sl. No.	Name of the Post	Pay Band & Grade Pay (Rs.)	No. of Post	Mode of Recruitment
1.	Junior Accounts Officer	Rs.9300-34800 + Grade Pay 4600 under Pay Band-2	01	Deputation
2.	Junior Research Officer	Rs.9300-34800 + Grade Pay 4600 under Pay Band-2	02	Deputation
3.	Accountant	Rs.9300-34800 + Grade Pay 4200 under Pay Band-2	01	Deputation
4.	Lecturer	Rs.15600-39100 + Grade Pay 5400 under Pay Band-3	02	Deputation

For further details regarding Educational Qualification, experience etc. and the prescribed application form, please visit NISD's website www.nisd.gov.in The last date for submission of the filled in application form through proper channel will be within 45 days from the date of publication of the advertisement. Applications duly filled in to be forwarded to Deputy Director (Adm & Plg), National Institute of Social Defence, West Block-1, Wing-7, R.K. Puram, New Delhi-110066.

Director
Ph.011-26100058

NATIONAL INSTITUTE OF SOCIAL DEFENCE
(An Autonomous body of Ministry of Social Justice & Empowerment)
Govt. of India
West Block-1, Wing-7, Ground Floor
R.K.Puram, New Delhi-110066

Applications are invited from eligible candidates for filling up the following posts in National Institute of Social Defence (NISD), Ministry of Social Justice & Empowerment by transfer on deputation/absorption.

- (i) Junior Accounts Officer,
- (ii) Junior Research Officer,
- (iii) Accountant,
- (iv) Lecturer.

2. Qualifications, experience and other prescribed requirements for the post are as under:-

(i) **Junior accounts Officer**

- (a) No. of Posts - 01 (one)
- (b) Scale of pay: - Rs.9300-34800+ Grade Pay of Rs.4600/- (Pre-revised scale of pay Rs.6500-200-10,500)
- (c) Essential qualifications: - Officers of the Central Government/State Govt./Public Sector undertakings, Autonomous/Statutory Bodies holding analogous post on regular basis in the parent cadre/department, having experience in Administration and Accounts. **OR** With at least 5 years service in the scale of pay of Rs.9300-34800+ Grade Pay of Rs.4200 in organized accounts or equivalent and having experience in Administration and Accounts.
- (d) Desirable Qualifications: - Preference will be given to officers having undergone Cash and Accounts training from ISTM.
- (e) Age: - The age limit for this post should not exceed 56 years as on the date of advertisement.

(ii) **Junior Research Officer**

(a) No. of Posts - 02(Two)

(b) Scale of pay Rs.9300-34800+ Grade Pay of Rs.4600/-(Pre-revised scale of pay Rs.6500-200-10,500)

(c) Essential qualifications: - Officers of the Central Government/State Govt./Public Sector undertakings, Autonomous/Statutory Bodies/universities holding analogous post on regular basis in the parent cadre/department, having experience research and investigation in the field of social Defence or allied subjects. **OR** With at least 5 years service in the scale of pay of Rs.9300-34800+ Grade Pay of Rs.4200 and having experience having experience research and investigation in the field of social Defence or allied subjects.

(d) Desirable Qualifications: - Preference will be given to people with Master's Degree in Social work or sociology or criminology or social anthropology

(e) Age: - The age limit for this post should not exceed 56 years as on the date of advertisement.

(iii) **Accountant**

(a) No. of Posts - 01(one)

(b) Scale of pay Rs.9300-34800+ Grade Pay of Rs.4200

(c) Essential qualifications: - Officers of the Central Government/State Govt./Public Sector undertakings, Autonomous/Statutory Bodies holding analogous post on regular basis in the parent cadre/department, having experience in Administration and Accounts. **OR Officers** With at least 4 years service in the scale of pay of Rs.5200-20200+ Grade Pay of Rs.2400 or Rs 2800 in organized accounts or equivalent and having experience in Administration and Accounts.

(d) Desirable Qualifications: - Preference will be given to officers having undergone Cash and Accounts training from ISTM.

(e) Age: - The age limit for this post should not exceed 56 years as on the date of advertisement.

(iv) **Lecturer**

(a) No. of Posts - 02(Two)

(b) Scale of pay Rs.15,600-39100+ Grade Pay of Rs.5400/-

(c) Essential qualifications: - Officers of the Central Government/State Govt./Public Sector undertakings, Autonomous/Statutory Bodies/universities/ recognized institutions holding analogous post on regular basis in the parent cadre/department, having experience research and investigation in the field of social Defence or allied subjects. **OR** With at least 5 years service in the scale of pay of Rs.9300-34800+ Grade Pay of Rs.4800 and having experience having experience research and investigation in the field of social Defence or allied subjects. **AND** Possessing (i) 50% Marks in Master's degree in Social Work/Sociology/Psychology/Anthropology/Geriatrics from a recognized university or equivalent.(ii)3 years of teaching experience in the relevant field/subject.

(d) Desirable Qualifications: - Experience of Teaching or Research in the area of Drug Abuse/Child Protection, Old Age Care. Should have sufficient field experience in an institution of repute. Should have with suitable publication experience with published work.

(e) Age: - The age limit for this post should not exceed 56 years as on the date of advertisement.

3. The period of deputation will be initially for one year and will be extendable for a period of two years, depending upon the performance of the incumbent appointed on the post. The deputation will be governed by extant instructions issued by DOP&T in this regard from time to time.

4. Application should be sent in the enclosed prescribed Proforma (Annexure –I), **'Through Proper Channel' accompanied by the latest copies of ACRs for the last five years.**

5. Interested candidates who fulfil the prescribed conditions may apply to the **Deputy Director (Adm & Plg), National Institute of Social Defence, West Block-1, Wing-7, Ground Floor, R.K.Puram, New Delhi-110066.**

6. The last date for receiving of application will be **within 45 days** from the date of publication of advertisement. The competent authority reserves the right to reject any application without assigning any reason. Only applications of eligible candidates complete in all respects and duly forwarded Through Proper Channel will be entertained.

7. Applications received after the last date, without all or any of the above mentioned documents or otherwise found incomplete will not be considered and no correspondence will be entertained in that regard

**Deputy Director
(Administration & Planning.)**

Annexure -I

Proforma

1. Name in Block Letters :
2. Father's Name :
3. Permanent Postal Address :
4. Date of Birth (in Christian era) :
5. Date of retirement under Central/
State Govt. Rules :
(For deputation posts)
6. Educational qualifications :
7. Whether Essential and other desirable qualifications
Required in the post are fulfilled
8. If any qualification has been treated :
As equivalent to the one prescribed
In the rules, state the authority for the same

Qualifications/Experience	Qualifications/Experience
Essential 1 2	
Desirable 1 2	

9. Please state clearly whether in the light of the entries made by you above, you meet the requirements of the post.

10.Details of employment in chronological order (Please enclose a separate sheet duly authenticated by your signature, if space below is insufficient)

Office/Institute	Post Held	From	To	Scale of Pay &	Nature of duties

11.Nature of employment in i.e. adhoc or temporary or quasi-permanent or permanent.

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

(a)The date of initial appointment.....

(b)Period of appointment on deputation/contract

(c)Name of the parent office/organisation to which you belong.....

13. Please state whether working under:-

- Central Government
- State Government
- Autonomous Organisation
- Govt. Undertaking
- University

14. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

15. Additional information, if any which you would like to mention in support of your suitability for the post (Enclose separate sheets, duly authenticated if the space is insufficient)

16. Whether belongs to SC/ST/OBC.....

(Signature of Candidate)

Date:

Counter signed by the Employer

