

National Institute of Social Defence(NISD)
(Ministry of Social Justice & Empowerment, Government of India)
West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi

The National Institute of Social Defence (NISD), an autonomous body under the Ministry of Social Justice and Empowerment, invites application for engagement of manpower purely on contractual basis for a period of Six Months, which could be further extended on need basis, for the following posts:-

- (a) **Consultant(Media)** : There is a requirement of 01 (One) Media Consultant, with a consolidated remuneration of upto Rs. 45,000/- per month.
- (b) **Consultant(Hindi)** : There is a requirement of 01 (One) Hindi Consultant, with a consolidated remuneration of upto Rs. 35,000/- per month.
- (c) **Consultant(IT)** : There is a requirement of 01 (One) Consultant(IT), with a consolidated remuneration of upto Rs. 60,000/- per month.
- (d) **Consultant(Admn)** : There is a requirement of 01 (One) Consultant(Admn), with a consolidated remuneration of upto Rs. 39,000/- per month.

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 will be within 21 days from the date of publication of the advertisement. Applications duly filled in, are 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

TERMS OF REFERENCE FOR APPLICATION
FROM INDIVIDUALS FOR ENGAGEMENT
AS CONSULTANT IN THE
National Institute of Social Defence

Post: Consultant (Social Media) (1)**1. Summary of Assignment of Consultant (Social Media)**

Social Media Consultant will be responsible for developing and overseeing the execution of strategic social media and digital initiatives, including developing and managing viral campaigns, creating and supervising account, and integrating interactive media into the overall strategy. Other duties may include integration, monitoring and analysis of social media contents and their impact and supervision.

2. Scope of Work & Duties

Specified tasks of the Social Media Consultant at NISD will be as under:-

- a) Advising the Department on strategic use of social media platforms to expand the outreach of the media activity of NISD, assist in implementation of its bringing a change of mind-sets as required under objectives and targets of NISD media initiatives.
- b) To set up a complete social media management system for the media activity of NISD.
- c) Amplifying the agenda of NISD through designing of social media campaigns, creating necessary content as required in each of the social media platforms.
- d) Monitoring and guarding the negative campaign/content related to the implementation of NISD media initiatives.
- e) Create/re-design and monitor the social media accounts of NISD across all popular platforms.
- f) Create necessary content for different social media platforms and ensure updating it on a daily basis.
- g) Shall prepare and upload a daily/weekly/fortnightly/monthly news bulletin of NISD.
- h) Conduct online surveys and organize contests/quizzes etc., so as to enhance participation of general public on social media platforms.
- i) Shall install a system for managing and responding to the queries which are raised across different social media platforms and ensure that they are replied after taking any inputs from the concerned official of NISD, if required.
- j) Shall handle comments/feedback, shall reply promptly to positive/negative comments received on Social Media platforms.
- k) Shall have credible contingency plan to effectively handle crises emergencies.
- l) Shall undertake any other works to be entrusted by NISD for sensitizing the people through social media platform.

3. Deliverables

Social Media Consultant will be responsible for defining and executing specific social media strategies, timelines and key deliverance in consultation with Director, NISD. Duties to include cultivating new communities and managing online communities on behalf of the NISD using facebook, MySpace, Twitter, YouTube and other social media. Social Media Consultant will provide relevant content while tracking metrics and monitoring relevant updates.

4. Qualifications, Experience and Skills

Educational Qualification and Experience: Bachelor degree with minimum 5 year experience of having worked on social media platform for any social campaign including in content writing, creating, editing for online portals, website, and prepare news bulletin on all social media platforms.

Preferred skill: i) Excellent oral and written communication skills in English and Hindi specially for newsletters & press releases

ii) Excellent computer skills (knowledge of excel, PowerPoint, coral, Audio-Video Editing, Graphics, Camera etc.) including page making skills for making magazines / Journals

5. Type of appointment

The engagement will be purely on contract basis and applicant will have no right for regular appointment.

6. Duration and Type of Contract

The position of Social Media Consultant is purely on contract basis for the specific period of six months which can be extended for further period of six months on need basis and past performance of applicant.

7. Remuneration

The consolidated remuneration of Social Media Consultant will be upto Rs.45,000/- per month.

8. Age Limit

Candidate should not be more than 40 years of age as on last date of application.

9. Accommodation

The consultant needs to have own accommodation facility in Delhi/New Delhi or nearby placed. No accommodation or house rent will be provided by the Institute.

10. Tax Deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificates/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.

11. No extra charges

No extra payment will be made apart from the monthly remuneration mentioned at para 6 above. However, in case the consultant is required to travel outside Delhi in the context of the work/assignment, the Department shall reimburse the actual cost of travel as per the Rules/Regulations of the Central Government.

12. Confidentiality of data and documents

The intellectual property Rights (IPR) of the data collected as well as the deliverables produced for the Institute shall remain with the Institute. The person engaged as consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment from the Institute, without the express written consent of the Institute. The consultant shall be bound to hand-over the entire set of records of assignment to the Institute before the expiry of the contract and before the final payment is released by the Institute.

13. Conflict of interest

The consultant appointed by the Institute, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Institute.

14. The Institute reserves the rights, as follows

To decide to cancel this advertisement, and not to proceed in the matter and at any stage accept or reject any or all application, without giving any explanation, whatsoever.

15. Termination of Agreement.

The Institute may terminate a contract to which these terms apply if:

- The consultant is unable to complete the assigned works, within the stipulated time.
- Quality of the assigned works is not to the satisfaction of the Institute.
- The Consultant fails in timely achievement of the milestones as finally decided by the Institute.
- The Consultant is found lacking in honesty and integrity.
- The Department reserves the right to terminate the contract at any time.
- If consultant desire to quite service, he has to give one month notice in writing or pay salary/fee of one month.

16. Basis for Evaluation

The scrutiny of applications will be carried out by the Department on the basis of required qualifications & experience of individuals basis on past work experience.

17. Guidelines for submission of the application

The duly completed application in prescribed format should be sent to the “**Deputy Director (Admin.), National Institute of Social Defence, West Block-1, Wing-7, Ground Floor, New Delhi-110001**” on or before **17.09.2019**. In the event of the specified date for the submission of the application being declared a holiday, the application will be received up-to the appointed time on the next working day of the Department. Any application received after the above mentioned deadline will be rejected and may be returned.

18. Other terms and conditions:

- a. Allowances – The consultant shall not be entitled to any allowance such as DA,CCA, HRA,CGHS, Medical reimbursement or any other relief etc.
- b. TA/DA – Consultant may be allowed to draw TA/DA as per normal rules applicable to any serving officers of the Government of India of the same level while he is on official tour.
- c. Headquarters- Though the Headquarters of the consultant will be at Delhi he is liable to serve anywhere in India.
- d. Telephone- Consultant will not be entitled to telephone facilities.
- e. Personal support staff- Consultant will not be entitled to personal support staff.
- f. Transport- Consultant will not be entitled to transport facilities.
- g. staff car- Consultant will not be entitled to use the staff car for private purpose and also for journey between residences and work place.
- h. Leave – Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.
- i. Duties and Functions- The consultant will be required to discharge the duties as assigned to him by the Department.

TERMS OF REFERENCE FOR APPLICATION
FROM INDIVIDUALS FOR ENGAGEMENT
AS CONSULTANT IN THE
National Institute of Social Defence

Post: CONSULTANT (HINDI) (1)

1. Duty:

Translation of Annual Report, IEC materials, Newsletters, Web matters, Digital Templates and other related matters from English to Hindi and vice versa.

2. Eligibility Criteria:

The Consultant proposed for engagement shall be well acquainted with the functioning of the Central Government Ministries/ Departments. Persons retired from the post of Assistant Director (Hindi)/senior Hindi Translator/ junior Hindi Translator from Central Government Ministries/Departments having experience of 5 years in the above field shall be given preference.

3. Duration:

The candidate selected will be engaged purely on contractual basis initially for a period of six months. Further extension on 6 months basis will be considered based on work performance and the need for the specific post. The appointment of the contractual position may be terminated by the Institute at any time without assuming any reason.

4. Age Limit:

Candidate should not be more than 65 years of age as on the last date of application.

5. Communication and Drafting skill:

Should have good communication and interpersonal skills with a strong flair for translation work from English to Hindi and vice versa.

6. Computer Literacy:

Computer Literacy is desirable

7. Type of appointment:

The engagement will be purely on contract basis and will have no right for regular appointment.

8. Accommodation:

The consultant needs to have own accommodation facility in Delhi/New Delhi or nearby placed. No accommodation or house rent will be provided by the Institute.

9. Duration and Type of Contact:

Initial contract would be for a period of six months extendable for further period of six months as may be decided by the Competent Authority of Institute on need basis and past performance of applicant.

10. Remuneration & Terms of Payment:

A consolidated fee of Rs. 35,000/- on monthly basis will be paid. No other allowance will be payable.

11. Tax Deduction at Sources:

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificates/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.

12. No extra charges:

No extra payment will be made apart from the monthly remuneration mentioned at para 10 above. However, in case the consultant is required to travel outside Delhi in the context of the work/assignment, the Department shall reimburse the actual cost of travel as per the Rules/Regulations of the Central Government.

13. Confidentiality of data and documents:

The intellectual property Rights (IPR) of the data collected as well as the deliverables produced for the Institute shall remain with the Institute. The person engaged as consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment from the Institute, without the express written consent of the Institute. The consultant shall be bound to hand-over the entire set of records of assignment to the Institute before the expiry of the contract and before the final payment is released by the Institute.

14. Conflict of interest:

The consultant appointed by the Institute, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Institute.

15. The Institute reserves the rights, as follows:

To decide to cancel this advertisement, and not to proceed in the matter and at any stage accept or reject any or all application, without giving any explanation, whatsoever.

16. Termination of Agreement:

The Institute may terminate a contract to which these terms apply if:

- The consultant is unable to complete the assigned works, within the stipulated time.
- Quality of the assigned works is not to the satisfaction of the Institute.
- The Consultant fails in timely achievement of the milestones as finally decided by the Institute.
- The Consultant is found lacking in honesty and integrity.
- The Department reserves the right to terminate the contract at any time.
- If consultant desire to quite service, he has to give one month notice in writing or pay salary/fee of one month.

18. Basis for Evaluation:

The scrutiny of applications will be carried out by the Department on the basis of required qualifications & experience of individuals basis on past work experience.

19. Guidelines for submission of the application:

The duly completed application in prescribed format should be sent to the “**Deputy Director (Admin.), National Institute of Social Defence, West Block-1, Wing-7, Ground Floor, New Delhi-110001**” on or before **17.09.2019**. In the event of the specified date for the submission of the application being declared a holiday, the application will be received up-to the appointed time on the next working day of the Department. Any application received after the above mentioned deadline will be rejected and may be returned.

20. Other terms and conditions:

- a) Allowances – The consultant shall not be entitled to any allowance such as DA,CCA, HRA,CGHS, Medical reimbursement or any other relief etc.
- b) TA/DA – Consultant may be allowed to draw TA/DA as per normal rules applicable to any serving officers of the Government of India of the same level while he is on official tour.
- c) Headquarters- Though the Headquarters of the consultant will be at Delhi he is liable to serve anywhere in India.
- d) Telephone- Consultant will not be entitled to telephone facilities.
- e) Personal support staff- Consultant will not be entitled to personal support staff.
- f) Transport- Consultant will not be entitled to transport facilities.
- g) Staff car- Consultant will not be entitled to use the staff car for private purpose and also for journey between residences and work place.
- h) Leave – Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.
- i) Duties and Functions- The consultant will be required to discharge the duties as assigned to him by the Institute.

TERMS OF REFERENCE FOR APPLICATION
FROM INDIVIDUALS FOR ENGAGEMENT
AS CONSULTANT IN THE
National Institute of Social Defence

Post: Consultant (Information Technology) (1)**1. Summary of Assignment of Consultant (I.T.)**

I T Consultant will be responsible for maintenance, developing and overseeing the software's of computer systems installed in NISD. The duties include to interact with officers / personals working in various programme divisions, media division and other sections of NISD to understand their business need relating to creation of soft format of requisite / available data, uploading & downloading of data by officers / staff of concerned division / section as well as by programme implementing agencies and generation of requisite Reports etc. from use of such data and resolve their IT related problems / need.

2. Scope of Work & Duties

Specified tasks of the I T Consultant at NISD will be as under:-

- a) Undertake development and maintenance of the NISD website under the direction of Competent Authorities of NISD for collection of data from existing database of NGOs and other stakeholders;
- b) The consultant must have knowledge of PHP and should be conversant with latest software and hardware related issues;
- c) The Consultant (IT) will be responsible for making the web portal user friendly, interactive and appealing for the end user;
- d) Design the online forms for user registration, creation of unique login id for each user, retrieving passwords etc. to ensure authenticated and secure web access;
- e) Maintain the web portal and provide back end support;
- f) Attend the queries and complaints regarding any technical problems from end users;
- g) Update portal as and when required;
- h) Any other task assigned from time to time by the Competent Authority.

3. Qualifications, Experience and Skills

Preferred Educational Qualification and Experience: Bachelor of Engineering / Technology in Computer Science or Information Technology with minimum 5 year experience of having worked as I T Consultant in above related areas. He should have basic knowledge of computer hardware.

4. Type of appointment and Duration of Appointment

The engagement will be purely on contract basis for specified period of six months which can be further extended for six month on need basis and performance of applicant and applicant will have no right for regular appointment.

5. Remuneration

The consolidated remuneration of Consultant (IT) will be in the range of Rs.60,000/-,.

6. Age Limit

Candidate should not more than 35 years of age on last date of application

7. Accommodation

The consultant needs to have own accommodation facility in Delhi/New Delhi or nearby placed. No accommodation or house rent will be provided by the Institute.

8. Tax Deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificates/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.

9. No extra charges

No extra payment will be made apart from the monthly remuneration mentioned at para 6 above. However, in case the consultant is required to travel outside Delhi in the context of the work/assignment, the Department shall reimburse the actual cost of travel as per the Rules/Regulations of the Central Government.

10. Confidentiality of data and documents

The intellectual property Rights (IPR) of the data collected as well as the deliverables produced for the Institute shall remain with the Institute. The person engaged as consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment from the Institute, without the express written consent of the Institute. The consultant shall be bound to hand-over the entire set of records of assignment to the Institute before the expiry of the contract and before the final payment is released by the Institute.

11. Conflict of interest

The consultant appointed by the Institute, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Institute.

12. The Institute reserves the rights, as follows

To decide to cancel this advertisement, and not to proceed in the matter and at any stage accept or reject any or all application, without giving any explanation, whatsoever.

13. Termination of Agreement.

The Institute may terminate a contract to which these terms apply if:

- The consultant is unable to complete the assigned works, within the stipulated time.
- Quality of the assigned works is not to the satisfaction of the Institute.
- The Consultant fails in timely achievement of the milestones as finally decided by the Institute.
- The Consultant is found lacking in honesty and integrity.
- The Department reserves the right to terminate the contract at any time.
- If consultant desire to quite service, he has to give one month notice in writing or pay salary/fee of one month.

14. Basis for Evaluation

The scrutiny of applications will be carried out by the Department on the basis of required qualifications & experience of individuals basis on past work experience.

15. Guidelines for submission of the application

The duly completed application in prescribed format should be sent to the “**Deputy Director (Admin.), National Institute of Social Defence, West Block-1, Wing-7, Ground Floor, New Delhi-110001**” on or before **17.09.2019**. In the event of the specified date for the submission of the application being declared a holiday, the application will be received up-to the appointed time on the next working day of the Department. Any application received after the above mentioned deadline will be rejected and may be returned.

16. Other terms and conditions:

- a) Allowances – The consultant shall not be entitled to any allowance such as DA,CCA, HRA,CGHS, Medical reimbursement or any other relief etc.
- b) TA/DA – Consultant may be allowed to draw TA/DA as per normal rules applicable to any serving officers of the Government of India of the same level while he is on official tour.
- c) Headquarters- Though the Headquarters of the consultant will be at Delhi he is liable to serve anywhere in India.
- d) Telephone- Consultant will not be entitled to telephone facilities.
- e) Personal support staff- Consultant will not be entitled to personal support staff.
- f) Transport- Consultant will not be entitled to transport facilities.
- g) Staff car- Consultant will not be entitled to use the staff car for private purpose and also for journey between residences and work place.
- h) Leave – Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.
- i) Duties and Functions- Consultant will be required to discharge the duties as assigned to him by the Department.

TERMS OF REFERENCE FOR APPLICATION
FROM INDIVIDUALS FOR ENGAGEMENT
AS CONSULTANT IN THE
National Institute of Social Defence

Post: Consultant (Administration) (1)

1. Summary of Assignment of Consultant (Administration)

Consultant (Admin.) will be responsible for supervision of Administration Section of NISD.

2. Scope of Work & Duties

To examine all files submitted by staff of administration section which relates to establishment, procurement of goods and services, superannuation matters of staff and other miscellaneous subjects.

3. Qualifications, Experience and Skills

Educational Qualification and Experience: Applicant should be graduate in any discipline and having knowledge of Government rules and regulation relating to establishment matters, pay fixation, general financial rules, CCS (CCA) rules, CCS (Pension) rules etc. and had worked as Section Officer or on equivalent post in any Central Government or State Government or autonomous body for a period of five years.

4. Type of appointment

The engagement will be purely on contract basis and applicant will have no right for regular appointment.

5. Duration and Type of Contract

The position of Consultant (Administration) is purely on contract basis for the specific period of six months which can be extended for further period of six months on need basis and performance of applicant.

6. Remuneration

The consolidated remuneration of Consultant will be upto Rs.39,000/- .

7. Age Limit

Candidate should not be more than 65 years of age as on last date of application

8. Accommodation

The consultant needs to have own accommodation facility in Delhi/New Delhi or nearby placed. No accommodation or house rent will be provided by the Institute.

9. Tax Deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department will issue TDS Certificates/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.

10. No extra charges

No extra payment will be made apart from the monthly remuneration mentioned at para 6 above. However, in case the consultant is required to travel outside Delhi in the context of the work/assignment, the Department shall reimburse the actual cost of travel as per the Rules/Regulations of the Central Government.

11. Confidentiality of data and documents

The intellectual property Rights (IPR) of the data collected as well as the deliverables produced for the Institute shall remain with the Institute. The person engaged as consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment from the Institute, without the express written consent of the Institute. The consultant shall be bound to hand-over the entire set of records of assignment to the Institute before the expiry of the contract and before the final payment is released by the Institute.

12. Conflict of interest

The consultant appointed by the Institute, shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Institute.

13. The Institute reserves the rights, as follows

To decide to cancel this advertisement, and not to proceed in the matter and at any stage accept or reject any or all application, without giving any explanation, whatsoever.

14. Termination of Agreement.

The Institute may terminate a contract to which these terms apply if:

- The consultant is unable to complete the assigned works, within the stipulated time.
- Quality of the assigned works is not to the satisfaction of the Institute.
- The Consultant fails in timely achievement of the milestones as finally decided by the Institute.
- The Consultant is found lacking in honesty and integrity.
- The Department reserves the right to terminate the contract at any time.
- If consultant desire to quite service, he has to give one month notice in writing or pay salary/fee of one month.

15. Basis for Evaluation

The scrutiny of applications will be carried out by the Department on the basis of required qualifications & experience of individuals basis on past work experience.

16. Guidelines for submission of the application

The duly completed application in prescribed format should be sent to the “**Deputy Director (Admin.), National Institute of Social Defence, West Block-1, Wing-7, Ground Floor, New Delhi-110001**” on or before **17.09.2019**. In the event of the specified date for the submission of the application being declared a holiday, the application will be received up-to the appointed time on the next working day of the Department. Any application received after the above mentioned deadline will be rejected and may be returned.

17. Other terms and conditions:

- a) Allowances – The consultant shall not be entitled to any allowance such as DA,CCA, HRA,CGHS, Medical reimbursement or any other relief etc.
- b) TA/DA – Consultant may be allowed to draw TA/DA as per normal rules applicable to any serving officers of the Government of India of the same level while he is on official tour.
- c) Headquarters- Though the Headquarters of the consultant will be at Delhi he is liable to serve anywhere in India.
- d) Telephone- Consultant will not be entitled to telephone facilities.
- e) Personal support staff- Consultant will not be entitled to personal support staff.
- f) Transport- Consultant will not be entitled to transport facilities.
- g) staff car- Consultant will not be entitled to use the staff car for private purpose and also for journey between residences and work place.

- h) Leave – Consultant shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a year cannot be carried forward to next calendar year.
- i) Duties and Functions- The consultant will be required to discharge the duties as assigned to him by the Department.

Proforma



1. Name: _____
2. Father's Name: _____
3. Postal Address: _____
4. E-mail Address: _____
5. Contact No.: _____
6. *Date of Birth: _____
7. *Identity Proof: _____
- 8.*Educational Qualifications (with details): _____
- 9.*Experience: _____
10. *Knowledge of Computer: _____
11. Any other information: _____

***Candidates should produce Originals in respect of Sr.Nos.6,7,8,9,& 10 above at the time of interview, and should enclose self-attested copies along with application. Retired officials should produce copies of PPO.**

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the CV correctly describes me, and my qualifications and experience. I understand that any wilful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Date :
Place: