

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.	Stenographer-grade III	Rs. 5200-20200 (PB 1) plus Grade pay Rs.2400 (Pre-revised)	02	Direct

2. Details regarding Educational Qualification, experience etc. and the prescribed application form are available in the website of NISD's i.e., www.nisd.gov.in . The last date for submission of the filled in application form through proper channel will be within **30 days** from the date of publication of the advertisement and i.e. **4th March 2017**. 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 02 (two) posts of Stenographer Grade-III in National Institute of Social Defence (NISD), Ministry of Social Justice & Empowerment by direct recruitment.

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

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

(b) Scale of pay: - Rs. 5200-20200 (PB 1) plus Grade pay Rs.2400 in the Pre-revised scale as per 6th CPC.

(c) Essential qualifications: - Higher Secondary passed or equivalent Speed of 100 w.p.m. in Shorthand & 40 w.p.m. in Typing in English/Hindi with Proficiency in Computer

(d) Age: - Not exceeding 25 years (Relaxable for Government Servants upto 5 years in accordance with instructions /orders issued by the Central Government in this regard)

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India.

(e) Reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-Servicemen, Persons with Disabilities and other categories of persons will be provided in accordance with extant orders issued by the Central Government in this regard from time to time.

(f) Terms & Conditions of service will be governed by the relevant rules and orders in vogue and as amended from time to time by the Institute in accordance with Bye-Laws of the Institute.

3. Candidates should enclose copy of the following documents:-

- (i) Proof of date of birth,
- (ii) Proof of educational qualification,
- (iii) Proof of caste certificate, in case of SC, ST & OBC
- (iv) A non-refundable Examination fee of Rs.150/- to be paid in the form of Demand Draft in favour of "Director, NISD". In case of SC& ST candidates no Examination fee is to be paid.

Note:- Originals to be produced at the time of test/selection.

4. Application should be sent in the enclosed prescribed Proforma (Annexure -I), In case of departmental candidates applications should be forwarded '**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 30 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 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.)**

Annex-I

Affix photograph
Here.

Proforma for the Post of Stenographer-III

1. Name in Block Letters :
2. Father's Name :
3. Present Address :
4. Permanent Postal Address :
5. Address for Communication :
6. E-mail & Contact No. :
7. Date of Birth(in Christian era) :
8. Educational qualifications :
(Please give details in a tabular form)
9. Details of employment in chronological order, in case of
Departmental candidates (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

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

11. 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.....

12. Please state whether working under:-

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

13. 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)

14. Two recent passport photographs to be given, one to be affixed in the right top corner of application, the other to be attached with the application form.

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

16. Any other information: _____

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the C correctly describes me, and my qualifications and experiences. I understand that any willful misstatement described herein may lead to my disqualification dismissal, if engaged.

(Signature of Candidate)

Place:

Date:

