

**National Institute of Social Defence  
Ministry of Social Justice & Empowerment  
Plot No: G-2, Sector-10, Dwarka, New Delhi-110075**

**Hiring of Consultants on Contractual Basis**

The candidates should fill up all the columns given in the application form. Separate application should be sent for each post if the applicant wishes to apply for more than one post.

**I. Consultant (Substance Abuse Prevention) - 01**

**Educational Qualification:** The applicant must have post-graduation in any discipline from a recognised university preferably Master in Social Work (MSW) or MA in Social Science.

**Age Limit:** The age of applicant should not be more than 45 years on the last date of submission of Application.

**Work Experience:**

- 1) At least 3 years of post-qualification work experience in the areas of Drug (Substance) Abuse.
- 2) A demonstrated understanding of Drug (substances) abuse related schemes/policies.
- 3) Work experience in primary and strategic prevention framework, addiction treatment and rehabilitation field.
- 4) Work experience in preparation of modules, capacity of organising events and conducting training programmes in the field related to social defence issues is preferable.
- 5) Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- 6) The applicant is expected to have good research and writing skills. Preference will be given who have publication of academic papers (articles).
- 7) Excellent communication and presentation skills is desirable for a multi-disciplinary team environment.

**Remuneration:** The consolidated remuneration of (i) Rs.50, 000/- per month, if anyone have work experience of 3-5 years, and (ii) Rs.60, 000/- who have more than 5 years' experience in the field substance abuse. Nothing extra shall be paid for any reason/ purpose e.g. HRA/ Telephone/ Transport, etc. except for travelling outside Delhi for Government work.

**Nature of Appointment:** The Consultants will be engaged on purely contract basis for a period of One year which can be extended on need basis and performance of incumbent.

**Job responsibilities:**

- 1) To develop and conducts online and offline programs, workshops, seminars, events & other outreach programs on substance abuse prevention education, associated with functionaries' trainings that designed to meet the needs of NISD.
- 2) To assess current drug use prevention interventions and understand gaps in current response
- 3) To develop methodology for successful implementation of programs and training courses on Drug Use Prevention
- 4) New ideas, Innovative methods & tools development which would facilitate effective delivery of services and training to service providers
- 5) To train service providers as Resource Person and also to prepare course Modules, Curriculum etc.
- 6) Preparation and drafting of various regulations, necessary reports, presentations etc.
- 7) Preparing training modules (online and offline), IEC materials etc.
- 8) Assistance in conducting community awareness, capacity building programs and workshops.
- 9) Touring all the states for monitoring and evaluating the programmes/schemes, when necessary.
- 10) Assist the team in timely delivery of activities as outlined in the project\Additionally, the consultant can be delegated any other work by the director / competent authority.

**II. Consultant (Elderly Care) - 01**

**Educational Qualification:** The applicant must have post-graduation in any discipline from a recognised university preferably Master in Social Work (MSW). PG Diploma course in Gerontology and Geriatrics, shall be given preference.

**Age Limit:** The age of applicant should not be more than 45 years on the last date of submission of Application.

**Work Experience:**

- 1) At least 3 years of post-qualification work experience in in the field of Senior Citizens issues (e.g. Geriatric and Dementia care, Geriatric Management, Geriatric Counselling, Care Giving, MWPSA Act etc. desirable).
- 2) Work experience in preparation of modules, capacity of organising events and conducting training programmes in the field related to senior citizen issues is preferable.
- 3) Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.

- 4) Published work in the area of Gerontology and Geriatric research/systematic reviews or meta-analysis of published studies shall be given preference.
- 5) Excellent communication and presentation skills is desirable for a multi-disciplinary team environment.

**Remuneration:** The consolidated remuneration of (i) Rs.50, 000/- per month, if anyone have work experience of 3-5 years, and (ii) Rs.60, 000/- who have more than 5 years' experience in the field of senior citizens. Nothing extra shall be paid for any reason/ purpose e.g. HRA/ Telephone/ Transport, etc. except for travelling outside Delhi for Government work.

**Nature of Appointment:** The Consultants will be engaged on purely Contract Basis for a period of One year which can be extended on need basis and performance of incumbent.

**Job responsibilities:**

- 1) Organising and assisting in all the online and offline training programme, conference and seminars, workshops and capacity building programmes related works
- 2) Preparation and drafting of various regulations, necessary reports, presentations etc.
- 3) Preparing training modules (online and offline), IEC materials etc.
- 4) Drafting of MoUs between NISD and stakeholders
- 5) Assistance in conducting community awareness, capacity building programs and workshops.
- 6) Touring all the states for monitoring and evaluating the programmes/schemes.
- 7) Assist the team in timely delivery of activities as outlined in the project.
- 8) Additionally, the consultant can be delegated any other work by the director / competent authority.

### **III. Consultant (Transgender Welfare) - 01**

**Educational Qualification:** The applicant must have post-graduation in any discipline from a recognised university preferably Master in Social Work (MSW).

**Age Limit:** The age of applicant should not be more than 45 years on the last date of submission of Application.

**Work Experience:**

- 1) At least 3 years of post-qualification work experience in in the field of transgender issues and their rights.
- 2) Preferably having knowledge on various welfare programmes of central and state Govt. for the welfare of the Transgender.
- 3) Aware about constitutional provisions and legislations related to Transgender.

- 4) Work experience in preparation of modules, capacity of organising events and conducting training programmes in the field related to social defence issues is preferable.
- 5) Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- 6) Published work in the area of social defence research/systematic reviews or meta-analysis of published studies shall be given preference.
- 7) Excellent communication and presentation skills is desirable for a multi-disciplinary team environment.

**Remuneration:** The consolidated remuneration of (i) Rs.50, 000/- per month, if anyone have work experience of 3-5 years, and (ii) Rs.60, 000/- who have more than 5 years' experience in the field of social defence. Nothing extra shall be paid for any reason/ purpose e.g. HRA/ Telephone/ Transport, etc. except for travelling outside Delhi for Government work.

**Nature of Appointment:** The Consultants will be engaged on purely contract basis for a period of One year which can be extended on need basis and performance of incumbent.

**Job responsibilities:**

- 1) Organising and assisting in all the online and offline training programme, conference and seminars, workshops and capacity building programmes related works
- 2) Preparation and drafting of various regulations, necessary reports, presentations etc.
- 3) Preparing training modules (online and offline), IEC materials etc.
- 4) Assistance in conducting community awareness, capacity building programs and workshops.
- 5) Touring all the states for monitoring and evaluating the programmes/schemes.
- 6) Assist the team in timely delivery of activities as outlined in the project, and ability to scrutinise proposals.
- 7) Additionally, the consultant can be delegated any other work by the director / competent authority.

#### **IV. Consultant (Beggary) - 01**

**Educational Qualification:** The applicant must have post-graduation in any discipline from a recognised university preferably Master in Social Work (MSW).

**Age Limit:** The age of applicant should not be more than 45 years on the last date of submission of Application.

**Work Experience:**

- 1) At least 3 years of post-qualification work experience in in the field of beggary issues (rehabilitation and welfare of person engaged in beggary).
- 2) Preferably having knowledge on various welfare programmes of central and state Govt. for the welfare of the person engaged in beggary.
- 3) Aware about constitutional provisions and legislations related to beggary.
- 4) Work experience in preparation of modules, capacity of organising events and conducting training programmes in the field related to social defence issues is preferable.
- 5) Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- 6) Published work in the area of social defence research/systematic reviews or meta-analysis of published studies shall be given preference.
- 7) Excellent communication and presentation skills is desirable for a multi-disciplinary team environment.

**Remuneration:** The consolidated remuneration of (i) Rs.50, 000/- per month, if anyone have work experience of 3-5 years, and (ii) Rs.60, 000/- who have more than 5 years' experience in the field of beggary. Nothing extra shall be paid for any reason/ purpose e.g. HRA/ Telephone/ Transport, etc. except for travelling outside Delhi for Government work.

**Nature of Appointment:** The Consultants will be engaged on purely contract basis for a period of One year which can be extended on need basis and performance of incumbent.

**Job responsibilities:**

- 1) Organising and assisting in all the online and offline training programme, conference and seminars, workshops and capacity building programmes related works
- 2) Preparation and drafting of various regulations, necessary reports, presentations etc.
- 3) Preparing training modules (online and offline), IEC materials etc.
- 4) Assistance in conducting community awareness, capacity building programs and workshops.
- 5) Touring all the states for monitoring and evaluating the programmes/schemes.
- 6) Assist the team in timely delivery of activities as outlined in the project, and ability to scrutinise proposals.
- 7) Additionally, the consultant can be delegated any other work by the director / competent authority.

## **V. Consultant (Online Education-Educational Film Making) – 02**

**Educational Qualification:** The applicant must have post-graduation in any discipline from a recognised university preferably Masters in Mass Communication or PG Diploma course in Cinematography, script writing, editing and post production activities, shall be given preference.

**Age Limit:** The age of applicant should not be more than 45 years on the last date of submission of Application.

### **Work Experience:**

- 1) At least 3 years of post-qualification work experience in in the field of production of videos which includes script writing, incorporating animations, presentations, graphics, other video clippings, editing etc. Production of the video and all the post production activities.
- 2) Work experience in the creation of online courses is preferable.
- 3) Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- 4) Excellent communication and presentation skills is desirable for a multi-disciplinary team environment.

**Remuneration:** The consolidated remuneration of (i) Rs.50, 000/- per month, if anyone have work experience of 3-5 years, and (ii) Rs.60, 000/- who have more than 5 years' experience in the field of online education and film making. Nothing extra shall be paid for any reason/ purpose e.g. HRA/ Telephone/ Transport, etc. except for travelling outside Delhi for Government work.

**Nature of Appointment:** The Consultants will be engaged on purely Contract Basis for a period of One year which can be extended on need basis and performance of incumbent.

### **Job responsibilities:**

- 1) All activities related to creation of a good quality online course
- 2) Writing of the script from the material provided by the expert
- 3) Shooting of videos of the lectures delivered by the experts
- 4) Handling of camera, microphones, recorders, switcher and other associated equipment
- 5) Search the internet for related material (Open Education Resources)
- 6) Incorporate in the video - animations, graphics, presentations, other video clippings etc
- 7) Editing the video to bring it to the final online course form. Should be conversant with the popular video editing platforms.
- 8) Additionally, the consultant can be delegated any other work by the director / competent authority.

## **VI. Consultant (Graphic/Web Design)**

**Educational Qualification:** The applicant must have post-graduation in any discipline from a recognised university preferably with PG Diploma in Graphic/Web Design. Post Graduates in Graphic/Web Design shall be given preference.

**Age Limit:** The age of applicant should not be more than 45 years on the last date of submission of Application.

**Work Experience:**

- 1) At least 3 years of post-qualification work experience in in the field of production of visuals for online, print, digital marketing ,social media, newsletters, pamphlets, e-brochures etc.,
- 2) Should be proficient in basic designing tools, UI & UX, Web design, HTML, CSS techniques, JavaScript and Flash and data base technologies
- 3) Should be Conversant with software like ADOBE, ILLUSTRATOR, PHOTOSHOP, COREL, SKETCH, DREAMWEAVER
- 4) Should be conversant with SEO, Digital Marketing and Social Media Management
- 5) Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- 6) Excellent communication and presentation skills is desirable for a multi-disciplinary team environment.

**Remuneration:** The consolidated remuneration of (i) Rs.50, 000/- per month, if anyone have work experience of 3-5 years, and (ii) Rs.60, 000/- who have more than 5 years' experience in the field of graphic design. Nothing extra shall be paid for any reason/ purpose e.g. HRA/ Telephone/ Transport, etc. except for travelling outside Delhi for Government work.

**Nature of Appointment:** The Consultants will be engaged on purely Contract Basis for a period of One year which can be extended on need basis and performance of incumbent.

**Job responsibilities:**

- 1) All activities related to creation of a good quality material for online, print, digital marketing and social media for creating awareness about NISD programmes
- 2) Preparation of newsletters, pamphlets, e-brochures etc
- 3) Creation of web based awareness programmes from the contents provided by the experts
- 4) Designing online systems for registration of participants, taking surveys, feedback etc.
- 5) Creating databases and report generation from the data collected during various surveys and feedback.
- 6) Additionally, the consultant can be delegated any other work by the director / competent authority.

**VII. Consultant (Admin) - 01**

The role of the Consultant (Admin) will be to look into the overall administration work. The person will be required to oversee letters for coordination with the Government and Non-Government Organisations. He/she should have in-depth knowledge of government rules and regulations relating to Administration work along with letter correspondence. They should be

proficient in dealing with purchases, stock inventories, transport allowances, pay fixation and other Administration and Establishment-related issues. The applicant will be required to have operational knowledge of computers, and can be delegated any other additional work by the director.

**Educational Qualification & Experience:** (For Retired Government Officer): The applicant must be a graduate in any discipline and should have retired from the post of Section Officer or above or equivalent from any Central Govt./State Govt./Autonomous Body and held that post for at least five years on regular basis and have full knowledge of Govt. Rules, Regulations relating to establishment, CCS(CCA), CCS(Pension), GFR, Pay Fixation etc. (For Other Persons):- the Applicant must be a Post Graduate in any discipline and have experience of minimum three years in administration, establishment, purchases, etc. in big organization. Preference will be given to person having strong knowledge of Government Rules and regulation relating to admin., establishment, pay fixation, purchases, store inventory, etc.

**Remuneration:** For retired person, the consolidated remuneration as per guideline of MSJE shall be paid in addition to pension being drawn by him. For other person, the consolidated remuneration in range of Rs.50,000/- to Rs.60,000/- per month commensurate to experience of applicants shall be given and nothing extra shall be paid for any reason/ purpose e.g. HRA/ Telephone/ Transport, etc. except for travelling outside Delhi for Government work.

**Age Limit:** For retired person, the age of applicant should not be more than 62 years on last date of application and NISD can retain him up to the age of 65 years only. For other person, the maximum age should not be more than 45 Years on last date of submission of application.

**Nature of Appointment:** The Consultant will be engaged purely on Contractual Basis for a period of One Year which can be extended on need basis and performance of incumbent.

#### **VIII. Consultant (Accounts) - 01**

The applicant should have knowledge of government-accounting rules, General Financial Rules (GFR) and experience in scrutiny/ auditing bills and vouchers, preparing balance sheets, income/expenditure/ accounts, receipt and payment accounts, bank reconciliation, maintenance of cashbook etc. The applicant should have basic knowledge of computers and preferably know how to work on softwares like PFMS and Tally. Additionally, the consultant can be delegated any other work by the director.

**Educational Qualification & Experience (for Retired Govt. Officer):-** The applicant must have a Degree of a recognised University or equivalent preferably B.Com. or above and should have retired from the post of Assistant Accounts Officer/Accounts Officer or equivalent post from any Central govt. State govt., Autonomous body and he should have good knowledge of Govt.



Accounting Rules, Scrutiny/ Auditing of Bills/ Vouchers, preparations of balance sheet, Income Exp. Accounts, Receipt & payment A/c, Bank reconciliation, cash book, etc.

**(For other Persons):** The Applicant should be M.Com or CA or ICWA with a minimum 3 years' experience in auditing and maintenance of Govt. Accounts, Knowledge of Govt. Rules relating to GFR, Govt. Accounting Rules, etc. and working in Private Organization.

**Remuneration:-** The consolidated remuneration as per guideline of MSJE shall be paid in addition to pension being drawn by him. For other person, the consolidated remuneration in range of Rs.50000 to Rs.60,000/- per month shall be given commensurate of education qualification and experience of applicant and nothing extra shall be paid for any reason/ purpose e.g. HRA/ Telephone/ Transport, etc. except for travelling outside Delhi for Government work.

**Age Limit: -** For Retired Persons, the age of applicant should not be more than 62 years on the last date of submission of Applications and NISD can retain the consultant up to the age of 65 years only. For other person, the maximum age should not be more than 45 Years on last date of submission of application.

**Nature of Appointment: -** The Consultant will be engaged on purely Contract Basis for a period of One Year which can be extended on need basis and performance of incumbent.

