



**F. No. 3/2/2023-ADMN. DIVISION -Admn. (C.No. 77084 )**  
**National Institute of Social Defence**  
(Ministry of Social Justice & Empowerment, Govt of India)  
**Plot No. G-2, Sector-10, Dwarka**  
**New Delhi-110075**

**VACANCY CIRCULAR**

Applications are invited from eligible candidates for filling up the following post in NISD. Details of post to be filled up, educational qualifications, experience and other prescribed requirements for the post are as under:

S.No	Name of the Post	Number of Post	Pay Band and Grade Pay	Essential Qualifications and Age Limit	Remarks
1.	Deputy Director (Administration & Planning) on deputation including short term contract basis	1	<b>Rs. 8000-13500/Rs.6500-10500</b> <b>Rs. 8000-13500/Rs.6500-10500</b>	Officer under the Central Government/State Government/Public Sector Undertaking/Autonomous Statutory bodies holding analogous post on regular basis in the Parent Cadre/Department or with atleast 5/8 years service in the posts in the or equivalent respectively and having experience in administration, establishment and accounts matters.	The Period of Deputation will be 1+2 years.

Interested candidates who fulfil the prescribed conditions may apply for the post of Deputy Director (Administration & Planning), National Institute of Social Defence. The applications may be forwarded to Deputy Director (Admin) National Institute of Social Defence (NISD), Plot No. G-2, Sector-10, Dwarka, New Delhi-110075.

The details of the advertisement and prescribed proforma at **Annexure-I** may be downloaded from the website of the Institute [www.nisd.gov.in](http://www.nisd.gov.in) & Ministry Website [www.socialjustice.nic.in](http://www.socialjustice.nic.in).

The last date of receiving the application form alongwith attested copy of vigilance clearance, Integrity Certificate and APARs of last five years will be within 30 days from the date of publication of the advertisement. The Employees of Central Government /State Government/Public Sector Undertakings etc. should send their application through proper channel.

The Competent Authority reserves the right to reject any application or all applications without assigning any reason whatsoever.

Applications received after the last date or without all or any of the documents (photocopy) pertaining to education, experience and age or otherwise found incomplete will not be considered and no correspondence will be entertained in this regard.

Method of recruitment	Deputation (Including short term contract)
Eligibility Criteria	<p>Officer under the Central Government/State Government/Public Sector Undertaking/Autonomous Statutory bodies:-</p> <p>(a)(i) holding analogous post on regular basis in the parent cadre/department;</p> <p>or</p> <p>(ii) with at least 5/8 years service in the posts in the pay scale of Rs.8000-13500/ Rs. 6500-10500 or equivalent respectively and having experience in administration, establishment and accounts matters.</p> <p>(b) possessing a Graduation degree from a Recognised University</p> <p>(c) The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>

#### LIST OF DOCUMENTS TO BE SENT ALONG WITH THE APPLICATION

1. Application in prescribed format – Annexure I duly filled in and signed by the candidate and countersigned with seal by the Cadre/Appointing authority.
2. Attested copies of APAR/ACRs for the last 5 (five) years duly attested on each page by an officer not below the rank of Under Secretary to the Government of India.
3. Integrity Certificate
4. Vigilance Clearance Certificate
5. Statement of major or minor penalties, if any, imposed on the officer during the last 10 years of service.
6. A certificate to the effect that the particulars furnished by the candidate have been verified and found correct as per service records.
7. Cadre Clearance Certificate.

**NOTE: Incomplete application or application not accompanied by the above documents will be summarily rejected.**



**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below;

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP / MACP Scheme	From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi- Permanent or Permanent			
9. 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 organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the</p>			

<p>name of your employer against the relevant column)</p> <p>a) Central Government  b) State Government  c) Autonomous Organization  d) Government Undertaking  e) Universities  Others</p>		
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>		
<p>13. 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.</p>		
<p>14. Total emoluments per month now drawn</p>		
<p>Basis Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief /other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<p><b>16.A Additional Information</b>, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic</p>		

<p>qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
<p><b>16.B Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii)Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the Organization (v) Any research/ innovative measure involving official. recognition vi) any other information. <b>(Note: Enclose a separate sheet if the space is Insufficient)</b></p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

**(Signature of the candidate)**

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

## **Certification by the Employer Cadre Controlling Authority**

The information details provided in the above application by the applicant are true and' correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

### **2. Also certified that;**

i) There is no vigilance or disciplinary case pending/ contemplated against Shri./Smt\_\_\_\_\_

ii) His/ Her integrity is certified.

iii) His! Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No. major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him! her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

---

**(Employer / Cadre Controlling Authority with Seal)**