

F. No. 3/1/2022-Admn. (C.No. 49663)

National Institute of Social Defence

(Ministry of Social Justice & Empowerment, Government of India)

Plot no. G-2, Sector – 10, Dwarka, New Delhi – 110075

Date: 8th July,2022

VACANCY CIRCULAR

Sub: Filling up the post of Junior Research Officer and Technical Assistant in National Institute of Social Defence, Delhi an autonomous body under Ministry of Social Justice & Empowerment, Government of India on Deputation Basis.

NISD, Delhi an autonomous body under MSJ&E, Govt. of India invites applications from eligible persons of Central Government/State Government/Universities/Recognized Research Institutions/ PSUs Statutory/ Semi Govt. Autonomous and other organizations for filling up the following posts on deputation basis (including short term contract. The selected candidates are liable to be posted in Delhi.

| S. No. | Name of Post | Number of Vacancies | Scale of Pay (Pre-revised) |
|--------|-------------------------|---------------------|----------------------------|
| 1. | Junior Research Officer | 1 (One) | Rs. 6500-200-10500 |
| 2. | Technical Assistant | 1 (One) | Rs. 5000-150-8000 |

2. Application (Curriculum Vitae) in the prescribed format available at website (www.nisd.gov.in) of willing and eligible officials whose services can be spared, without delay, in the event of their selection may be forwarded through proper channel along with (i) copies of APARs for the last 5 years duly attested (with stamp) on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent, (ii) Integrity Certificate (iii) vigilance clearance certificate as per proforma enclosed & (iv) major/minor penalty statement for the last 10 years and Cadre clearance certificate incorporating that “in the event of his/her selection he/she will be relieved to join NISD on deputation basis” so as to reach the Deputy Director (Admn.) NISD, within 90 days from the date of issue of this circular.

3. The NISD reserves the right to change the number of posts or not to fill up any of the posts advertised if the circumstances so warrant.

5. Details of the procedure to apply, general instructions and other guidelines are available at website of the institute (www.nisd.gov.in).

(Manoj Hatoj)
Dy. Director (Admn. & Plg.)

GENERAL INSTRUCTIONS

The National Institute of Social Defence is the nodal training and research institute in the field of social defence. Though social defence covers the entire gamut of activities and programmes for the protection of society, it is currently focusing on human resource development in the areas of drug abuse prevention, welfare of senior citizens and transgenders, beggary prevention.

Eligibility Conditions are as under:

Officials of the Central/State Governments/Union Territories:

A. Junior Research Officer

| | | |
|----|-------------------------------|---|
| 1. | Name of post | Junior Research Officer |
| 2. | Number of Vacancy | 01 (One) on deputation basis as per DOPT Guidelines. |
| 3. | Classification | Group- 'B' |
| 4. | Scale of Pay (Pre-revised) | Rs. 6500-200-10500 |
| 5. | Eligibility | Deputation Central Government, or State Government, Universities/ Public Sector Undertakings, autonomous/ statutory bodies and recognized Research Institutions Essential I. Holding analogous posts on regular basis. II. 5 years' service in posts in the Pay Scale of Rs.5500- 9000 (Pre-revised) or equivalent. III. At least 50% marks in Master's Degree in Social Work of Sociology or Criminology or Social Anthropology of a recognized Under or equivalent. IV. 3 years research experience or investigation experience in the field of Social Defence or allied subjects. |
| 6. | Period of Deputation | 1+2 years |

B. Technical Assistant: -

| | | |
|----|-------------------------------|--|
| 1. | Name of post | Technical Assistant |
| 2. | Number of Vacancy | 01 (One) on deputation basis as per DOPT Guidelines. |
| 3. | Classification | Group- 'C' |
| 4. | Scale of Pay (Pre-revised) | Rs. 5000-150-8000 |
| 5. | Eligibility | Deputation Central Government, or State Government, Universities/ Public Sector Undertakings, autonomous/ statutory bodies and recognized Research Institutions. Essential I. Holding analogous posts on regular basis. II. 5 years' service in posts in the Pay Scale of Rs. 4000 -6000 (Pre-revised) or equivalent. III. Master's degree in Social Science subject of a recognized University or equivalent. |

| | | |
|----|----------------------|---|
| | | IV. A degree of a recognized University with a Social Science subject or equivalent and possessing 3 years' experience in the field of Social Defence. V. Working Knowledge with Computer. |
| 6. | Period of Deputation | 1+2 years |

1. The officers/officials selected shall be posted at National Institute of Social Defence (NISD), New Delhi
2. The application in the Proforma enclosed (available at www.nisd.gov.in) duly signed by the applicant along with Annual Confidential Reports/APARs for the preceding five years, vigilance clearance, integrity certificate, statement of minor/major penalty, if any, imposed on the officer during the last five years and cadre clearance of the applicant, who could be spared in the event of selection may be sent through proper channel to the National Institute of Social Defence (NISD), Plot no. G-2, Sector – 10, Dwarka, New Delhi – 110075.
3. Only short-listed candidates will be called for interview or for further selection process. Mere fulfilling the minimum eligibility criteria shall not bestow any right on the applicants to be called for interview.
4. NISD reserves the right to change the number of posts or not to fill up the posts advertised, if the circumstances so warrant.
5. The application in the PROFORMA (available on NISD website: www.nisd.gov.in) duly signed by the applicant and through Proper Channel should reach NISD within 90 days. The name of the post applied for may be written in bold letters on the top of the envelope and the Curriculum Vitae.
6. Advance copy may be sent to the NISD by the candidates in the prescribed proforma. However, the Department is required to forward the application of those candidates who can be relieved immediately.
7. The Institute reserves the right to reject any or all the applications without assigning any reason whatsoever.

(Manoj Hatoj)
Dy. Director (Admn. & Plg.)

Distribution: -

1. Institute Website
2. All Ministries/ Departments of Government of India
3. Member (P&V), CBEC, Ministry of Finance, North Block, New Delhi.
4. Member (P&V), CBDT, Ministry of Finance, North Block, New Delhi.
5. All Chief Secretaries of all State/Union Territories
6. Director, IB, MHA, North Block, New Delhi
7. Director, CBI, North Block, New Delhi
8. Commissioner of Delhi Police, IP Estate, ITO, New Delhi
9. DG, Railway Protection Force, Rail Bhawan, New Delhi
10. DG, Coast Guard Headquarters, National Stadium Complex, New Delhi
11. Cabinet Secretariat, Rashtrapati Bhavan, New Delhi
12. DG, DRI, I.P Estate, New Delhi

13. Director, Directorate of Enforcement, Ministry of Finance, Lok Nayak Bhawan, New Delhi
14. Director, National Crime Records Bureau, East Block -7 R.K.Puram New Delhi
15. Employment News, East Block-4, Level 5, R.K.Puram, New Delhi, Delhi 110066

ANNEXURE

Application Proforma

1. Name and Address (in block letter)
2. Date of birth (in Christian era)
3. Date of retirement under Central/State Govt. Rules
4. Educational Qualification
5. Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

| | | Qualification Required | Experience | Qualification/Experience Possessed by the officer |
|-------------------|----|-------------------------------|-------------------|--|
| Essential: | 1. | | | |
| | 2. | | | |
| | 3. | | | |
| Desirable | 1. | | | |
| | 2. | | | |

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

| Office/Institution | Post Held | From To | Scale of pay and basic pay | Nature of duties details) | of (in |
|---------------------------|------------------|----------------|-----------------------------------|----------------------------------|---------------|
| | | | | | |

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 of deputation/contract
- c. Name of the parent office/organization to which you belong.

10. Additional details about present employment please state whether working under (indicate the name of your employer against the relevant column):

- a. Central Govt.
- b. State Government
- c. Autonomous Organizations
- d. Government Undertakings
- e. Universities.
- f. Others

11. Please state whether you are working in the same Department and are in the feeder grade of feeder to feeder grade.

12. Are you in Revised Scale of Pay? If you, give the date from which the revision took place and also indicate the Pre-revised Pay scale.

13. Total emoluments per month now drawn.

14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) Work experience over the above prescribed in the Vacancy Circular/Advertisement.

15. Please state whether you are applying for Deputation (ISTC)/ Absorption/Re-employment Basis. (Officers under Central/State Government are only eligible for 'Absorption, Candidates of non-Government Organizations Are eligible only for Short Term Contract).

16. Whether belongs to SC/ST.

17. Remarks (The candidates may indicate information with regard to):

- i. Research publications and reports and special projects
- ii. Awards/scholarship/ official Appreciation
- iii. Affiliation with the Professional bodies/Institutions/ societies and
- iv. Any other information.

(Note: Enclose a separate sheet if the space is insufficient)

Additional information

18. Whether the present post held is on substantive basis or on officiating basis or on deputation/short term contract.
19. Pay Matrix level of the present post held.
20. If Pay matrix Level in S.No. 19 above is not that of the substantive post Held (i.e that on deputation/ short term contract/ ACP Scheme up gradation/MACP up gradation). Then the substantive pay (Pay Matrix Level).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date

**Signature of the Candidate
Address**

21.

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:
 - a. There is no vigilance or disciplinary case pending contemplated against Sh./ Smt.....
 - b. His/ her integrity is certified
 - c. His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed
 - d. No Major minor Penalty has been imposed on him/ her during the last 10 years is enclosed (as the case may be)

Countersigned

Employer with Seal