

National Institute of Social Defence
Ministry of Social Justice & Empowerment

Hiring of Consultants on Contractual Basis

(i) Consultant (Admn.) -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 .

(ii) Consultant (Accounts)- 2

The applicant should have knowledge of government-accounting rules, 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.

(iii) Consultant (Hindi) -01

The applicant should be proficient in Hindi, and have the experience of translating from Hindi to English and vice versa. The person should be skilled in typing the translated

documents to maintain soft copies. Basic computer knowledge desirable. Additionally, the consultant can be delegated any other work by the director.

Educational Qualification & Experience:- (For Retired Person) The Consultant proposed for engagement shall be well acquainted with the functioning of the Central Govt. Ministries/Departments Persons retired from the post of Assistant Director(Hindi), Senior Hindi Translator/Junior Hindi Translator from Central Govt. Ministries/Departments having experience of minimum 3 years in the above field shall be given preference.

(For Other Persons): The applicant must hold minimum MA Degree Hindi in from a recognised University and have experience of 5 years of translating the matter from English to Hindi & vice versa. He should be capable of typing translated document on computer.

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 of range Rs.50,000/- to Rs.60,000/- per month in commensurate to educational qualification and experience 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:- The age of applicant (for retired person) 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 Six Months which can be extended on need basis and performance of incumbent.

(iv) Consultant (Programme) - 09

The applicant should have excellent coordination skills. The person will be required to handle social events, organise programmes, trainings (online and offline) and seminars. The applicant should be proficient in softwares like PPT, MS Excel and Word. The applicant should have basic knowledge of Senior Citizens issues, Drugs, Beggary Prevention, Transgender issues, etc. Additionally, the consultant can be delegated any other work by the director.

Educational Qualification & Experience:- The applicant must have a MSW or MA in Social Science from a recognised University. The person having minimum 3 years' experience in Social Defence Issues working in Drugs, Senior Citizens, Beggary Prevention, etc. shall be given preference.

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:- The age of applicant should not be more than 45 years on the last date of submission of Applications.

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.

IV Consultant (TG for Secretariat) - 01

The applicant should have excellent coordination skills. The person will be required to handle social events, organise programmes, trainings (online and offline) and seminars. The applicant should be proficient in softwares like PPT, MS Excel and Word. The applicant should have in-depth knowledge of Transgender issues, including the Transgender Persons (Protection of Rights) Act, 2019. The Consultant will be required to assist in the Secretariat of National Council, and may be entrusted with the role of coordinating with organisations, NISD and Ministry officers. Additionally, the consultant can be delegated any other work by the director / competent authority.

Educational Qualification & Experience The applicant shall have MSW. The applicant have experience of minimum 3 years in coordinating with various organization through good skills in drafting, noting, good communication skills in writing & speak in English & Hindi. Applicant should also able to work on computer using MS word, Power Point Presentations, e-mail chatting etc. The person worked in analogous post in big Govt. Organization/Semi Govt. Organization shall be given preference.

Remuneration:- The consolidated remuneration in the range of Rs.50,000/- to Rs.60,000/- per month commensurate with qualification and experience of the candidate shall be given and nothing extra shall be paid for any reason/ purpose e.g. HRA/ Telephone/ Transport, etc. except travelling outside Delhi for Government work.

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

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.

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 Qualification (with details): _____
9. Details of Experience: _____

Sl. No.	Organization	Position held	Period		Salary	Any other Information
			From	to		
1.						
2.						
3.						

10. Knowledge of Computer: _____
11. Any other information: _____

Candidates should produce Originals documents in respect of Sl. Nos. 6,7,8, & 9 above at the time of interview, and should 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 willful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Date: _____

Place: _____