



F. No. 1/2/2023-NISD (C. No. 72072)

National Institute of Social Defence

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

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

Date: 21 August, 2026

Vacancy Circular

Subject: Engagement of Mission Manager on contractual basis.

NISD, Delhi an autonomous body under MoSJ&E, Govt. of India, working in areas of Social Defence issues namely Sr. Citizen Welfare, Drug Abuse Prevention, and Transgender Welfare & Beggary Prevention. The Institute invites applications from eligible candidates for the post of **Mission Manager** purely on contractual basis.

The NISD reserves its right to increase or decrease the number of contractual posts or not to fill up any of the posts advertised without assigning any reason whatsoever.

Interested candidates may please go through the qualification, experiences and eligibility criteria and other information available on the Institute website www.nisd.gov.in.

Please send your duly filled application form in prescribed format (attached) along-with all documents/testimonials, mark sheets, experience certificates etc. within 21 (Twenty One) days from the date of publication of this advertisement in the newspaper. Applications should be clearly mentioned on the envelop the name of post applied for and send to the Dy. Director (Admn.& Plg.), National Institute of Social Defence, G-2, Sector 10, Dwarka, New Delhi – 110075.

The qualification, experience and other details are as follows :-

1.	Name of the Post	Mission Manager (Social Audit)
2.	No. of Post	01 (One)
3.	Educational Qualification	Post Graduation in any discipline with at least 55% marks from a recognized university.
4.	Age Limit	The age of applicant should not be more than 60 years on the last date of submission of Application.
5.	Work Experience :- 10 years grassroots experience with CSO and out of it at least three years of experience in Social Audit and two years of administrative experience handling projects/units/cell at state level • Experience at National level to conduct of social audit for various programmes	

	• Excellent command over Hindi and English languages • Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents. • An Excellent communication and presentation skills are desirable for a multi-disciplinary team environment.
6.	Roles and Responsibilities :- • Facilitate the development of social audit guidelines and protocols for the different schemes. Revise guidelines and protocols based on feedback from the pilot audits. • Provide technical assistance and support to SAUs for conduct of effective social audits • Set up an advisory body with few permanent members and a larger list of invitees with expertise on different relevant subjects/ sectors to guide the social audit process • Identify National Resource Organizations that have demonstrated expertise in Social accountability initiatives, to partner with for preparation of training modules, organizing of training, facilitating pilot audits, conduct of test audits, monitoring and evaluation of social audits. • Help design the MIS for conduct of social audit and manage the social audit findings and action taken reports. • Help prepare an annual action plan and budget for the SAUs • Engage with the Ministry on a periodic basis regarding social audit findings, action taken reports and other support required for conduct of social audit • Conduct research on different aspects of social audits • Document and disseminate good practices in social audit • Prepare annual report incorporating findings, action taken reports and policy recommendations • Additionally, the consultant can be assigned with any other work at the discretion of the Competent Authority. • Train and build capacity of social audit resource persons in SAUs to take up social audit of DoSJE schemes.
7.	Remuneration:- ○ The consolidated remuneration of Rs. 1,25,000/- per month ○ Nothing extra shall be paid for any reason / purpose e.g. HRA / Telephone / Transport, etc. except for travelling outside Delhi for official work.
8.	Nature of Appointment :- The Mission Manager will be engaged on purely contract basis for a period of One year which can be extended on need basis and performance of incumbent.

Please send your duly filled application form in prescribed format (attached) along-with all documents/testimonials, mark sheets, experience certificates etc. within 21 (Twenty One days) from the date of publication of this advertisement in the newspaper.

Applications should be clearly mentioned on the envelop the name of post applied for send by post or in person to the Dy. Director (Admn. & Plg.), National Institute of Social Defence, G-2, Sector 10, Dwarka, New Delhi – 110075. Online application will not be entertained.

Candidates are advised that clearly mention the post applied for in the Application form. Incomplete applications shall summarily be rejected.

Only shortlisted candidates will be called for interview. All communication will be through e-mail/Phone. Hence, all candidates are advised to clearly mention their e-mail/contact number in the Application Form.

Reservation: As per guidelines issued by the Govt. of India.

Last date for submission of applications: The last date for submitting applications will be within 21 (Twenty One days) from the date of publishing in the Newspapers.

Applications received after the due date and time shall summarily be rejected.

General Conditions:

- i. The offered assignment is purely temporary and does not envisage any kind of regular appointment in NISD in future.
- ii. In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
- iii. Canvassing in any form will be treated as disqualification.
- iv. No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- v. The shortlisted candidates will be informed about the date, time and venue of the interview.
- vi. Retired Government persons who apply will be governed as per provisions of Ministry of Finance O.M. No.3-25/2020-E.IIIA,
- vii. Candidates may regularly visit the website for further information/updates, if any.

Vivek Kumar
21/08/2020

(Vivek Kumar)

Dy Director (Admn. & Plg.)

विवेक कुमार/Vivek Kumar

उप निदेशक (प्रशासन एवं योजना)/Deputy Director, (Admn. & Plg.)
राष्ट्रीय समाज रक्षा संस्थान/National Institute of Social Defence
प्लॉट नं० जी-2, सेक्टर-10 /Plot No. G-2, Sector-10
द्वारका, नई दिल्ली-110075 /Dwarka, New Delhi-110075

APPLICATION FORMAT

Passport Photo

Application for the Post of _____

1. Name _____
2. Father's Name _____
3. Mother's Name _____
4. Postal Address _____
5. E-mailAddress _____
6. Date of Birth _____
7. Contact No. Landline _____ Mob. No. _____
8. Category Gen. _____ SC/ST/OBC _____ PWD _____
9. Sex 1. Male _____ 2. Female _____ 3. Third Gender _____
10. (Please mark ☒)
- 11 Identity Proof _____
- 12 Educational Qualification(withdetails):

S. No.	Degree in Chronological Order	Specialization	University / Board	Year of Passing	% age of Marks	Any other information
1						
2						
3						
4						
5						

13. Details of Experience:

S. No.	Organisation	Position held	Period		Salary (Rs.)	Any other information
			From	To		
1						
2						
3						
4						
5						

14. Knowledge of Computer	
15. Any other Information	

Candidates should submit copy of all Certificate and testimonial at the time of submission of application. The Originals documents to be produced at the time of Interview.

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the information provided by me is true & correct,

I understand that any wilful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Date: _____

Place: _____