



**NATIONAL INSTITUTE OF SOCIAL DEFENCE**  
**(An Autonomous body Ministry of Social Justice & Empowerment)**  
**West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi**

The National Institute of Social Defence (NISD), an autonomous body under the Ministry of Social Justice and Empowerment, invites application for hiring of Consultants (02 in Nos.) purely on contractual basis for a period of six months. The initial hiring will be for a period of six months which could be further extended upto one year.

The NISD imparts training, conducts courses in the field of Old Age Care, Drug Abuse Prevention, Beggary Prevention and other Social Defence issues etc.

The candidates should have Master's degree in Social work/Sociology and work experience in the aforesaid field.

For detailed qualification, job profile, experience etc., please visit the NISD website [www.nisd.gov.in](http://www.nisd.gov.in) Application forms may also be downloaded from the website. Duly filled in application forms may please be addressed to Deputy Director (Admn. & Plg.), West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi-110066.

**Director**  
**Tel: 011-26100058**



**NATIONAL INSTITUTE OF SOCIAL DEFENCE**  
**(Ministry of Social Justice & Empowerment)**  
**West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi**

**Notice for Hiring of "Consultant" in National Institute of Social Defence**  
**(NISD) on contractual basis**

The National Institute of Social Defence (NISD) intends to hire 02 Consultants on contractual basis for implementing their various programmes and courses.

**About the Institute:**

The National Institute of Social Defence (NISD), an autonomous body under the Ministry of Social Justice and Empowerment, imparts training, conducts courses (long & short term) in the field of Social Defence which includes Old Age Care, Drug Abuse Prevention, Transgender, Beggary Prevention, and also Research and Documentation. It provides technical inputs to the Govt./NGOs, setting standards of services by developing Manuals/Guidelines, Strategic Consultation on Policies & Programmes, Capacity Building of Govt. & Non-Govt. stakeholders, Skill Development initiatives and trainings, organizing Seminar/Sensitisation/Orientation Programmes, Exhibitions, National Consultation, etc.

The Institute invites application from suitable candidates in the related subject to work as a Consultants (02 in Nos.), initially for a period of 6 months which could be further extended upto one year. The detail is as under:

<b>S.No.</b>	<b>Nature of Consultancy</b>	<b>Numbers Consultant</b>	<b>Monthly remuneration</b>	<b>Educational Qualification</b>
1.	Hiring of full time Consultant on contractual basis	02 (Two)	Consolidated package upto a maximum of Rs.25,000/- per month.	<b><u>Essential</u></b> (i) Master's Degree in Social Works or Sociology or Criminology or Social Anthropology or Geriatrics from recognized University or equivalent. (ii) 01 years research investigation experience in the field of Social Defence or allied subjects. <b><u>Desirable</u></b> Working knowledge of Computer.

**Other eligibility criteria for Consultant are as under:**

- (i) Maximum age for engagement as Consultant will be 30 years.
- (ii) He/She should have a good knowledge of Government rules and procedures.
- (iii) He/She should be able to handle work independently and should have proficiency in computers.
- (iv) He/She should have good communication skills and command over English language and able to write, prepare, memoranda etc., proficiency in Hindi shall also be an additional qualification.
- (v) He/She should produce a Character Certificate from any local administrative authority or duly certified by a Gazetted Officer.
- (vi) He/She should not be charged in an any Police Case.

**Duties and Responsibilities:**

The Consultants so engaged, will work under the guidance of a Dy. Director, NISD and will be responsible for:-

- (i) Drafting of concept notes, papers, memoranda, preparing reports on issues of Social Defence,
- (ii) making and preparing systematic plans for approval, implementation of annual plan and programmes,
- (iii) providing assistance in preparing Annual Report on the basis of information & data gathered/collected, collecting and collating information, best practices in Drug Abuse Prevention, welfare of Senior Citizens, etc.,
- (iv) preparation of schemes, writing of minutes/record notes of discussion, providing assistance in preparing a report on the basis of data gathers, scrutinizing documents, evaluation of Reports,
- (v) assist in monitoring and assessment of Programme etc., to render full support and assistance in the work, in all respects consistent with the Rules and Regulations of the Institute and any other duties assigned from time to time.

**The last date for submission of the filled in application will be within 30 days from the date of publication of the advertisement, i.e, BY 19.06.2016.**

**Director**  
**Tel: 011-26100058**

## **Proforma**

**Space for  
Photo**

1. Name: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Postal Address: \_\_\_\_\_
4. E-mail Address: \_\_\_\_\_
5. Contact No.: \_\_\_\_\_
6. Date of Birth: \_\_\_\_\_
7. Educational Qualification: \_\_\_\_\_  
with proof, Original to be  
produced at the time of Interview.
8. Experience: \_\_\_\_\_
9. References from two renowned persons with their address and telephone number.  
\_\_\_\_\_  
\_\_\_\_\_
10. Any other information: \_\_\_\_\_

### **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, the CV correctly describes me, and my qualifications and experiences. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Signature

Place: