

**National Institute of Social Defence**  
**(Ministry of Social Justice & Empowerment, Government of India)**  
**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 06 Programme Observers at 06 different regions purely on contractual basis for a period of One Year on consolidated package of Rs.50,000/- per month.

2. For further details regarding Regions & their HQs, States covered under each region, Educational Qualification, Experience, Responsibilities, General Guidelines etc., and for the prescribed Application Form, please visit NISD's website [www.nisd.gov.in](http://www.nisd.gov.in).

3. The last date for submission of the filled in application form will be within 21 days from the date of publication of the advertisement. Applications duly filled in, are to be forwarded to Deputy Director (Admn. & Plg.), National Institute of Social Defence, West Block-1, Wing-7, R.K. Puram, New Delhi-110066.

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

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Regions and their Headquarters, States covered under each Region alongwith General Guidelines, detailed Role & Responsibilities including desired Qualifications, Experience and Skills etc. of the Programme Observers are given below:-

(a) **Regions, HQs & States covered under each Region :**

(i) **Eastern Region**

❖ **Headquarter : Ranchi**

- **States to be covered :** Orissa, West Bengal, Jharkhand & Bihar

(ii) **North-Eastern Region**

❖ **Headquarter : Guwahati**

- **States to be covered :** Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim & Tripura

(iii) **Western Region**

❖ **Headquarter : Pune**

- **States to be covered :** Maharashtra, Goa, Daman & Diu, Dadra and Nagar Haveli, Rajasthan, Gujarat & Lakshadweep

(iv) **Central Region**

❖ **Headquarter : Bhopal**

- **States to be covered :** Madhya Pradesh, Uttar Pradesh & Chhattisgarh

(v) **Southern Region**

❖ **Headquarter : Hyderabad**

- **States to be covered :** Andhra Pradesh, Telangana, Puducherry, Tamil Nadu, Karnataka, Kerala, Andaman & Nicobar

(vi) **Northern Region**

❖ **Headquarter : Chandigarh**

- **States to be covered :** Delhi, Punjab, Haryana, Jammu & Kashmir, Uttrakhand, Himachal Pradesh

(b) **General Guidelines :**

- (i) The Programme Observers shall have to work from their 'Residence Office' independently. The office hourse shall be 9.30 a.m. to 6.00 p.m. with weekly off on Saturday, Sunday and other Gazetted Holidays.
- (ii) No rent or monthly charges for 'Residence Office' shall be payable to them.

- (iii) They have to submit their tour programme for the following month in the first week of current month by e-mail which should be followed by duly signed tour programme.
- (iv) Programme observers can incur an expenditure of upto Rs.3,500/- on miscellaneous expenses of residence office which include among other stationery charges, photocopy, postal expenses, internet connection, telephone, etc. The amount will be reimbursed to them subject to production of duly certified bills/vouchers.
- (v) The Programme Observers shall have to make their own arrangement for computer, laptop, printer and furniture, etc.

(c) **Role & Responsibilities :**

- (i) Coordinate with State/UTs/Districts for Programme execution and getting progress report in prescribed format.
- (ii) Review Programmes given to various Agencies under NAPDDR and ensure their implementation as per technical and financial norms of NISD.
- (iii) Coordinate with various partner Agencies in their respective regions involved in the field of Drug Demand Reduction.
- (iv) Follow up with stakeholders in their region for timely submission of Programme Reports and Utilization Certificates, Bills/Vouchers, as the case may be.
- (v) Collation and consolidation of monthly, quarterly and yearly data on programmes conducted in their region by different Agencies.
- (vi) Regular/periodic monitoring visits to State/UTs/ Districts under their purview to ensure utilization of funds released to various collaborating Agencies under NAPDDR.
- (vii) Develop State/ District-wise specific Resource Directory of Resource Persons engaged in the field of Drug Demand Reduction for smooth coordination and implementation of Programme.
- (viii) Ensure synergy between implementing Agency and that of Programme conducting Agency as per National Action Plan.
- (ix) Track the implementation of NAPDDR Programme in accordance with budget, monitorable targets, targeted audience etc. on a regular basis and to identify bottlenecks, if any, related to implementation and monitoring, and suggest measures for improvement.
- (x) Any other specific work assigned to them.

**(d) Qualification, Experience and skills**

**(aa) For Retired State Govt./ Central Govt./ Public Sector Undertaking Officer :**

- (i) He or she should have retired from the post of a Gazetted Officer and should not be more than 65 years of Age as on last date of advertisement.
- (ii) Should have adequate working experience in coordination, data collection and data management during his or her tenure as a Govt. servant.
- (iii) Proven experience in Programme Implementation, Monitoring and Documentation during his period as a Govt. servant.
- (iv) Knowledge of MS Office, Microsoft Excel and Power Point.
- (v) Ability to meet the timeline and deliver the desired work.
- (vi) Ability and willingness to extensively travel State/Districts.
- (vii) Ability to work individually as well as in team when required.

**(ab) For Others :-**

- (i) Should be a Post Graduate in Economics/ Public Administrations/ Social Science/ Social Worker, etc.
- (ii) Should have adequate working experience in coordination, data collection and data management.
- (iii) Should be between 50 - 65 yrs. of Age, as on last date of advertisement.
- (iv) Proven experience in Programme Implementation, Monitoring and Documentation.
- (v) Knowledge of MS Office, Microsoft Excel and Power Point.
- (vi) Ability to meet the timeline and deliver the desired work.
- (vii) Knowledge of Govt. Programmes and procedures including financial rules and regulations.
- (viii) Ability and willingness to extensively travel State/Districts.
- (ix) Ability to work individually as well as in team when required.

**2. The applicant should also hail from one of the States covered under each Region. The applicants should clearly specify the regions for which applied for.**

3. Duly filled in application form, as at Annexure, may please be addressed to Deputy Director (Admn. & Plg.), West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi-110066, so as to reach on or before **17.09.2019**. Applications received after due date will not be entertained.

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

**Annexure**

**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 Qualifications (with details): \_\_\_\_\_
9. \*Experience: \_\_\_\_\_
10. \*Knowledge of Computer: \_\_\_\_\_
11. Any other information: \_\_\_\_\_

**\*Candidates should produce Originals in respect of Sr.Nos.6,7,8,9,& 10 above at the time of interview, and should enclose 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 wilful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

**Signature**

**Date :**

**Place:**