

Advertisement to be published in Newspapers

National Institute of Social Defence invites applications for the Post of Consultant / Project Manager/ Project Assistant-cum-Accountant/ Consultant (Accounts) on Contract basis

Consultant (Substance Abuse Prevention -02), (Sr. Citizen - 02), (Project Manager - 01), Project Assistant-cum-Accountant (Social Audit -01) and Consultant (Accounts-01)-. For more details. Please visit the website of the institute. Link : <http://www.nisd.gov.in>



Shri Manoj Hatoj / श्री मनोज हतोज
Deputy Director (Admin. & Plg.) / उप निदेशक (प्रशासन और योजना)
National Institute of Social Defence
राष्ट्रीय समाज रक्षा संस्थान
Ministry of Social Justice & Empowerment
सामाजिक न्याय और अधिकारिता मंत्रालय
Government of India / भारत सरकार
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प्लॉट नं. जी-2, सेक्टर-10, द्वारका
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National Institute of Social Defence
(Ministry of Social Justice & Empowerment, Government of
India)

Plot No. G-2, Sector-10 Dwarka, New Delhi -110 075

Hiring of Consultants, Programme Manager, Project
Assistant-cum-Accountant on Contractual basis

Vacancy Circular

Subject: Hiring of Consultant (Substance Abuse Prevention), Consultant (Senior Citizen), Consultant (Sr Citizen – Elder Line), Programme Manager (Elderline Project) & Project Assistant-cum-Accountant (Social Audit) in National Institute of Social Defence (NISD), Delhi an autonomous body under Ministry of Social Justice & Empowerment, Government of India.

NISD, Delhi an autonomous body under MoSJ&E, Govt. of India, working in areas of Social Defence issues namely Sr. Citizen, Drug Abuse Prevention, and Transgender & Beggary Prevention. The Institute invites applications from suitable candidates purely on contractual basis for Consultants (Substance Abuse Prevention & Senior Citizen), Programme Manager in Elderline Project & Project Assistant-cum-Accountant (Social Audit).

Interested candidates may please go through the qualification, experiences and other information. Eligible candidates may apply in the prescribed format available in the NISD website (www.nisd.gov.in).



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S.No.	Name of Post	No. of Vacancies	Qualification	Experience
1	Consultant (Substance Abuse Prevention)	02 (Two)	Post Graduation Degree - Masters in Social Work (MSW) or MA in Social Science from a recognised University	At least 3 years of post-qualification work experience in the area of Drug (Substance) Abuse Prevention.
2	Consultant (Senior Citizen)	01 (One)	Post Graduation Degree - Masters in Social Work (MSW) or MA in Social Science from a recognised University PG Diploma course in Gerontology and Geriatrics, shall be given preference.	At least 3 years of post-qualification work experience in the field of Senior Citizens issues (e.g. Geriatric and Dementia care, Geriatric Management, Geriatric Counselling, Care Giving, MWPCSC Act etc.).
3	Consultant (Senior Citizen-Elderline)	01 (One)	B. Tech (Computer Science) or Master of Computer Applications	At least 3 years of post-qualification work experience in the field of IT Systems in Govt / Public Sector / Autonomous Bodies / Private Sector etc



				shall be given preference.
4	Programme Manager in Elderline Project	01 (One)	Post Graduation Degree - Masters in Social Work (MSW) or MA in Social Science or MA in Rural Development from a recognised University Preference will be given to Person with Ph.D in Gerontology.	At least 7 years of post-qualification work experience in the field of Senior Citizens issues (e.g. Geriatric and Dementia care, Geriatric Management, Geriatric Counselling, Care Giving, MWPCSC Act etc. desirable). Persons with work experience in the field of administration of Senior Citizens and Elder helpline shall be given preference.
5	Project Assistant – cum - Accountant (Social Audit)	01 (One)	Graduate with relevant 2 years of work experience of Accounts related works in Govt. or Private Sector and knowledge	Well versed in Noting drafting, Excellent writing abilities. Providing all works of accounts and Tally related, as per Govt. office accounts section works.

			of computer applications	
6	Consultant (Accounts)	01 (One)	Graduate with work experience in Govt. or private Sector Or Retired officers from Govt. services	Well versed in nothing drafting, Excellent writing abilities. Providing all works of accounts and tally related, as per Govt. office accounts section works.

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.

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

Please send your duly filled in application in prescribed format along-with all documents/testimonials, mark sheet, experience certificates etc. not later than 21 (Twenty One) days from the date of publication of advertisement notice on our website. The application alongwith all attachment may please be sent to email: directoroffice.nisd@gmail.com



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Hiring of Consultants on Contractual Basis

The candidates should fill up all the columns given in the application form. Separate application should be sent for each post, if the applicant wishes to apply for more than one post.

I. Consultant (Substance Abuse Prevention) – 02 (Two)

Educational Qualification: The applicant must have Post Graduation Degree - Masters in Social Work (MSW) or MA in Social Science from a recognised University.

Work Experience:

1. At least 3 years of post-qualification work experience in the areas of Drug (Substance) Abuse Prevention.
2. A demonstrated understanding of Drug (substances) abuse related schemes/policies.
3. Work experience in primary and strategic prevention framework, addiction treatment and rehabilitation field.
4. Work experience in preparation of modules, capacity of organising events and conducting training programmes in the field related to social defence issues is preferable.
5. Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
6. The applicant is expected to have an excellent writing skills, noting, drafting, flair for research and development. Preference will be given who have publication of academic papers (articles).
7. Excellent communication and presentation skills are desirable for a multi-disciplinary team environment.

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

Remuneration: The consolidated remuneration of (i) Rs. 50,000/- per month, if anyone have experience of 3-5 years, and (ii) Rs. 60,000/- who are with more than 5 years' experience in the field of Drug (Substance) Abuse Prevention. Nothing extra shall be paid for any reason / purpose e.g. HRA / Telephone / Transport, etc. except for travelling outside Delhi for official work.

Nature of Appointment: The Consultants will be engaged on purely contract basis for a period of Six Months which can be extended on need basis and performance of incumbent. The appointment is purely contractual and can be terminated at any point of time.

Job responsibilities:-

1. To develop and conduct online and offline programs, training, workshops, seminars, events & other outreach programs on substance abuse prevention education, associated with 'functionaries.' courses that designed to meet the needs of the NISD.
2. To assess current drug use prevention interventions and understand gaps in current response
3. To develop methodology for successful implementation of programs and training courses on Drug Use Prevention
4. New ideas, Innovative methods & tools development which would facilitate effective delivery of services and training to service providers
5. To train service providers as Resource Person and also to prepare course Modules, Curriculum etc.
6. Preparation and drafting of various regulations, necessary reports, presentations etc.
7. Preparing training modules (online and offline), IEC materials etc.
8. Assistance in conducting community awareness, capacity building programs and workshops.
9. Touring all the states for monitoring and evaluating the programmes/schemes, when necessary.

10. Assist the team in timely delivery of activities as outlined in the project
11. Additionally, the consultant can be assigned with any other work at the discretion of the Competent Authority.

II. Consultant (Senior Citizen) – 01 (One)

Educational Qualification: Applicant must have post-graduation in any discipline from a recognised university preferably Master in Social Work (MSW) and PG Diploma course in Gerontology and Geriatrics shall be given preference.

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

Work Experience:

- 1) At least 3 years of post-qualification work experience in the field of Senior Citizens issues (e.g. Geriatric and Dementia care, Geriatric Management, Geriatric Counselling, Care Giving, MWPC Act etc. desirable).
- 2) Work experience in preparation of modules, capacity of organising events and conducting training programmes in the field related to senior citizen issues is preferable.
- 3) Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- 4) Published work in the area of Gerontology and Geriatric research / systematic reviews or meta-analysis of published studies shall be given preference.
- 5) Excellent communication and presentation skills is desirable for a multi-disciplinary team environment.

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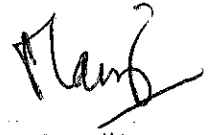
Remuneration: The consolidated remuneration of (i) Rs.50, 000/- per month, if anyone have work experience of 3-5 years, and (ii) Rs.60, 000/- who have more than 5 years' experience in the field of senior citizens. Nothing extra shall be paid for any reason/ purpose e.g.

HRA/Telephone/Transport, etc. except for travelling outside Delhi for official work.

Nature of Appointment: The Consultants will be engaged on purely Contract Basis for a period of Six Months which can be extended on need basis and performance of incumbent. The appointment is purely contractual and can be terminated at any point of time.

Job responsibilities:

- 1) Organising and assisting in all the online and offline training programme, courses, conference and seminars, workshops and capacity building programmes related works
- 2) Preparation and drafting of various regulations, necessary reports, presentations etc.
- 3) Preparing training modules (online and offline), IEC materials etc.
- 4) Drafting of MoUs between NISD and stakeholders
- 5) Assistance in conducting community awareness, capacity building programs and workshops.
- 6) Touring all the states for monitoring and evaluating the programmes/schemes.
- 7) Assist the team in timely delivery of activities as outlined in the project.
- 8) Additionally, the consultant can be delegated with any other work by the Director / Competent Authority.



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Consultant (Senior Citizen – Elderline) – 01 (One)

Educational Qualification: An Engineering Graduate with B.Tech / B.E. Degree in Computer Science or Master in Computer Application (MCA) from a recognised university.

Experience: The Applicant should have at least 3 years of post-qualification work experience in the field of IT Systems in Govt / Public Sector / Autonomous Bodies / Private Sector etc.

Pretence will be given to work experience in area of Senior Citizen Welfare and conversant with Senior Citizen helpline project.

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

Remuneration: The consolidated remuneration of (i) Rs.50, 000/- per month, if anyone have work experience of 3-5 years, and (ii) Rs.60, 000/- who have more than 5 years' experience in the field of senior citizens. Nothing extra shall be paid for any reason/ purpose e.g. HRA/Telephone/Transport, etc. except for travelling outside Delhi for official work.

Nature of Appointment: The Consultants will be engaged on purely Contract Basis for a period of Six Months which can be extended on need basis and performance of incumbent. The appointment is purely contractual and can be terminated at any point of time.

Job responsibilities:

- 1) To monitor and review the progress of elder helpline from time to time
- 2) To coordinate with state implementing agencies of Elder helpline
- 3) To collect, collate, compile and maintain the data in systematic manner that were received from each State/UT.
- 4) To provide the information as and when required by the competent authority
- 5) To suggest and improvise the mechanism of monitoring and review.
- 6) Preparation of MIS concern with Elder helpline
- 7) Formulation of Tools and standard
- 8) To issue guidelines, instruction and proactive steps and measures, so as to effectively delivery of services to the senior citizen
- 9) To appraise progress report, noting, drafting and submission of files for sanction and release of fund
- 10) Any other work as assigned which is consistent to the nature of duty.



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IV. Programme Manager in Elderline Project – 01 (One)

Educational Qualification & Experience: The Applicant must be a Post Graduate in MSW or MA in Social Science and Rural Development from a recognised university, preference will be given to Person with Ph.D in Gerontology/Geriatric care/Sr. Citizen.

At least 7 years of post-qualification work experience in the field of Senior Citizens issues (e.g. Geriatric and Dementia care, Geriatric Management, Geriatric Counselling, Care Giving, MWPSA Act etc. desirable). Persons with work experience in the field of administration of Senior Citizens and Elder helpline shall be given preference.

Age Limit: The maximum age should not be more than 45 Years on last date of submission of application.

Remuneration: The consolidated remuneration in range of Rs. 90,000/- to Rs. 1,00,000/- 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.

Nature of Appointment: The Programme Manager will be engaged as purely on Contract Basis for a period of Six months which can be extended on need basis and performance of incumbent. The appointment is purely contractual and can be terminated at any point of time.

Roles & Responsibilities:

1. Oversee on boarding of State/UT Implementing Organisation of Elderline
2. Coordinate Project Monitoring Committee (PMC) on daily basis for smooth and seamless implementation of helpline
3. Interact with MSJ&E, NISD, State/UT Governments and Implementing Organisation to operationalise helpline
4. To be prepare Monthly / Quarterly / Annual Reports

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5. Monitor and Evaluate quality and efficacy of State/UT helplines
6. Oversee development of infrastructure, software, resources and troubleshoot bottlenecks
7. Convene monthly meetings with helplines to facilitate self-learning, cross learning and also suggest policy change interventions to State/UT and MoSJE
8. Periodic Mentoring and Handholding of the Elder Line States/UTs (Physical and Remote)
9. Popularization of Elderline through Mass Awareness generation.
10. Any other tasks as specified by NISD / MoSJE.



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V. Project Assistant cum Accountant (Social Audit)- 01 (One)

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 software's like PFMS and Tally. Additionally, the consultant can be delegated with any other work by the Director.

Educational Qualification & Experience (for Retired Govt. Officer):- The applicant must have a Degree of a recognized University or equivalent preferably B.Com. or equivalent or Graduate with relevant 2 years of work experience of Accounts related works in Govt. or Private Sector and knowledge of computer applications and should have retired from the post of Assistant Accounts Officer/Accounts Officer or equivalent post from any Central govt. State govt., Autonomous body further 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, tally based account maintenance etc.

(For other Persons): - The Applicant should be graduate of a recognized University or equivalent with a minimum 2 years' of work experience of Accounts related works in Govt or Private Sector and knowledge of Computer applications and well versed in Noting drafting, Excellent writing abilities. Providing all works of accounts and Tally related, as per Govt. office accounts section works.

Remuneration: - The consolidated remuneration in range of Rs. 33,000/- per month shall be given commensurate of educational 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 official work.

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Age Limit: - The maximum age should not be more than 65 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 and performance basis of incumbent. The appointment is purely contractual and can be terminated at any point of time.



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VI. Consultant Accountant – 01 (One)

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 software like PFMS and Tally. Additionally, the consultant can be delegated with any other work by the Director.

Educational Qualification & Experience (for Retired Govt. Officer):- The applicant must have a Degree of a recognised Universities or equivalent preferably B.Com. or equivalent and should have retired from the post of Assistant Accounts Officer/ Accounts Officer or equivalent post from any Central Govt. Accounting Rules, Scrutiny/ Auditing of Bill/Vouchers, preparation of balance sheet, Income Exp. Accounts, Receipt & payment A/c, Bank reconciliation, cash book, tally based account maintenance etc.

(For other Persons): The Applicant should be graduate of a recognised Universities or equivalent preferably B.Com or equivalent with a minimum 3 years' experience in auditing and maintenance of Govt. Accounts, Knowledge or Govt. Rules relating to GFR, Govt. Accounting Rules, Tally, PFMS etc. and working in private organization.

Remuneration: - The consolidated remuneration in range of Rs. 50,000 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. HRS/ telephone/ Transport, etc. except for travelling outside Delhi for Government work.

Age Limit: - The maximum age should not be more than 65 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 and performance basis of incumbent.

PROFORMA

Passport Photo

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 \checkmark)
- 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	_____

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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: _____



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