



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

Dated: 15 Oct, 2024

Vacancy Circular

Subject: Engagement of Project Officer (Social Audit), Consultant (Transgender), Consultant (Rajbhasha), Consultant (Accounts), Jr. Consultant (Transgender) & Master Trainers (Sr. Citizens) 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 posts of Project Officer (Social Audit), Consultant (TG & Beggary) and Master Trainers (Sr. Citizens) purely on contractual basis.

The NISD reserves its right to increase or decrease the number of posts or not to fill up any of the posts advertised without assigning any reason whatsoever. Reservation as per rules of Govt. of India.

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

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

1. **Project Officer (Social Audit) :-**

1.	Name of the Post	Project Officer (Social Audit)
2.	No. of Post	04 (Four)
3.	Educational Qualification	Essential 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 45 years on the last date of submission of Application.
5.	Work Experience :-	
	i.	Minimum 5 years grassroots experience with CSO and out of it at least three years of experience in Social Audit.
	ii.	Experience in Development of guideline and protocols for social audit, experience in conducting the training programme including preparation of training material, documentation, assessment reports and experience of conduct of research and evaluation studies, MIS etc. Excellent command over Hindi and English languages.
	iii.	Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
	iv.	An Excellent communication (Verbal & Written) and presentation skills are desirable for a multi-disciplinary team environment.

	<p>v. Desirable: Experience in Development of guideline and protocols for social audit, experience in conducting the training programme including preparation of training material, documentation, assessment reports and experience of conduct of research and evaluation studies, MIS etc. Excellent command over Hindi and English languages.</p>
6.	<p>Roles and Responsibilities :</p> <p>The Project Officers are required to travel extensively across the country and poses the following competencies.</p> <p>A. Technical Competencies :</p> <ol style="list-style-type: none"> i. Preparation and interface with SAU directors, State Welfare Department officials across all the State Governments to take forward the social audits effectively on line with guidelines developed; ii. Facilitation of conduct of pilot audits, test audits; iii. Training and Capacity Building Activities; iv. Documenting learning's and undertaking research. v. Create weekly / monthly / yearly reports on conduct of social audits, vi. Create an integrated plan/schedule for review of progress vii. Support in Preparing the MIS on social audit. <p>B. Behavioural Competencies :</p> <ol style="list-style-type: none"> i. Timely & Accurate Decisions ii. Ownership of Decision iii. Problem Solving Attitude iv. Proactive Planning v. Implementation of innovation based initiatives vi. Focus on Continuous improvement vii. Recognizes & Encourages Performance viii. Efficient Flow of Information ix. Collaborative Style of Working x. Respect Towards Individual xi. Open Work Environment xii. Focus on Outcomes <p>Additionally, the Project Officer can be assigned with any other work at the discretion of the Competent Authority.</p>
7.	<p>Remuneration:-</p> <ul style="list-style-type: none"> o The consolidated remuneration of Rs. 75,000/- (Rupees Seventy Five Thousand Only) per month.
8.	<p>Nature of Appointment :-</p> <p>The Project Officer will be engaged on contract basis initially for a period of One Year which can be extended on need basis and performance of incumbent.</p>
9	<p>Note : The remuneration as prescribed against post is applicable to the candidates selected for the specific post. Nothing extra shall be paid for any reason/purpose e.g.,</p>

HRA/ Telephone/Transport etc, except for travelling outside Delhi for official work.
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2. Consultant (Transgender):-

1.	Name of the Post	Consultant (Transgender)
2.	No. of Post	02 (Two)
3.	Educational Qualification	The applicant must have a Master's Degree in Social Science field including Social Work, Sociology, Psychology, Criminology, Anthropology etc. from a recognised University/Institute. Preference shall be given to the person having a Ph. D in the field of Transgender.
	Age Limit	The age of the applicant should not be more than 45 years on the last date of submission of Applications.
	Work Experience	<ul style="list-style-type: none"> • Must have a thorough knowledge and understanding of Transgender issues with minimum 02 years working experience in the field of Transgender and in case of a Transgender, it may be at least 01 years. • Knowledge on different provisions of Transgender Person (Protection of Rights) Act 2019 and TG Rules 2020 and National Portal. • Excellent coordination skills by networking with other Organisations working for the benefits of Transgenders . Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Internet access to search relevant data & documents. • Excellent communication (Verbal & Written) and presentation skills.
	Roles and Responsibilities	<ul style="list-style-type: none"> • Organising and assisting in all the online and offline training programme, conference and seminars, workshops and capacity building programmes related works • Preparation and drafting of various regulations, necessary reports, presentations etc. • Preparing training modules (online and offline), IEC materials etc. • Assistance in conducting community awareness, capacity building programs and workshops. • Touring all the states for monitoring and evaluating the programmes/schemes. • Assist the team in timely delivery of activities as outlined in the project, and ability to scrutinize proposals. • Additionally, the consultant can be delegated any other work by the Director/ Competent Authority.
	Remuneration	<ul style="list-style-type: none"> • The consolidated remuneration shall be of Rs.50,000 for applicant with 3 to 5 year' experience (2 to 4 years' experience for TG persons) & Rs.60, 000/- per month for applicant with more than 5 year of experience (more than 4 years' for TG persons).
	Nature of Appointment	The Consultants will be engaged on Contract Basis initially for a period of Six Months which would be extended based on Requirements and performance of incumbent.

3. **Consultant (Rajbhasha) :-**

1.	Name of the Post	Consultant (Rajbhasha)
2.	No. of Post	01(One)
3.	Educational Qualification	The applicant must have a Post Graduate in Hindi with relevant work experience in Govt./Private Sector or Retired Officer from Govt. /PSU/ Autonomous body. Having typing proficiency in Hindi & English shall be given preference. Desirable: Diploma in translation from a recognized university/institute
4.	Age Limit	The age of applicant should not be more than 45 years on the last date of submission of Application.
5.	Work Experience :-	<ul style="list-style-type: none"> • At least 3 years of post-qualification work experience. • Must carried out the functions of the Rajbhasha diligently and in a timely manner as required. • The applicant have retired atleast from 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 shall be acquainted with the functioning of the Central Government Ministries/ Departments. • Computer proficiency with commonly used packages like Mangal, Daksh, MS Word, Excel, Power Point & Internet access. • Excellent communication (Verbal & Written) and presentation skills.
6.	Roles and Responsibilities :-	<ul style="list-style-type: none"> • To translate from English to Hindi and to maintain the relevant records. • Well versed to work on Computer in Hindi and English. • To make arrangement & to conduct the Hindi workshop. • To prepare Quarterly, Half Yearly and Yearly reports as required. • To update NISD Website with Hindi as per Govt. norms. • To prepare Training material and conduct training in Rajbhasha. • To implement the Rajbhasha provisions in NISD and act on the instructions / guidelines of the Ministry. • To prepare reports, as required by the Parliamentary Committee during its audit etc. as required. • Any other assignment assigned by the Competent Authority.
7.	Remuneration:-	<ul style="list-style-type: none"> ○ 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. ○ Salary will be as per the DOPT rules for pay fixation, based on the last pay drawn (including DA) along with traveling allowance.
8.	Nature of Appointment :-	The Consultants will be engaged on contract basis initially for a period of Six Months

which can be extended on need basis and performance of incumbent.

4. Consultant (Accounts) :-

1.	Name of the Post	Consultant (Accounts)
2.	No. of Post	02 (Two)
3.	Educational Qualification	The applicant must have a Post Graduate from a recognized university with relevant work experience in Govt./Private Sector or Retired Officer from Govt. /PSU/ Autonomous body. Desirable: Chartered Accountant/ Cost Accountant/ MBA (Finance), or Having passed SAS/ equivalent examination of organized Accounts Cadre of Central/ State Government.
4.	Age Limit	The age of applicant should not be more than 45 years on the last date of submission of Application.
5.	Work Experience :-	<ul style="list-style-type: none"> • At least 3 years of post-qualification work experience in the field of Accounts/Audit. • To carry out the functions of the Accountant diligently and in a timely manner as required. • For retired applicants - The applicant may retired from atleast post of Asstt. Accounts officer 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 Accounts, CCS(Pension),GFR, Pay Fixations etc. • Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Internet access to search relevant data & documents. • Excellent communication (Verbal & Written) and presentation skills.
6.	Roles and Responsibilities :-	<ul style="list-style-type: none"> • Documenting financial transactions. Preparation of Financial Statements (B/E, R/E, Income/ Expenditure and Trial Balance) • Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations. • Reconciliation with banks. • Reviewing financial documents to resolve any discrepancies and irregularities. • Reconciling already documented reports, statements and various transactions. • Creating, reviewing and presenting budgets. • Recommending financial actions by analysing accounting options. • Cooperating with auditors in preparing audit reports. • Preparing and analysing financial statements like cash flow statement, balance sheet and profit and loss statement. • Submitting annual tax returns. • Additionally, the consultant can be delegated with any other work.
7.	Remuneration:-	<ul style="list-style-type: none"> ○ 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'

	<p>experience.</p> <ul style="list-style-type: none"> ○ Salary will be as per the DOPT rules for pay fixation, based on the last pay drawn (including DA) along with travelling allowance.
8.	<p>Nature of Appointment :- The Consultants will be engaged on contract basis initially for a period of Six Months which can be extended on need basis and performance of incumbent.</p>

5. **Junior Consultant (Transgender) :-**

1.	Name of the Post	Junior Consultant (Transgender)
2.	No. of Post	01 (One)
3.	Educational Qualification	The applicant must have a Graduate Degree in Social Science field including Social Work, Sociology, Psychology, Criminology, Anthropology etc. from a recognised University.
	Age Limit	The age of the applicant should not be more than 30 years on the last date of submission of Applications.
	Work Experience	<ul style="list-style-type: none"> • Must have a thorough knowledge and understanding of Transgender issues with minimum 01 years working experience in the field of Transgender and in case of a Transgender, it may be at least 06 months. • Knowledge on different provisions of Transgender Person (Protection of Rights) Act 2019 and TG Rules 2020 and National Portal. • Excellent coordination skills by networking with other Organisations working for the benefits of Transgenders . Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Internet access to search relevant data & documents. • Excellent communication (Verbal & Written) and presentation skills.
	Roles and Responsibilities	<ul style="list-style-type: none"> • Organising and assisting in all the online and offline training programme, conference and seminars, workshops and capacity building programmes related works • Preparation and drafting of various regulations, necessary reports, presentations etc. • Preparing training modules (online and offline), IEC materials etc. • Assistance in conducting community awareness, capacity building programs and workshops. • Touring all the states for monitoring and evaluating the programmes/schemes. • Assist the team in timely delivery of activities as outlined in the project, and ability to scrutinize proposals.

		<ul style="list-style-type: none"> • Additionally, the consultant can be delegated any other work by the Director/ Competent Authority.
	Remuneration	<ul style="list-style-type: none"> • The consolidated remuneration shall be of Rs.35,000/- per month.
	Nature of Appointment	The Consultants will be engaged on Contract Basis initially for a period of Six Months which would be extended based on Requirements and performance of incumbent.

6. Master Trainers (Sr. Citizens) :-

1.	Name of the Post	Master Trainers (Sr. Citizens)
2.	No. of Post	04 (Four)
3.	Educational Qualification	<ul style="list-style-type: none"> • NSQF Level-5 Certified Geriatric Aide (HSS/Q6001, version 1.0) with 5 years' experience. • One Year PG Diploma in Integrated Geriatric Care • GNM with 3 years of experience in the field of Geriatric Care • BSc (Nursing) with minimum 1 year of experience as a Geriatric aide • MSc (Nursing) with 06 months of experience. <p>Trainers with teaching experience in the field of Geriatric care will be preferred.</p>
	Age Limit	The age of the applicant should not be more than 40 years on the last date of submission of Applications.
	Work Experience	<ul style="list-style-type: none"> • Teaching experience in the field of Geriatric Care • Experience in Curriculum development. • Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Internet access to search relevant data & documents. • An Excellent communication (Verbal & Written) and presentation skills are desirable for a multi-disciplinary team environment.
	Roles and Responsibilities	<ol style="list-style-type: none"> Maintaining Practical lab and keeping update. Preparing the list of lab materials including first aid items. Taking classes Geriatric Caregivers Course. Arrangement and supervision of fieldwork for Geriatric Caregivers Course students. Arranging Resource Persons / Subject Experts and conducting Online Webinars on issues related to Senior Citizens. New ideas, Innovative methods & tools development which would facilitate effective delivery of services and training to service providers To train service providers as Master Trainers through ToT. Preparation and drafting of various regulations, necessary reports, presentations, IEC materials etc.

		<ul style="list-style-type: none"> i. To preparation of modules, curriculum and assessment strategy. j. Any other work assigned by DD (Trg. & Sr.CD).
	Remuneration	<ul style="list-style-type: none"> • The consolidated remuneration shall be of Rs.40,000/- p.m.
	Nature of Appointment	The Master Trainers will be engaged on contract basis initially for a period of Six Months 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 10 (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 10 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.

APPLICATION FORMAT

Passport Photo

Application for the Post of _____

1. Name _____
2. Father's Name _____
3. Mother's Name _____
4. Postal Address _____
5. E-mail Address _____
6. Date of Birth _____
7. Contact No. Landline _____ Mob. No. _____
8. Category Gen.____ SC/ST/OBC____ PWD____ EWS____
9. Sex 1. Male ____ 2. Female ____ 3. Third Gender ____
10. (Please mark \surd)
- 11 Identity Proof _____

12 Educational Qualification (with details):

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: _____