

National Institute of Social Defence

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

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

Date: 22nd October, 2021

CIRCULAR

Sub: Hiring of Consultants/Junior Consultants on Short term contract basis in National Institute of Social Defence, Delhi, an autonomous body under Ministry of Social Justice & Empowerment, Government of India.

NISD, Delhi an autonomous body under MSJ&E, Govt. of India is the nodal training and research institute in the field of social defence. Though social defence covers the entire gamut of activities and programmes for the protection of society, it is currently focusing on human resource development in the areas of drug abuse prevention, welfare of senior citizens and transgender persons, beggary prevention, and other social defence issues.

Applications are invited from eligible persons fulfilling requisite educational qualification, age criteria and work experience to be engaged on purely short term contract basis for a period of Six Months which can be extended on need basis and performance of incumbent.

Sr. No.	Name of Post	Nos of Vacancies
1.	Consultant (Social Defence)	01
2.	Consultant (Transgender Welfare)	02
3.	Consultant (Beggary)	01
4.	Junior Consultant (Broadcast Studio)	02
5.	Junior Consultant (Graphic/Web Design)	01

1. In case of deserving candidates, Director, NISD will be free to further relax the eligibility criteria for selection of candidates.
2. The selected consultants shall be posted at National Institute of Social Defence (NISD), New Delhi.
3. The application may be submitted through the link available at www.nisd.gov.in by 06/11/2021 05:00pm.
4. Only short-listed candidates will be called for interview or for further selection process. Mere fulfilling the minimum eligibility criteria shall not bestow any right on the applicants to be called for interview.

5. NISD reserves the right to change the number of vacancies or not to fill up the posts advertised, if the circumstances so warrant.
6. The Institute reserves the right to reject any or all the applications without assigning any reason whatsoever.

(Satish Pahal)
Deputy Director (Admn. & Plg.)

National Institute of Social Defence
Ministry of Social Justice & Empowerment

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

Hiring of Consultants on Short Term Contract Basis

The candidates should fill up all the details given in the application link available on the website www.nisd.gov.in. Separate application should be submitted for each post, if the applicant wishes to apply for more than one post.

1. Consultant (Social Defence)

Name of the Position: Consultant (Social Defence) to be filled by a professionally qualified person.

Educational Qualification: The applicant must have a Master's Degree in any Social Science subject preferably M.A. in Sociology or Master in Social Work (MSW) from a recognised University.

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

Post Qualification Work Experience:-

- Basic knowledge of Social Defence issues with minimum 03 years of relevant work experience in any government and non-government organisation
- Broad knowledge of different social sector schemes and programmes run by the Govt. especially in social defence sector
- Excellent coordination skills for developing networking and partnership with organisations and institutions promoting the cause of social defence
- Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents
- Excellent communication and presentation skills is desirable for a multi-disciplinary team environment.

Roles and Responsibilities

- Organising and assisting in all the online and offline training programme, conferences 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 scrutinise proposals.
- Additionally, the consultant can be delegated any other work by the director / competent authority.

Remuneration

- The consolidated remuneration of Rs.50,000 for applicant with 3 to 5 year experience & Rs.60,000/- per month for applicant with more than 5 year of experience
- 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 short term Contract Basis for a period of Six Months which would be extended based on Requirements and performance of incumbent.

2. Consultant (Transgender)

Name of the Position: Consultant (Transgender) to be filled preferably by a Transgender Person

Educational Qualification:

The general applicants must have a Master's Degree in any Social Science subject preferably M.A. in Sociology or Master in Social Work (MSW) from a recognised University whereas in case of a Transgender applicant, minimum qualification is relaxed to Bachelor of Arts (B.A.) Degree in Social Sciences discipline from a recognised University.

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

Post Qualification Work Experience:-

- Must have a thorough knowledge and understanding of Transgender issues with minimum 03 years working experience with a Transgender Organisation and in case of a Transgender, it may be at least 02 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 Transgender Organisations.
- Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills is desirable for a multi-disciplinary team environment.

Roles and Responsibilities

- 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 scrutinise proposals.
- Additionally, the consultant can be delegated any other work by the Director/ Competent Authority.

Remuneration

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).

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 short term Contract Basis for a period of Six Months which would be extended based on Requirements and performance of incumbent.

3. Consultant (Beggary)

Name of the Position: Consultant (Beggary) to be filled in by a professionally qualified person

Educational Qualification:

The applicant must have a Master's Degree in any Social Science subject preferably M.A. in Sociology or Master in Social Work (MSW) from a recognised University.

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

Post Qualification Work Experience:-

- At least 3 years of post-qualification work experience in in the field of beggary issues (rehabilitation and welfare of person engaged in beggary).
- Preferably having knowledge on various welfare programmes of central and state Govt. for the welfare of the person engaged in beggary.
- Aware about constitutional provisions and legislations related to beggary.
- Work experience in preparation of modules, capacity of organising events and conducting training programmes in the field related to social defence issues is preferable.
- Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Published work in the area of social defence research/systematic reviews or meta-analysis of published studies shall be given preference.
- Excellent communication and presentation skills is desirable for a multi-disciplinary team environment.

Roles and Responsibilities

- 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 scrutinise proposals.
- Additionally, the consultant can be delegated any other work by the director / competent authority.

Remuneration

The consolidated remuneration shall be of Rs.50,000 for applicant with 3 to 5 years' experience & Rs.60,000/- per month for applicant with more than 5 years' of experience.

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 Short term Contract Basis for a period of Six Months which would be extended based on Requirements and performance of incumbent.

4. JUNIOR CONSULTANT (Broadcast Studio)

Name of the Position: JUNIOR CONSULTANT (Broadcast Studio) to be filled by a professionally qualified person.

NISD is setting up a state-of-the-art Broadcast studio and is looking for technical personnel for handling independently the production and post-production jobs in the studio. One Junior Consultant would be for the production related activities and second for the post-production related activities. The person who can independently handle both production and post-production activities would be preferred.

Educational Qualification: The applicant must have graduation in any discipline from a recognised university with Diploma in Cinematography, Videography, editing, production and post-production activities.

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

Work Experience:

At least 3 years of post-qualification relevant work experience either in

- i. Production of broadcast quality videos which includes independently handling of cameras, switcher, microphones, mixers, recorders and other equipment associated with production of videos or
- ii. Post production of videos which includes editing using Final Cut Pro (FCP) editor, incorporating animations, presentations, graphics, other video clippings, editing and all the post production activities or
- iii. Both (i) and (ii) above

Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents

Work experience in the creation of online courses is desirable.

Excellent communication and presentation skills is desirable for a multi-disciplinary team environment.

Remuneration: The consolidated remuneration of (i) Rs.40,000/- per month, for anyone having relevant work experience of 3-5 years, and (ii) Rs.45,000/- per month for persons having more than 5 years' relevant experience. 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 Junior Consultants will be engaged on purely short term Contract Basis for a period of Six Months which can be extended on need basis and performance of incumbent.

Job responsibilities:

- Production:
- Recording of videos of the lectures delivered by the experts.
- Handling of camera, microphones, recorders, switcher and other associated equipment
- Post-production:
- Editing the video to bring it to the final online course form.
- Should be conversant with Final Cut Pro (FCP) editing platform and familiar with other popular video editing platforms
- Incorporate in the video - animations, graphics, presentations, other video clippings etc
- Additionally, the junior consultant can be delegated any other work by the Director/ Competent authority.

5. Junior Consultant (Graphic/Web Design)

Name of the Position: Junior Consultant (Graphic/Web Design) to be filled by a professionally qualified person.

Educational Qualification: The applicant must have graduation in any discipline from a recognised university with Diploma in Graphic/Web Design.

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

Post Qualification Work Experience:

- At least 3 years of post-qualification relevant work experience in in the field of production of visuals for online, print, digital marketing, social media, newsletters, pamphlets and e-brochures, animations, power point presentations etc
- Should be proficient in basic designing tools, UI & UX, Web design, HTML, CSS techniques, JavaScript and Flash and data base technologies
- Should be Conversant with software like ADOBE, ILLUSTRATOR, PHOTOSHOP, COREL, SKETCH, DREAMWEAVER
- Should be conversant with SEO, Digital Marketing and Social Media Management
- Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.
- Excellent communication and presentation skills is desirable for a multi-disciplinary team environment.

Job responsibilities:

- All activities related to creation of a good quality material for online, print, digital marketing and social media for creating awareness about NISD programmes
- Preparation of newsletters, pamphlets, e-brochures, power point presentations etc.
- Incorporating animations in power point presentations and videos
- Creation of web based awareness programmes from the contents provided by the experts
- Designing online systems for registration of participants, taking surveys, feedback etc.
- Additionally, the junior consultant can be delegated any other work by the Director/Competent Authority.

Remuneration: The consolidated remuneration of (i) Rs.40,000/- per month, for persons having relevant work experience of 3-5 years, and (ii) Rs.45,000/- for persons

having more than 5 years' relevant experience. 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 Junior Consultants will be engaged on purely short term Contract Basis for a period of Six Months which can be extended on need basis and performance of incumbent.