



F. No. 14/1/2025-ADMN. DIVISION (C. No. 99241)

National Institute of Social Defence

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

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

03rd October, 2025

VACANCY CIRCULAR

Subject: Filling up of the post of Deputy Director (Admn. & Plg.) on deputation basis in National Institute of Social Defence, New Delhi under Ministry of Social Justice & Empowerment, Government of India.

National Institute of Social Defence, (NISD), an autonomous body under Ministry of Social Justice & Empowerment (Min. of SJ&E), Govt. of India, invites applications for filling up the post of Deputy Director (Admn. & Plg.) (Post 1) (One post) on deputation basis. The pay scale of post is Rs.10000-325-15200 (pre-revised).

The eligible officers under the Central or State Government, Universities and Recognized Research Institutions/ Public Sector Undertakings/Autonomous/ Statutory Bodies holding analogous post on regular basis in the Parent Cadre/Department or with 5 and 8 years of service in the pay scale of Rs. 8000-13500/Rs.6500-10500 (pre-revised) or equivalent respectively and possessing the essential qualification and experience prescribed for the post may apply.

The requisite details related to the vacancy are given below:

Sl. No.	Particulars	Requisite details
1.	Name of Post	Deputy Director (Admn. & Plg.)
2.	Nos of vacancy	01(One) on deputation basis
3.	Classification	Group 'A'
4.	Scale of Pay	Rs. 10000-325-15200 (pre-revised).
5.	Essential Qualification & Experience	Officers under the Central Government/ State Government/ Public Sector Undertaking/ Autonomous Statutory bodies holding analogous post on regular basis in the Parent Cadre/ Department or with at least 5/8 years service in the posts or equivalent respectively and having experience in Administration, establishment and accounts matters. Possessing a Graduation degree from Recognized University.
		The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

6.	Transfer on deputation	Officers under the Central Government or State Government, Universities and Recognized Research Institutions/ Public Sector Undertakings/Autonomous/ Statutory Bodies holding analogous post on regular basis in the Parent Cadre/Department or with 5 and 8 years of service in the scale of Rs.8000-13500/Rs. 6500-10500 (pre-revised) or equivalent respectively and possessing the essential qualification and experience as prescribed in same table as per above Sr No 5.
7.	Period of Deputation	1+2 Years (The extension of tenure after one year will be decided by the competent authority i.e DoSJE as per the satisfaction)

- The Officers desirous of being considered for the post should apply through proper channel. Their applications may be forwarded along with the applicants' duly verified personal Bio-Data as per prescribed format enclosed at **Annexure -I** herewith along with Cadre Clearance, Vigilance Clearance, Integrity Certificate etc. and attested copies of ACR/ APARs for the last 5 years, within **45 days** from the date of publication of this Vacancy Circular, so as to reach the office of Deputy Director (Admn.) National Institute of Social Defence (NISD), Plot no. G-2, Sector — 10, Dwarka, New Delhi — 110075.
- The NISD reserves the right not to fill up the posts advertised, if the circumstances so warrant.
- Details of the procedure to apply, general instructions and other guidelines are available at website of the institute (www.nisd.gov.in) & Ministry website (www.socialjustice.nic.in)

(Dr. H. C. Sridhara Channakeshava Ranga Reddy)
Dy. Director (Admn & Plg.)

डॉ. एच. सी. श्रीधर चन्नाकेशव रंगा रेड्डी
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प्लॉट नं० जी-2, सेक्टर-10, द्वारका, नई दिल्ली-110075
Plot No. G-2, Sector-10, Dwarka, New Delhi-110075


GENERAL INSTRUCTIONS

National Institute of Social Defence (NISD), an autonomous body under Ministry of Social Justice & Empowerment (Min. of SJ&E), Govt. of India, invites applications for filling up the post of Deputy Director (Admn & Plg) (Post 1) (One post) on deputation basis. The pay scale of post is Rs. 10000-325-15200 (pre-revised).

2. Applications from eligible officers under the Central Government or State Government, Universities/and Recognized Research Institutions/ Public Sector Undertakings/ Autonomous/ Statutory Bodies holding analogous post on regular basis in the Parent Cadre/ Department or with 5 and 8 years of service in the pay scale of Rs. 8000-13500/Rs.6500-10500 (pre-revised) or equivalent respectively and possessing the essential qualification and experience prescribed as per recruitment rules for the post of Deputy Director (Admn & Plg).


3. The requisite details related to the vacancy is given below:

Sl. No.	Particulars	Requisite details
1.	Name of Post	Deputy Director (Admn & Plg.)
2.	Nos. of vacancy	01 (One) on deputation basis
3.	Classification	Group 'A'
4.	Scale of Pay	Rs. 10000-325-15200 (pre-revised)
5.	Method of recruitment	Deputation
6.	Pay & Allowances	A deputationist shall be entitled to his/her basic pay (pay in the pay level) drawn in his/her parent cadre / organization as may be determined by the Government of India from time to time.
7.	Period of deputation	1+2 years. (The extension of tenure after one year will be decided by the competent authority i.e DoSJE as per the satisfaction)
8.	Transfer on deputation basis	Officers under the Central Government or State Government/ Public Sector Undertakings/ Autonomous/ Statutory Bodies holding analogous post on regular basis in the Parent Cadre/Department or with a tleast 5 and 8 years of service in the scale of Rs.8000-13500/ Rs. 6500-10500 (pre-revised) or equivalent respectively and having in administration, establishment and accounts matters.

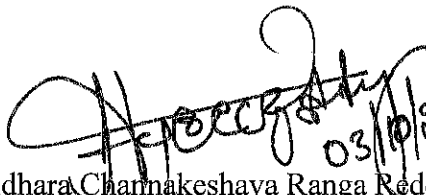

03/10/2025.

9.	Eligibility Criteria	<p>Officers under the Central Government/ State Government/ Public Sector Undertaking/ Autonomous Statutory bodies:-</p> <p>(i) Holding analogous post on regular basis in the parent cadre/ department; or</p> <p>(ii) with at least 5/8 years service in the posts in the pay scale of Rs. 8000-13500/ Rs. 6500-10500 or equivalent respectively and having experience in administration, establishment and accounts matters.</p> <p>b. Possessing a Graduation degree from Recognised University</p> <p>c. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding fifty six (56) years as on the closing date of receipt of applications.</p>
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4. The officers/officials selected shall be posted at National Institute of Social Defence (NISD), New Delhi initially for a period of one year and the extension of tenure after one year will be decided by the competent authority i.e. DoSJE as per the satisfaction. However, the period of deputation may be curtailed by the borrowing department in case of any administrative exigency or by the lending department as well, as per extant rules issued by Govt. from time to time.
5. The application in the Proforma enclosed at Annexure - I (available at www.nisd.gov.in) duly signed by the applicant along with Annual Confidential Reports/APARs for the preceding five years, vigilance clearance, integrity certificate, statement of minor/major penalty, if any, imposed on the officer during the last five years and cadre clearance of the applicant, who could be spared in the event of selection may be sent through proper channel to the National Institute of Social Defence (NISD), Plot no. G-2, Sector - 10, Dwarka, New Delhi - 110075.
6. 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.
7. NISD reserves the right not to fill up the posts advertised, if the circumstances so warrant.
8. The application in the proforma attached at ANNEXURE-I (available on NISD website: i.e., www.nisd.gov.in) duly signed by the applicant and through Proper Channel should reach NISD within **45 days**. The name of the post applied for may be written in bold letters on the top of the envelope and the Curriculum Vitae.
9. Advance copy may be sent to the NISD by the candidates in the prescribed proforma. However, the Department is required to forward the applications of those candidates who can be relieved immediately.

 05/10/2025.

10. The Institute reserves the right to reject any or all the applications without assigning any reason whatsoever.


03/10/2025
(Dr. H. C. Sridhara Channakeshava Ranga Reddy)
Dy. Director (Admn & Plg.)
डॉ. एच. सी. श्रीधर चन्नाकेशव रंगा रेड्डी
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Plot No. G-2, Sector-10, Dwarka, New Delhi-110075

Copy to :

1. PA to Director, NISD – for kind information.
2. Shri Sumit Kumar, Under Secretary, - with a request for arranging to hoist on the Website of MoSJ&E
3. All Ministries/ Departments of Government of India – for vide circulation.
4. Guard File.

Application format

1. Name and Address (in Block letters)	
2. Date of Birth(in Christian era)	
3. (i) Date of entry into service	
(ii) Date of retirement under Central/ State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied.(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the Authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ Experience possessed by the Officer
A. Qualification -	A. Qualification
B. Experience -	B. Experience
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	

7. Details of Employment, in chronological order. Enclose separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in Details) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate may be indicated as below;

Office/ Institute		Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme		From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
9. In case the present employment is held on deputation/ contract basis, please state-					
a) The date of initial appointment		b) Period of appointment on deputation/contract		c) Name of the parent office organization which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the Parent organization
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining alien her/his parent cadre/organization</p>					

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of the employer against the relevant column) a. Central Government b. State Government c. Autonomous Organization d. Government Undertaking e. Universities f. Others		
12. Please state whether you are working in the same Department and are in the feeder grade or Feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the Pre-revised scale.		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay scales, the latest salary slip issued by the Organization showing the Following details may be closed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other Allowances etc., (with break-up details)	Total Emoluments

<p>16.A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.(This among other things may provide information with regard to</p> <p>(i) Additional academic Qualifications</p> <p>(ii) professional training and</p> <p>(iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>i. Research publications and reports and special projects</p> <p>ii. Awards/ Scholarships/ Official Appreciation</p> <p>iii. Affiliation with the professional bodies/ Institutions/ societies and;</p> <p>iv. Patents registered in own name or achieved for the Organization</p> <p>v. Any research/ innovative measure involving official recognition.</p> <p>vi) Any other information.</p> <p>(Note: Enclose a separate sheet if the Space is Insufficient).</p>	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address : _____

Date : _____

Certification by the Employer Cadre Controlling Authority

The information details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i. There is no vigilance or disciplinary case pending/ contemplated against Shri / Smt. _____
- ii. His/ Her integrity is certified.
- iii. His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv. No. major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him / her during the last 10 years is enclosed. (as the case maybe)

Countersigned

(Employer/Cadre Controlling Authority with Seal)