



F. No. 3/2/2024-Admn. (C.No. 91553)

National Institute of Social Defence

(Ministry of Social Justice & Empowerment, Government of India)
Plot No. G-2, Sector – 10, Dwarka, New Delhi – 110075

29th May, 2026

VACANCY CIRCULAR

Sub: Filling up the post of Senior Secretariat Assistant (SSA) in National Institute of Social Defence (NISD) on deputation basis-reg.

National Institute of Social Defence (NISD), Delhi an autonomous body under Ministry of Social Justice & Empowerment, Govt. of India invites applications from eligible candidates of Central Government/State Government/Universities/Recognized Research Institutions/ PSUs Statutory/ Semi Govt. Autonomous and other organizations for filling up the following posts on deputation basis. The selected candidates are liable to be posted in Delhi.

S. No.	Particulars	Requisite details
1.	Name of Post	Upper Division Clerk – Renamed as SSA
2.	Nos of vacancy	01
3.	Classification	Group 'C'
4.	Scale of Pay	Rs. 4000-100-6000 (Pre-revised)
5.	Method of recruitment	On transfer on deputation basis.
6.	Educational and other qualification required for direct recruits	<u>Promotion</u> From the grade of Lower Division Clerks in the Institute with at least 5 years' regular service in the grade. Transfer on deputation: Officers of the Central / State Governments / Public Sector Undertakings, autonomous / statutory bodies 2. holding analogous post on regular basis in the parent cadre / department; or with 5 years' service in the grade rendered after the appointment thereto on regular basis in the pay scale of Rs. 3050-4500.
7.	Period of deputation	1+2 years.

2. Application (Curriculum Vitae) in the prescribed format available at website (www.nisd.gov.in) & (www.mosje.gov.in), willing and eligible officials whose services can be spared, without delay, in the event of their selection may be forwarded through proper channel along with (i) copies of APARs for the last 5 years duly attested (with stamp) on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent, (ii) Integrity Certificate (iii) vigilance clearance certificate as per proforma enclosed & (iv) major/minor penalty statement for the last 05 years and Cadre clearance certificate incorporating that "in the event of his / her selection he / she will be relieved to join National

Vinod
29/05/2024

Institute of Social Defence (NISD), on deputation basis” so as to reach by post or by hand to the Deputy Director (Admn. & Plg.) NISD, within 30 days from the date of publishing of this Advertisement in Employment News.

3. The National Institute of Social Defence (NISD), reserves its right to change the number of posts or not to fill up any of the posts advertised if the circumstances so warrant.

4. Details of the procedure to apply, general instructions and other guidelines are available at website (www.nisd.gov.in) & (www.mosje.gov.in).

Vivek
29/05/2024

(Vivek Kumar)
Dy. Director (Admn. & Plg.)

Date: 29/05/2024
Place: New Delhi.

Application Proforma

Photo

Application for the Post of: _____

1. Name and Address (in block letter) _____
2. Father's/Spouse Name _____
3. Date of birth (in Christian era) _____
4. Date of retirement under Central/State Govt. Rules _____
5. Educational Qualification _____
6. 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).

		Qualification Experience Required	Qualification/Experience Possessed by the officer
Essential:	1.		
	2.		
	3.		
Desirable	1.		
	2.		

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
8. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post Held	From To	Scale of pay and basic pay	Nature of duties (in details)

9. Nature of present employment i.e Ad-hoc or Temporary or Quasi-Permanent or Permanent
10. In case the present employment is held on deputation/Contract basis, please state:
 - a. The date of initial appointment _____
 - b. Period of appointment of deputation/contract _____

c. Name of the parent office/organization to which you belong _____

11. Additional details about present employment please state whether working under (indicate the name of your employer against the relevant column):

a. Central Govt. _____

b. State Govt. _____

c. Autonomous Organizations _____

d. Government Undertakings _____

e. Universities _____

f. Others _____

12. Please state whether you are working in the same Department and are in the feeder grade of feeder to feeder grade.

13. Are you in Revised Scale of Pay? If you, give the date from which the revision took place and also indicate the Pre-Revised Pay scale.

14. Total emoluments per month now drawn.

15. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) Work experience over the above prescribed in the Vacancy Circular/Advertisement.

16. Please state whether you are applying for Deputation (ISTC)/ Absorption/Re-employment Basis. (Officers under Central/State Government are only eligible for 'Absorption, Candidates of non-Government Organizations are eligible only for Short Term Contract).

17. Whether belongs to SC/ST/OBC/PH category.

18. Remarks (The candidates may indicate information with regard to)

- i Research publications and reports and special projects
- ii Awards/scholarship/ official Appreciation
- iii Affiliation with the Professional bodies/Institutions/ societies and
- iv Any other information.

(Note: Enclose a separate sheet if the space is insufficient)

Additional information

19. Whether the present post held is on substantive basis or on officiating basis or on deputation/short term contract.
20. Pay Matrix level of the present post held.
21. If Pay Matrix Level in S.No. 19 above is not that of the substantive post Held (i.e that on deputation/ short term contract/ ACP Scheme up gradation/MACP up gradation). Then the substantive pay (Pay Matrix Level).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date: _____

Signature of the Candidate
Address _____

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 possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Also certified that:

- a. There is no vigilance or disciplinary case pending contemplated against
Shri/Smt/Ms _____
- b. His/ her integrity is certified
- c. His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- d. No Major Minor Penalty has been imposed on him/ her during the last 05 years is enclosed (as the case may be).

Countersigned

Employer with Seal