F. No. 1/3/2023-Admn (C. No. 76524)
National Institute of Social Defence
(Ministry of Social Justice & Empowerment, Government of India)
Plot No. G-2, Sector-10 Dwarka, New Delhi -110075

Dated: 03rd November, 2026

Vacancy Circular

Subject: Engagement of Consultants (Geriatric Care Training) 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) purely on contractual basis.

The NISD reserves right to increase or decrease the number of posts or not to fill up any of the post advertised without assigning any reason whatsoever Interested candidates may please go through the Institute website www.nisd.gov.in to know the terms and conditions including academic qualification, experiences and eligibility criteria and other information.

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

1. Consultant (Geriatric Care Training):-

1.	Name of the Post	Consultant (Geriatric Care Training)
2.	No. of Post	01 (one)
3.	Age Limit	The age of applicant should not be more than 50 years on the last date of submission of Application.
4.	Nature of engagement	The Consultants will be engaged on purely contractual, initially for a period of one year, which may be extended based on requirement and satisfactory performance of the incumbent.
5.	Educational Qualification	The applicant must possess a Postgraduate Degree in any discipline of Social Sciences & Nursing from a recognized University/Institution. Preference shall be given to candidates possessing: • Master of Social Work (MSW), preferably with specialization/exposure in Psychiatric Social Work / Geriatric Social Work; or • M.Sc. Nursing; and/or • Postgraduate Diploma in Gerontology / Geriatrics.

6.	Work Experience and Competencies	The applicant should possess: 1) A minimum of five years of post-qualification professional experience in the field of senior citizen care and welfare, including areas such as Geriatric Care, Dementia Care, Palliative Care, Geriatric Management, Geriatric Counselling and Caregiving. 2) Experience of working with a Sector Skill Council, preferably in the Healthcare Sector. 3) Experience in conducting and/or coordinating training programmes, preferably relating to geriatric care, healthcare, caregiving or allied areas. 4) Sound understanding and working knowledge of NCVET guidelines and skill ecosystem platforms, including SIDH Portal, NQR Portal and KaushalVerse Portal. 5) Experience in the development of healthcare-related courses, Qualification Packs, curricula and/or training programmes. 6) Experience in preparing training modules, learning materials and IEC materials, and organizing capacity-building programmes relating to senior citizens and geriatric care. 7) Proficiency in MS Word, MS Excel, MS PowerPoint, internet browsing, online research and data management. 8) Candidates having published research papers, systematic reviews, meta-analyses or other research work in the field of Gerontology and Geriatrics will be given preference. 9) Proficiency in working on the e-Office platform. 10) Prior exposure/experience in Information Technology-enabled systems and basic accounts/financial processing will be desirable. 11) Excellent communication, drafting, analytical, coordination and presentation
7.	Roles and Responsibilities	The Consultant shall be required to perform, inter alia, the following duties: 1) Compile, scrutinize and maintain reports relating to Geriatric Caregiving Training Courses. 2) Process and submit invoices/claims received from Training Partners for necessary examination and payment. 3) Assist in the assessment and evaluation of trainees enrolled in Geriatric Caregiving Training Courses. 4) Maintain proper documentation, records and databases relating to training programmes, trainees, trainers and assessments. 5) Assist in uploading and updating the details of trained caregivers on the designated portals/dashboards.

		6) Prepare and draft guidelines, regulations, reports, presentations, official correspondence, notes and other programme-related documents. 7) Develop/review training modules, IEC materials, curricula and learning resources relating to geriatric care and senior citizen welfare. 8) Undertake field visits across States/UTs for monitoring, supervision and evaluation of programmes/schemes. 9) Assist the Programme Division in ensuring timely implementation of project and training activities. 10) Assist in the preparation, verification and issuance of training/assessment certificates. 11) Coordinate with NCVET, Sector Skill Councils, Training Partners, Assessment Agencies, State Governments/UT Administrations and other stakeholders, as required. 12) Perform any other duties assigned by the Competent Authority from time to time.
8.	Remuneration	The Consultant shall be paid a consolidated remuneration as under: Remuneration:- 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 Geriatric Care.

Please send your duly filled application form in prescribed format (attached) along-with all documents / testimonials, mark sheets, experience certificates etc. within 21 (Twenty One days) from the date of publication of this advertisement in the newspaper.

The envelope containing the application should be clearly superscribed : **"APPLICATION FOR THE POST OF _____"** and addressed to **The Dy. Director (Admn. & Plg.), National Institute of Social Defence, G-2, Sector 10, Dwarka, New Delhi – 110075.**

Please note that* all applications send by post or in person and *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. Applications received after the due date and time 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.

Last date for submission of applications: Applications must be submitted within **21 (twenty-one)** days from the date of publication of the advertisement in the newspapers. .

NISD reserves the right to increase or decrease the number of contractual positions, cancel or modify the recruitment process, or not to fill any or all of the advertised positions, without assigning any reason whatsoever.

General Conditions:

1. The engagement shall be purely contractual and shall not confer any right upon the selected candidate for regular appointment/absorption in NISD.
2. The eligibility of candidates with regard to age, educational qualifications and experience shall be determined as on the last date for receipt of applications.
3. Only post-qualification experience relevant to the advertised position shall ordinarily be considered for determining eligibility.
4. Applicants must submit self-attested copies of certificates, mark sheets, experience certificates and other relevant testimonials along with the application.
5. Candidates shall be required to produce all original certificates/documents at the time of interview/document verification.
6. Mere fulfillment of the prescribed qualifications and experience shall not confer any right upon a candidate to be called for interview/selection.
7. NISD reserves the right to shortlist candidates based on qualifications, relevant experience and suitability for the position.
8. NISD reserves the right to increase/decrease the number of vacancies, modify the recruitment process, or cancel the recruitment process in full or in part, without assigning any reason.

03/11/2025

(Vivek Kumar)
Dy Director (Admn. & Plg.)
विवेक कुमार/Vivek Kumar
उप निदेशक (प्रशासन एवं योजना)/Deputy Director, (Admn. & Plg.)
राष्ट्रीय समाज रक्षा संस्थान/National Institute of Social Defence
प्लाट न० जी–2, सेक्टर-10 / Plot No. G-2, Sector-10
द्वारका, नई दिल्ली-110075 / Dwarka, New Delhi-110075

APPLICATION FORMAT

Affix recent Passport size photograph of the applicant duly self attested across

Application for the post of _____

1.	Name			
2.	Father's Name			
3.	Mother's Name			
4.	Postal Address			
5.	Permanent Address			
6.	E-Mail Address			
7.	Date of Birth			
8.	Contact No.	Mob. No. _____	Landline No. _____	
9.	Category *(Please write)*	Gen. _____	SC/ST/OBC _____	PWD _____
10.	Sex Please Mark {√}	Male _____	Female _____	Third Gender _____
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.						

3. Details of Professional Experience

Sl. No.	Name of Organisation	Position Held	From	To	Total Experience	Last Salary/ Remuneration	Nature of Duties
1.							
2.							
3.							
4.							
5.							

Total Post-Qualification Experience:

Years: _____ Months: _____

1. Relevant Experience in Geriatric Care / Senior Citizen Welfare

2. Experience in Training / Capacity Building

3. Experience with NCVET / Sector Skill Council / Skill Ecosystem, if any

4. Knowledge of Computer and e-Office

5. Publications / Research Work, if any

Please provide details of publications/research papers/systematic reviews/meta-analyses relating to Gerontology, Geriatrics, Healthcare or Senior Citizen Welfare, if applicable.

6. Any Other Relevant Information

DECLARATION

I hereby declare that the information furnished by me in this application is true, complete and correct to the best of my knowledge and belief.

I understand that if any information furnished by me is found to be false, incorrect or misleading, or if any material information has been suppressed, my candidature/engagement shall be liable to be cancelled/terminated at any stage, without prejudice to any other action that may be taken in accordance with applicable rules.

I further undertake to produce the original certificates/documents/testimonials in support of the information furnished in this application as and when required by NISD.

Place: _____

Date: _____

Signature of the Applicant: _____

Name of the Applicant: _____

DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION:

1. Self-attested copy of proof of date of birth.
2. Self-attested copies of educational qualification certificates and mark sheets.
3. Self-attested copies of relevant experience certificates.
4. Self-attested copy of valid identity proof.
5. Copies of relevant publications/research work, wherever applicable.
6. Any other document in support of the candidate's eligibility and experience.