



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

11th July, 2026

Vacancy Circular

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 Junior Consultant (Administration) 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 required qualification, experience and other details are as follows:-

Junior Consultant (Administration):-

1. Name of the Post	Junior Consultant (Administration)
2. No. of Post	01 (One)
3. Educational Qualification	The applicant must have a Graduate in any discipline from a recognized university with relevant work experience in Govt./Private Sector.
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 :-	• At least 1-2 year of post-qualification work experience in the field of Establishment / Administration. • To carry out the functions of the office diligently and in a timely manner as required by Administrative Manuals and SOPs. • Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.

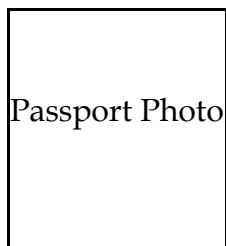
	• Excellent communication and presentation skills.
6.	Roles and Responsibilities :- • Be conversant with the rules in the subject matter that the office is dealing with and be able to submit rules at appropriate time to all people concerned • Should be able to comprehend documents (letter, emails, reports, etc.) in English. • Be conversant with all application software in the MS Office package – MS Word, MS Excel, and MS Power Point, MS Access. • Be able to use these application software in an efficient and effective manner. • Liaise with other Departments for smooth workflow processes. • Additionally, the consultant can be delegated with any other work.
7.	Remuneration:- ○ The consolidated remuneration of Rs. 45,000/- p.m.
8.	Nature of Appointment :- The Consultants will be engaged on purely contract basis initially for a period of One Year which can be extended on need basis and performance of incumbent.

The filled in application along with copy of the testimonials may be reached within 21 days from the date of advertisement.

S/d-

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

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. Landl _____ Mob. No. _____

ine _____

8. Category Gen. _____ SC/ST/OBC _____ PWD _____

9. Sex 1. Male __ 2. Female __ 3. Third Gender __

1 (Please mark ✓) _____

0.

1 Identity Proof _____

1

1 Educational Qualification(with details):

2

S. No.	Degree in Chrono	Specializ	University /	Year of P	% age of	Any other in
	logical Order	ation	Board	assing	Marks	formation
1						
2						
3						
4						
5						

1 Details of Experience:

3.

S. No.	Organizatio	Position held	Period		Salary (R	Any other infor
			From	To	s.)	mation
1						
2						

3					
4					

1	Knowledge of Computer	
4.		
1	Any other Information	
5.		

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: