



F. No. 50/34/2023/Admn (C. No. 79846)
National Institute of Social Defence
(Ministry of Social Justice & Empowerment, Government of India)
Plot No. G-2, Sector-10 Dwarka, New Delhi -110 075

30th October, 2023

Vacancy Circular

Subject: Hiring of Office Assistant (on Contract basis) by National Institute of Social Defence, Delhi an autonomous body under Ministry of Social Justice & Empowerment, Government of India.

NISD, Delhi an autonomous body under MoSJ&E, Govt. of India, working in areas of Social Defence issues namely Sr. Citizen, Drug Abuse Prevention, and Transgender & Beggary Prevention, Administration & Accounts. The Institute invites applications from eligible candidates purely on contractual basis for the post of Office Assistant.

Interested candidates may please go through the qualification, experiences and other information. Eligible candidates may apply in the prescribed format available in the NISD website (www.nisd.gov.in).

S. No.	Name of Post	No. of Vacancies	Qualification	Experience
1	Office Assistant	02	The applicant must have a Bachelor's Degree from a recognised University.	At least 2 years work experience in any Government / Non-Government Organization. Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents. Strong presentation & communication skills in English & Hindi.

The NISD reserves its right to increase or decrease the number of contractual posts or not to fill up any of the posts advertised without assigning any reason whatsoever.

Details of the procedure to apply, General instructions and other guidelines are available at website of the Institute www.nisd.gov.in

Please send your duly filled in application in prescribed format along-with all documents/testimonials, mark sheet, experience certificates etc. not later than 15-11-2023.

The application alongwith all attachments may please be sent to email: directoroffice.nisd@gmail.com

Office Assistant

1.	Name of the Post	Office Assistant - To be filled by a professionally qualified person
2.	No. of Post	01 (One)
3.	Educational Qualification	The applicant must have a Bachelor's Degree from a recognised University.
4.	Age Limit	The age of the applicant should not be more than 35 years as on 1 st October, 2023.
5.	Work Experience:-	<ul style="list-style-type: none">• At least 2 years work experience in any government / non-government Organization.• Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.• An Excellent communication and presentation skills are desirable for a multi-disciplinary team environment & communication skills in English & Hindi.
6.	Roles and Responsibilities :-	<ul style="list-style-type: none">• Noting /Drafting and maintenance of the files on e-office as well as in physical mode.• Preparation of Minutes of the Meetings.• Maintenance of Diary, File, Register, Indexing and recording of Files etc.• Excellent coordination skills for developing networking and partnership with Organizations' and institutions.
7.	Remuneration :-	<ul style="list-style-type: none">○ The consolidated remuneration of Rs. 35,000/-○ Nothing extra shall be paid for any reason/ purpose e.g. HRA/ Telephone/Transport, etc. except for travelling outside Delhi for official work.
8.	Nature of Appointment: -	The Office Assistant will be engaged on purely Contract Basis for a period of Six Months which would be extended based on requirements and performance of incumbent.

(Manoj Hatoj)

Dy. Director (Admn. & Plg.)

Shri Manoj Hatoj / श्री मनोज हटोज
Deputy Director (Admin. & Plg.) / सहायक निदेशक (प्रशासन और योजना)
National Institute of Social Defence
राष्ट्रीय समाज रक्षा संस्थान
Ministry of Social Justice & Empowerment
सामाजिक न्याय और अधिकारिता मंत्रालय
Government of India / भारत सरकार
Plot No. G-2, Sector-10 Dwarka
प्लॉट नं. जी-2, सेक्टर-10, द्वारका
New Delhi-110075 / नई दिल्ली-110075

PROFORMA

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. Contact No. Landline _____ MB No. _____
7. Date of Birth _____
8. Sex 1. Male ___ 2. Female ___ 3. Third Gender ___
(Please mark \checkmark)
9. Identity Proof _____

10. 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						

11. Details of Experience:

S. No.	Organisation	Position held	Period		Salary (Rs.)	Any other information
			From	To		
1						
2						
3						
4						
5						

12. Knowledge of Computer Operations _____
13. Any other Information _____

Candidates should submit copy of all certificate and testimonial alongwith the application. The Originals documents to be produced for verification.

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the information providing by me is true and correct.

I understand that any willful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Date : _____

Place : _____