



F. No. 47/1/2021-Admn. (C.No. 45509)
National Institute of Social Defence
(Ministry of Social Justice & Empowerment, Government of India)
Plot no. G-2, Sector – 10, Dwarka, New Delhi – 110075

Date: 24th June,2022

VACANCY CIRCULAR

Sub: Filling up the post of Deputy Director (Trg.) through transfer and deputation basis (including short term contract) in National Institute of Social Defence, New Delhi under Ministry of Social Justice & Empowerment, Government of India.

National Institute of Social Defence (NISD), is 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 (Trg.) (Post 1) (One post)** through transfer and deputation basis (including short term contract). The pay scale of post is Rs 15600 - 39100 in grade pay 6600 (Level 11).

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 is given below:

S. No.	Particulars	Requisite details
1.	Name of Post	Deputy Director (Training)
2.	Nos of vacancy	01 (One) on transfer and deputation basis (including short terms contract)
3.	Classification	Group 'A'
4.	Scale of Pay	Rs. 15600-39100 in Grade Pay 6600/- (Level-11 as per 7 th CPC Pay Matrix)
5.	Essential Qualification & Experience	i. At least 50% Marks in Master's degree in Social Work or Sociology or Criminology or Social Anthropology from a recognised University or equivalent. ii. 5 years' experience in teaching or research in the field of Social Defence or allied subjects or in both in total (preference will be given to candidates with teaching experience). <u>Desirable:</u> Phd in Social Work.

6.	Transfer on deputation (including short term contact)	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

2. 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 herewith along with Cadre Clearance, Vigilance Clearance, Integrity Certificate etc. and attested copies of ACR/ APARs for the last 5 years, within 60 days from the date of publication of this Vacancy Circular, so as to reach the Deputy Director (Admn.) National Institute of Social Defence (NISD), Plot no. G-2, Sector – 10, Dwarka, New Delhi – 110075

3. The NISD reserves the right not to fill up the posts advertised, if the circumstances so warrant.

4. 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)

(Manoj Hatoj)
Dy. Director (Admn. & Plg.)

GENERAL INSTRUCTIONS

National Institute of Social Defence (NISD), is 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 (Trg.) (Post 1) (One post)** through Transfer and deputation basis (including short term contract). The pay scale of post is Rs 15600 - 39100 in grade pay 6600 (Level 11).

Application 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 (Trg.).

The requisite details related to the vacancy is given below:

S. No.	Particulars	Requisite details
1.	Name of Post	Deputy Director (Training)
2.	Nos of vacancy	01 (One) on Transfer and deputation basis (including short terms contract)
3.	Classification	Group 'A'
4.	Scale of Pay	Rs. 15600-39100 in Grade Pay 6600/- (Level-11 as per 7 th CPC Pay Matrix)
5.	Essential Qualification & Experience	i. At least 50% Marks in Master's degree in Social Work or Sociology or Criminology or Social Anthropology from a recognised University or equivalent. ii. 5 years' experience in teaching or research in the field of Social Defence or allied subjects or in both in total (preference will be given to candidates with teaching experience). <u>Desirable:</u> Phd in Social Work.
6.	Transfer on deputation (including short term contact)	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

1. The officers/officials selected shall be posted at National Institute of Social Defence (NISD), New Delhi initially for a period of one year and that may be extended for another two years based on satisfactory performance. 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 extent rules issued by Govt. from time to time.
2. The deputation may also be curtailed in short notice, in lieu of present ongoing case, due to administrative exigency (if any) .
3. The application in the Proforma enclosed (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.
4. 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.
5. NISD reserves the right not to fill up the posts advertised, if the circumstances so warrant.
6. The application in the PROFORMA (available on NISD website: i.e., www.nisd.gov.in. duly signed by the applicant and through Proper Channel should reach NISD within 60 days. The name of the post applied for may be written in bold letters on the top of the envelope and the Curriculum Vitae.
7. Advance copy may be sent to the NISD by the candidates in the prescribed proforma. However, the Department is required to forward the application of those candidates who can be relieved immediately.
8. The Institute reserves the right to reject any or all the applications without assigning any reason whatsoever.

(Manoj Hatoj)
Dy. Director (Admn. & Plg.)

Distribution:-

1. NISD Website.
2. Ministry of SJ&E website
3. All Ministries/ Departments of Government of India.
4. Employment News, East Block-4, Level 5, R. K. Puram, New Delhi, Delhi 110066.

Application Proforma

1. Name and Address (in block letter)
2. Date of birth (in Christian era)
3. Date of retirement under Central/State Govt. Rules
4. Educational Qualification
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)

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

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. 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)

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 of deputation/contract
 - c. Name of the parent office/organization to which you belong.
10. 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 Government
 - c. Autonomous Organizations
 - d. Government Undertakings
 - e. Universities.
 - f. Others
11. Please state whether you are working in the same Department and are in the feeder grade of feeder to feeder grade.
12. 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.
13. Total emoluments per month now drawn.
14. 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.
15. 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).
16. Whether belongs to SC/ST.
17. 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

18. Whether the present post held is on substantive basis or on officiating basis or on deputation/short term contract.

19. Pay Matrix level of the present post held.

20. 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**