



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

Vacancy Circular

Subject: Engagement of Consultants 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 consultants etc. purely on contractual basis.

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.

Interested candidates may please go through the qualification, experiences and eligibility criteria and other information available on the Institute website www.nisd.gov.in.

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. Applications should be clearly mentioned on the envelop the name of post applied for and send to the Dy. Director (Admn. & Plg.), National Institute of Social Defence, G-2, Sector 10, Dwarka, New Delhi – 110 075.

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

1. Consultant (Substance Abuse Prevention) :

1.	Name of the Post	Consultant (Substance Abuse Prevention)
2.	No. of Post	01 (One)
3.	Educational Qualification	Post Graduate in Social Science, Social Work, Sociology, Psychology, Criminology from a recognized University. Must have proficiency in Computer applications.
4.	Age Limit	The age of applicant should not be more than 40 years on the last date of submission of Application.
5.	Work Experience :-	
	i.	At least 3 years of post-qualification work experience in the areas of Drug (Substance) Abuse Prevention.
	ii.	A demonstrated understanding of Drug (substances) abuse related schemes/policies.
	iii.	Excellent coordination skills for developing networking and partnership with organizations' and institutions promoting the cause of Social Defence.
	iv.	Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.

	v. An Excellent communication and presentation skills are desirable for a multi-disciplinary team environment.
6.	<p>Roles and Responsibilities :-</p> <ul style="list-style-type: none"> i. To develop and conduct online and offline programs, training, workshops, seminars, events & other outreach programs on substance abuse prevention education, associated with functionaries.’ courses that designed to meet the needs of the NISD. ii. To assess current drug use prevention interventions and understand gaps in current response iii. To develop methodology for successful implementation of programs and training courses on Drug Use Prevention iv. New ideas, Innovative methods & tools development which would facilitate effective delivery of services and training to service providers v. To train service providers as Resource Person and also to prepare course Modules, Curriculum etc. vi. Preparation and drafting of various regulations, necessary reports, presentations etc. vii. Preparing training modules (online and offline), IEC materials etc. viii. Assistance in conducting community awareness, capacity building programs and workshops. ix. Touring all the states for monitoring and evaluating the programmes/schemes, when necessary. x. Assist the team in timely delivery of activities as outlined in the project xi. Additionally, the consultant can be assigned with any other work at the discretion of the Competent Authority.
7.	<p>Remuneration:-</p> <ul style="list-style-type: none"> o The 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 Drug (Substance) Abuse Prevention.
8.	<p>Nature of Appointment :-</p> <p>The Consultants will be engaged on purely contract basis initially for a period of Six Months which can be extended on need basis and performance of incumbent.</p>

2. Consultant (Geriatric Care Training) :-

1.	Name of the Post	Consultant (Geriatric Care Training)
2.	No. of Post	02 (Two)
3.	Educational Qualification	The applicant must have a post-graduation Degree in any discipline from a recognized university in social science, preferably Master in Social Work (MSW). PG Diploma course in Gerontology and Geriatrics shall be given preference.
4.	Age Limit	The age of applicant should not be more than 50 years on the last date of submission of Application.
5.	Work Experience :-	

	<ul style="list-style-type: none"> • At least 3 years of post-qualification work experience in the field of Senior Citizens issues (e.g. Geriatric and Dementia care, Geriatric Management, Geriatric Counselling, Care Giving, MWPSA Act etc. desirable). • Work experience in preparation of modules, capacity of organising events and conducting training programmes in the field related to senior citizen issues is preferable. • Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents. • Published work in the area of Gerontology and Geriatric research / systematic reviews or meta-analysis of published studies shall be given preference. • Excellent communication and presentation skills.
6.	<p>Roles and Responsibilities :-</p> <ul style="list-style-type: none"> • Compiling the Reports of Geriatric Caregiving Training Courses. • Processing and putting up the invoices of Training Partners for payment • Assist in assessment of trainees of Geriatric Caregiving Training Courses. • Documentation of Training Courses and Trainees • Assisting in uploading trained caregiver's details in the Portal • Preparation and drafting of various regulations, necessary reports, presentations etc. • Preparing training modules, IEC materials etc. • Touring all the states for monitoring and evaluating the programmes/schemes. • Assist the team in timely delivery of activities as outlined in the project • Additionally, the consultant can be delegated with any other work.
7.	<p>Remuneration:-</p> <ul style="list-style-type: none"> ○ 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.
8.	<p>Nature of Appointment :-</p> <p>The Consultants will be engaged on purely contract basis initially for a period of Six Months which can be extended on need basis and performance of incumbent.</p>

3. Consultant (National Helpline for Senior Citizens - Elderline) :-

1.	Name of the Post	Consultant (National Helpline for Senior Citizens)
2.	No. of Post	02 (Two)
3.	Educational Qualification	The applicant must have a post-graduation Degree in any discipline from a recognized university in social science, preferably Master in Social Work (MSW), Information Technology (IT), shall be given preference.
4.	Age Limit	The age of applicant should not be more than 50 years on the last date of submission of Application.
5.	Work Experience :-	<ul style="list-style-type: none"> • At least 3 years of post-qualification work experience in the field of Senior

	<p>Citizens issues (e.g. Geriatric and Dementia care, Geriatric Management, Geriatric Counselling, Care Giving, MWPS Act etc. desirable).</p> <ul style="list-style-type: none"> • Work experience in preparation of modules, capacity of organising events and conducting training programmes in the field related to senior citizen issues is preferable. • Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents. • Excellent communication and presentation skills is desirable for a multi-disciplinary team environment.
6.	<p>Roles and Responsibilities :-</p> <ul style="list-style-type: none"> • Oversee on boarding of State / UT Implementing Organizations. • Addressing the issues of state Elderline Centres • Preparation of Monthly / Quarterly/ Annual Reports. • Monitor and Evaluate quality and efficacy of State/ UT Helpline • Arranging quarterly meeting with Elderline Centres • Periodic Monitoring and Handholding of the Elderline States/ UTs (Physical and Remote) • Coordination between Technical Service Providers like CRM, Security audit, website, NIC, etc. • Manage day today relationship with State/ UTs Helpline. • Any other task as specified by Deputy Director/ Competent Authority.
7.	<p>Remuneration:-</p> <ul style="list-style-type: none"> ○ 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.
8.	<p>Nature of Appointment :-</p> <p>The Consultants will be engaged on purely contract basis initially for a period of Six Months which can be extended on need basis and performance of incumbent.</p>

4. Consultant (Transgender Welfare) :-

1.	Name of the Post	Consultant (Transgender Welfare) – to be filled by professionally qualified person.
2.	No. of Post	02 (Two)
3.	Educational Qualification	Post graduate in Social Science , Social Work, Sociology, Psychology, Gender Studies, Criminology from a recognised University. Must have proficiency in Computer application.
	Age Limit	The age of the applicant should not be more than 45 years on the last date of submission of Applications.
	Post Qualification Work Experience	<ul style="list-style-type: none"> i. At least 3 years of post-qualification work experience in the areas of Transgender issues. ii. Broad knowledge of different gender identities, social sector schemes and programss run by the Govt. especially for transgender persons.

		<ul style="list-style-type: none"> i. Excellent coordination skills for developing networking and partnership with various Govt. & Non-Govt. organisations and institutions working with the TG Community. v. Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data and documents. v. Excellent communication and presentation skills are desirable for a multidisciplinary team environment.
	Roles and Responsibilities	<ul style="list-style-type: none"> • Organising and assisting in all the online and offline training program, conferences and seminars, workshops and capacity-building programs related work. • Preparation and drafting of various regulations, necessary reports, presentations, meeting minutes, training calendars, etc. • Preparing training modules (online and offline), IEC materials, etc. • Assistance in conducting awareness/sensitization programs, capacity-building programs, and workshops. • Handling the National Portal for Transgender Persons, dealing with District Authorities and networking with CBOs working across the country. • Coordination with Garima Grehs and work on other components of the SMILE Scheme as and when required. • Touring all the states for monitoring and evaluating the programs/schemes. • Assist the team in timely delivery of activities as outlined in the project, and the ability to scrutinize proposals. <p>Additionally, the consultant can be delegated any other work by the director/ competent authority.</p>
	Remuneration	<ul style="list-style-type: none"> • The consolidated remuneration of Rs.50,000/- for applicants with 3 to 5 year' experience and Rs. 60,000/- per month for applicants with more than 5 years of experience.
	Nature of Appointment	The Consultants will be engaged on purely Contract Basis initially for a period of Six Months which would be extended based on Requirements and performance of incumbent.

5. Consultant (Establishment) :-

1.	Name of the Post	Consultant (Establishment)
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 or Retired Officer from Govt. /PSU/

		Autonomous body.
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 :-	<ul style="list-style-type: none"> • At least 3 years 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. • The applicant have retired from post of Section officer or above or equivalent from any Central Govt./State Govt./Autonomous Body and held that post for at least five years on regular basis and have full knowledge of Govt. Rules, Regulations relating to Establishment, CCS(CC), CCS(Pension),GFR, Promotions, Reservations, Pay Fixations etc. • 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 :-	<ul style="list-style-type: none"> • 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. • Be aware of all the capabilities and features of these software packages and use them with speed and accuracy. • Liaise with other Departments for smooth workflow processes. • Additionally, the consultant can be delegated with any other work
7.	Remuneration:-	<ul style="list-style-type: none"> ○ The consolidated remuneration of (i) Rs. 50,000/- per month, if anyone have experience of 3-5 years, and (ii) Rs. 60,000/- who are having more than 5 years' experience in the relevant field.
8.	Nature of Appointment :-	The Consultants will be engaged on purely contract basis initially for a period of Six Months which can be extended on need basis and performance of incumbent.

6. Consultant (General Admn. & Planning) :-

1.	Name of the Post	Consultant (General Admn. & Planning)
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 or Retired Officer from Govt. /PSU/

		Autonomous body.
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 :-	<ul style="list-style-type: none"> • At least 3 years of post-qualification work experience in the field of Administration/General Administration & Planning). • To carry out the functions of the office diligently and in a timely manner as required by Administrative Manuals and SOPs. • Managing and organizing data, records, and reports. • The applicant have retired from post of Section officer or above or equivalent from any Central Govt./State Govt./Autonomous Body and held that post for at least five years on regular basis and have full knowledge of Govt. Rules, Regulations. • 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 :-	<ul style="list-style-type: none"> • 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 i.e. the Officer-in-Charge, visitors to the office and other stakeholders • 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. • Be aware of all the capabilities and features of these software packages and use them with speed and accuracy. • Liaise with other Departments for smooth workflow processes. • Additionally, the consultant can be delegated with any other work.
7.	Remuneration:-	<ul style="list-style-type: none"> ○ The 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 relevant field.
8.	Nature of Appointment :-	The Consultants will be engaged on purely contract basis initially for a period of Six Months which can be extended on need basis and performance of incumbent.

7. Consultant (Accounts) :-

1.	Name of the Post	Consultant (Accounts)
2.	No. of Post	01 (One)
3.	Educational Qualification	The applicant must have a Graduate in Commerce from a recognized university with relevant work experience in

		Govt./Private Sector or Retired Officer from Govt. /PSU/ Autonomous body.
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 :-	<ul style="list-style-type: none"> • At least 3 years of post-qualification work experience in the field of Accounts. • To carry out the functions of the Accountant diligently and in a timely manner as required. • For retired applicants - The applicant may retired from post of Section officer or equivalent from any Central Govt./State Govt./Autonomous Body and held that post for at least five years on regular basis and have full knowledge of Govt. Rules, Regulations relating to Accounts, CCS (Pension), GFR, Pay Fixations etc. • 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 :-	<ul style="list-style-type: none"> • Documenting financial transactions. • Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations. • Reviewing financial documents to resolve any discrepancies and irregularities. • Reconciling already documented reports, statements and various transactions. • Creating, reviewing and presenting budgets. • Recommending financial actions by analysing accounting options. • Cooperating with auditors in preparing audit reports. • Preparing and analysing financial statements like cash flow statement, balance sheet and profit and loss statement. • Submitting annual tax returns. • Additionally, the consultant can be delegated with any other work.
7.	Remuneration:-	The 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.
8.	Nature of Appointment :-	The Consultants will be engaged on purely contract basis initially for a period of Six Months which can be extended on need basis and performance of incumbent.

8. Consultant (Legal) :-

1.	Name of the Post	Consultant (Legal)
2.	No. of Post	01 (One)
3.	Educational Qualification	The applicant must have a Law Graduate from a recognized university.
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 :-	<ul style="list-style-type: none"> • At least 3 years of work experience.

	<ul style="list-style-type: none"> Registered with respective Bar Council for 3 years Experience in Legal work, in various courts, Govt. or Regulatory Authority, Tribunals, Commissions, or any other similar forum. Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing & Data Management. Excellent communication and presentation skills.
6.	<p>Roles and Responsibilities :-</p> <ul style="list-style-type: none"> Preparation of Case summary. Identification of Legal Issue for adjudication. Legal appreciation of other Law/Acts that have been bearing on the cases. Legal Research for precedents for Hon'ble Supreme Courts, High Courts and judgement of various Commissions. Preparation of counters for writ petitions etc. Preparation of Draft Orders Any other work assigned.
7.	<p>Remuneration:-</p> <ul style="list-style-type: none"> The 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..
8.	<p>Nature of Appointment :-</p> <p>The Consultants will be engaged on purely contract basis initially for a period of Six Months which can be extended on need basis and performance of incumbent.</p>

9. Consultant (PMU - National Coordinator) :-

1.	Name of the Post	Consultant (PMU - National Coordinator)
2.	No. of Post	01 (One)
3.	Educational Qualification	Post Graduate in Social Science, Social Work, Sociology, Psychology, subject preferably from a recognized University. Must have proficiency in Computer applications.
4.	Age Limit	The age of applicant should not be more than 40 years on the last date of submission of Application.
5.	Work Experience :-	<ul style="list-style-type: none"> i. At least 5 years of post-qualification work experience in the field of <i>Social Science in Govt. / Public Sector / Autonomous Bodies / Private Sector</i> etc. Preference shall be given to the person who has worked as PMU. ii. Excellent coordination skills for developing networking and partnership with organizations' and institutions promoting the cause of Social Defence. iii. Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents. iv. An Excellent communication and presentation skills are desirable for a multi-disciplinary team environment

6.	<p>Roles and Responsibilities :-</p> <ol style="list-style-type: none"> i. Coordinating of 44 (in Nos.) State Coordinators of Project Monitoring Unit of the Ministry of Social Justice and Empowerment. ii. Arrangement and Facilitation of Weekly Review Meetings (Online & Offline) iii. Prepare Agenda and Minutes of the Meeting (MoM) iv. Follow up on action items discussed in meetings to ensure timely completion of Inspections v. Maintenance of comprehensive records of assignments, deadlines, and progress of State Coordinators vi. Communicate effectively with Divisional officials of the Ministry to provide updates, gather feedback, and address concerns vii. Planning of Inspections, resource allocation, and task prioritization viii. Provide administrative support to teams for effective documentation ix. Preparing concept note and proposals as and when required x. Checking of Tour Plans of Inspections and Forwarding for timely arranging of Flight Tickets xi. Cross checking all the details of State Wise (Scheme wise) No. of Inspections / Re-inspections Completed/Pending xii. Preparing RTI reply regarding the matters related to State Coordinators. xiii. Processing of E-Office files related to PMUs (Renewal of Contract / Resignation / Any other matters)
7.	<p>Remuneration:-</p> <ul style="list-style-type: none"> o The 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.
8.	<p>Nature of Appointment :-</p> <p>The National Coordinator for PMU will be engaged on purely contract basis for a period of Six Months which can be extended on need basis and performance of incumbent.</p>

10. Consultant (Rajbhasha) :-

1.	Name of the Post	Consultant (Rajbhasha)
2.	No. of Post	01 (One)
3.	Educational Qualification	The applicant must have a Post Graduate in Hindi and diploma in translation etc. from a recognized university/institute with relevant work experience in Govt./Private Sector or Retired Officer from Govt. /PSU/ Autonomous body. Having typing proficiency in Hindi & English shall be given preference.
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 :-	<ul style="list-style-type: none"> • At least 3 years of post-qualification work experience. • Must carried out the functions of the Rajbhasha diligently and in a timely manner as required.

	<ul style="list-style-type: none"> The applicant have retired from post of Section officer or above or equivalent from any Central Govt./State Govt./Autonomous Body and held that post for at least five years on regular basis and shall be acquainted with the functioning of the Central Government Ministries/ Departments. Computer proficiency with commonly used packages like Mangal, Daksh, MS Word, Excel, Power Point & Web surfing. Excellent communication and presentation skills.
6.	Roles and Responsibilities :- <ul style="list-style-type: none"> To translate from English to Hindi and to maintain the relevant records. Well versed to work on Computer in Hindi and English. To make arrangement & to conduct the Hindi workshop. To prepare Quarterly, Half Yearly and Yearly reports as required. To update NISD Website with Hindi as per Govt. norms. To prepare Training material and conduct training in Rajbhasha. To implement the Rajbhasha provisions in NISD and act on the instructions / guidelines of the Ministry. To prepare reports, as required by the Parliamentary Committee during its audit etc. as required. Any other assignment assigned by the Competent Authority.
7.	Remuneration:- <ul style="list-style-type: none"> The 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.
8.	Nature of Appointment :- The Consultants will be engaged on purely contract basis initially for a period of Six Months which can be extended on need basis and performance of incumbent.

11. **Junior Consultant (Substance Abuse Prevention) :**

1.	Name of the Post	Junior Consultant (Substance Abuse Prevention)
2.	No. of Post	01 (One)
3.	Educational Qualification	Graduate in Social Science, Social Work, Sociology, Psychology, Criminology from a recognized University. Must have proficiency in Computer applications.
4.	Age Limit	The age of applicant should not be more than 30 years on the last date of submission of Application.
5.	Work Experience :-	<ul style="list-style-type: none"> Preparation of letters, modules, capacity of organising events and conducting training programmes, etc., is preferable. Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents. Excellent communication and presentation skills is desirable for a multi-disciplinary team environment.
6.	Roles and Responsibilities :-	<ul style="list-style-type: none"> To develop and conduct online and offline programs, training, workshops, seminars, events & other outreach programs on substance abuse prevention

	<p>education, associated with functionaries.</p> <ul style="list-style-type: none"> • To assess current drug use prevention interventions and understand gaps in current response. • To develop methodology for successful implementation of programs and training courses on Drug Use Prevention • New ideas, Innovative methods & tools development which would facilitate effective delivery of services and training to service providers • To train service providers as Resource Person and also to prepare course Modules, Curriculum etc. • Preparation and drafting of various regulations, necessary reports, presentations etc. • Preparing training modules (online and offline), IEC materials etc. • Assistance in conducting community awareness, capacity building programs and workshops. • Touring all the states for monitoring and evaluating the programmes/schemes, when necessary. • Assist the team in timely delivery of activities as outlined in the project • Additionally, the consultant can be assigned with any other work at the discretion of the Competent Authority.
7.	<p>Remuneration:-</p> <ul style="list-style-type: none"> ○ The consolidated remuneration of Rs. 35,000/- shall be paid to the Junior Consultant.
8.	<p>Nature of Appointment :-</p> <p>The Consultants will be engaged on purely contract basis initially for a period of Six Months which can be extended on need basis and performance of incumbent.</p>

12. Junior Consultant (Geriatric Care Training) :-

1.	Name of the Post	Junior Consultant (Geriatric Care Training)
2.	No. of Post	03 (Three)
3.	Educational Qualification	The applicant must have a graduation Degree in any discipline from a recognized university in social science, , Preferably in Social Work, Sociology, Psychology.
4.	Age Limit	The age of applicant should not be more than 40 years on the last date of submission of Application.
5.	Eligibility:	<ul style="list-style-type: none"> • Preparation of letters, modules, capacity of organising events and conducting training programmes, etc., is preferable. • Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents. • Excellent communication and presentation skills is desirable for a multi-disciplinary team environment. • Excellent communication and presentation skills.

6.	<p>Roles and Responsibilities :-</p> <ul style="list-style-type: none"> • Collecting the Reports of Geriatric Caregiving Training Courses. • Maintaining Geriatric Caregivers trainee data • Assist in timely release of payments to Training Partners. • Assist in assessment of trainees of Geriatric Caregiving Training Courses. • Preparation and drafting of various regulations, necessary reports, presentations etc. • Assist in preparing training modules, IEC materials etc. • Touring all the states for monitoring and evaluating the programmes/schemes. • Assist the team in timely delivery of activities as outlined in the project. • Additionally, the consultant can be delegated any other work
7.	<p>Remuneration:-</p> <ul style="list-style-type: none"> ○ The consolidated remuneration of Rs. 35,000/- shall be paid to the Junior Consultant.
8.	<p>Nature of Appointment :-</p> <p>The Consultants will be engaged on purely contract basis initially for a period of Six Months which can be extended on need basis and performance of incumbent.</p>

13. Junior Consultant (Elderline) :-

1.	Name of the Post	Junior Consultant (Elderline)
2.	No. of Post	01 (One)
3.	Educational Qualification	The applicant must have a graduation Degree in any discipline from a recognized university in social science, preferably Master in Social Work (MSW). PG Diploma course in Gerontology and Geriatrics shall be given preference.
4.	Age Limit	The age of applicant should not be more than 30 years on the last date of submission of Application.
5.	<p>Work Experience :-</p> <ul style="list-style-type: none"> • At least 1 year of post-qualification work experience in the field of Senior Citizens issues (e.g. Geriatric and Dementia care, Geriatric Management, Geriatric Counselling, Care Giving, MWPSA Act etc. desirable). • Work experience in preparation of modules, capacity of organising events and conducting training programmes in the field related to senior citizen issues is preferable. • Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents. • Published work in the area of Gerontology and Geriatric research / systematic reviews or meta-analysis of published studies shall be given preference. • Excellent communication and presentation skills. 	
6.	<p>Roles and Responsibilities :-</p> <ul style="list-style-type: none"> • Organising and assisting in all the online and offline training programme, 	

	<p>courses, conference and seminars, workshops and capacity building programmes related works</p> <ul style="list-style-type: none"> • Preparation and drafting of various regulations, necessary reports, presentations etc. • Preparing training modules (online and offline), IEC materials etc. • Drafting of MoUs between NISD and stakeholders • Assistance in conducting community awareness, capacity building programs and workshops. • Touring all the states for monitoring and evaluating the programmes/schemes. • Assist the team in timely delivery of activities as outlined in the project. • Additionally, the consultant can be delegated with any other work by the Director / Competent Authority.
7.	<p>Remuneration:-</p> <ul style="list-style-type: none"> ○ The consolidated remuneration of Rs. 35,000/- shall be paid to the Junior Consultant.
8.	<p>Nature of Appointment :-</p> <p>The Consultants will be engaged on purely contract basis initially for a period of Six Months which can be extended on need basis and performance of incumbent.</p>

14. Junior Consultant (Establishment) :-

1.	Name of the Post	Junior Consultant (Establishment)
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 :-	<ul style="list-style-type: none"> • At least 1 years 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. • The applicant have full knowledge of Govt. Rules, Regulations relating to Establishment, CCS(CC), CCS(Pension),GFR, Pay Fixations etc. • 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.	<p>Roles and Responsibilities :-</p> <ul style="list-style-type: none"> • 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.	<p>Remuneration:-</p> <ul style="list-style-type: none"> ○ The consolidated remuneration of Rs. 35,000/- p.m.
8.	<p>Nature of Appointment :-</p> <p>The Consultants will be engaged on purely contract basis initially for a period of Six Months which can be extended on need basis and performance of incumbent.</p>

15. Junior Consultant (Broadcast Studio) :-

1.	Name of the Post	Junior Consultant (Broadcast Studio)
2.	No. of Post	01 (One)
3.	Educational Qualification	The applicant must have graduation in any discipline from a recognized university with Diploma in Cinematography, Videography, editing, production and post-production activities.
4.	Age Limit	The age of applicant should not be more than 45 years on the last date of submission of Application.
5.	<p>Work Experience :-</p> <ul style="list-style-type: none"> • At least 1 years of post-qualification relevant work experience as follows :- (i) Production of broadcast quality videos which includes independently handling of cameras, switcher, microphones, mixers, recorders and other equipment associated with production of videos AND (ii) Post production of videos which includes editing using Final Cut Pro (FCP) editor, incorporating animations, presentations, graphics, other video clippings, editing and all the post production activities. <p>Desirable :-</p> <ul style="list-style-type: none"> • Preparation of newsletters, pamphlets, e-brochures, power point presentations etc. • Incorporating animations in power point presentations and videos & Creation of web based awareness programmes from the contents provided by the experts. • Designing online systems for registration of participants, taking surveys, feedback etc. • Computer proficiency with commonly used packages like MS Word, Excel, • Power Point Web surfing to search relevant data documents • Work experience in the creation of online courses. • Excellent communication and presentation skills for a multi-disciplinary team environment. 	

6.	<p>Roles and Responsibilities :-</p> <p>1) Pre-Production : Content Creation in association with different divisions of NISD.</p> <p>2) Production:</p> <p>a. Recording of videos of the lectures delivered by the experts.</p> <p>b. Handling of camera, studio lighting, Multi camera switcher, microphones, recorders, sound and video mixers and other associated equipments.</p> <p>3) Post-production:</p> <p>a) Handling of editing console Final Cut Pro (FCP) and familiar with other popular video editing platforms.</p> <p>b) Edit & Incorporate videos - animations, graphics, presentations, other video clippings etc.</p> <p>Additionally, the junior consultant can be delegated any other work.</p>
7.	<p>Remuneration:-</p> <p>o The consolidated remuneration of Rs. 35,000/- p.m.</p>
8.	<p>Nature of Appointment :-</p> <p>The Consultants will be engaged on purely contract basis initially for a period of Six Months which can be extended on need basis and performance of incumbent.</p>

16. Mission Manager (Social Audit) :-

1	Name of the Post	Mission Manager (Social Audit)
2	No. of Post	01 (One)
3	Educational Qualification	Post Graduation in any discipline with at least 55% marks from a recognized university.
4	Age Limit	The age of applicant should not be more than 60 years on the last date of submission of Application.
5	<p>Work Experience :-</p> <ul style="list-style-type: none"> • 10 years grassroots experience with CSO and out of it at least three years of experience in Social Audit and two years of administrative experience handling projects/units/cell at state level • Experience at National level to conduct of social audit for various programmes • Excellent command over Hindi and English languages • 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. 	
6	<p>Roles and Responsibilities :-</p> <ul style="list-style-type: none"> • Facilitate the development of social audit guidelines and protocols for the different schemes. Revise guidelines and protocols based on feedback from the pilot audits. • Provide technical assistance and support to SAUs for conduct of effective social audits • Set up an advisory body with few permanent members and a larger list of invitees 	

	<p>with expertise on different relevant subjects/ sectors to guide the social audit process</p> <ul style="list-style-type: none"> Identify National Resource Organizations that have demonstrated expertise in Social accountability initiatives, to partner with for preparation of training modules, organizing of training, facilitating pilot audits, conduct of test audits, monitoring and evaluation of social audits. Help design the MIS for conduct of social audit and manage the social audit findings and action taken reports. Help prepare an annual action plan and budget for the SAUs Engage with the Ministry on a periodic basis regarding social audit findings, action taken reports and other support required for conduct of social audit Conduct research on different aspects of social audits Document and disseminate good practices in social audit Prepare annual report incorporating findings, action taken reports and policy recommendations Additionally, the consultant can be assigned with any other work at the discretion of the Competent Authority.
7	<p>Remuneration:-</p> <ul style="list-style-type: none"> The consolidated remuneration of Rs. 1,25,000/- per month Nothing extra shall be paid for any reason / purpose e.g. HRA / Telephone / Transport, etc. except for travelling outside Delhi for official work.
8	<p>Nature of Appointment :-</p> <p>The Consultants will be engaged on purely contract basis for a period of One year which can be extended on need basis and performance of incumbent.</p>

17. Office Assistant

1.	Name of the Post	Office Assistant
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.
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. Typing speed @35 wpm in English and knowledge of Steno will be preferred. An Excellent communication and presentation skills are desirable for a multi-

	disciplinary team environment & communication skills in English & Hindi.
6.	<p>Roles and Responsibilities :-</p> <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.	<p>Remuneration :-</p> <ul style="list-style-type: none"> ○ The consolidated remuneration of Rs. 35,000/-.
8.	<p>Nature of Appointment: -</p> <p>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.</p>

Note- The remuneration as prescribed against each post is applicable to the candidates selected for the specific post. Nothing extra shall be paid for any reason/purpose eg., HRA/ Telephone/Transport etc, except for travelling outside Delhi for official work.

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. Landline _____ Mob. No. _____
8. Category Gen. _____ SC/ST/OBC _____ PWD _____
9. Sex 1. Male _____ 2. Female _____ 3. Third Gender _____
(Please mark ✓)
10. 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						

13. Details of Experience:

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

14. Knowledge of Computer	_____
15. Any other Information	_____

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: _____