



F. No. 3/10/2021-Admn. (C.No. 47507)

## National Institute of Social Defence

(Ministry of Social Justice & Empowerment, Government of India)

Plot No. G-2, Sector – 10, Dwarka, New Delhi – 110075

Date: 17Sept., 2024

### VACANCY CIRCULAR

**Sub: Filling up the post of Junior Research Officer, Technical Assistant & Stenographer Grade-III in National Institute of Social Defence (NISD) on deputation/absorption basis-reg.**

National Institute of Social Defence (NISD), Delhi an autonomous body under Ministry of Social Justice & Empowerment, Govt. of India invites applications from eligible candidates of Central Government/State Government/Universities/Recognized Research Institutions/ PSUs Statutory/ Semi Govt. Autonomous and other organizations for filling up the following posts on deputation/absorption basis (including short term contract). The selected candidates are liable to be posted in Delhi.

S. No.	Name of Post	Number of Vacancies	Scale of Pay (Pre-revised)
1.	Junior Research Officer	1 (One)	PB-2 (Rs. 9300-34800) GP- 4600 (Level-7)
2.	Technical Assistant	1 (One)	PB-2 (Rs. 9300-34800) GP- 4200 (Level-6)
3.	Stenographer Grade-III	2 (Two)	PB-1 (Rs. 5200-20200) GP- 2400 (Level-4)

- Application (Curriculum Vitae) in the prescribed format available at website ([www.nisd.gov.in](http://www.nisd.gov.in)) & ([www.socialjustice.gov.in](http://www.socialjustice.gov.in)) of willing and eligible officials whose services can be spared, without delay, in the event of their selection may be forwarded through proper channel along with (i) copies of APARs for the last 5 years duly attested (with stamp) on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent, (ii) Integrity Certificate (iii) vigilance clearance certificate as per proforma enclosed & (iv) major/minor penalty statement for the last 05 years and Cadre clearance certificate incorporating that "in the event of his/her selection he/she will be relieved to join National Institute of Social Defence (NISD) on deputation/absorption basis" so as to reach by post or by hand to the the Deputy Director (Admn.) NISD, within 30 days from the date of issue of this Advertisement in Employment News.
- The maximum age limit for appointment on deputation shall not exceed 58 years as on the closing date of receipt of application. Candidate who are on the verge of promotion/superannuation need not apply.
- The incomplete application or those received after the last date shall not be entertained. The candidate, who is selected for the said post, shall not be allowed to withdraw his/her candidature.
- The number of vacancies may vary as per requirement at the time of selection.
- The National Institute of Social Defence (NISD) reserves the right to change the number of posts or not to fill up any of the posts advertised if the circumstances so warrant.
- Details of the procedure to apply, general instructions and other guidelines are available at website ([www.nisd.gov.in](http://www.nisd.gov.in)) & ([www.socialjustice.gov.in](http://www.socialjustice.gov.in)).

(Kamal Kishor)  
Dy. Director (Admn. &Plg.)

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**GENERAL INSTRUCTIONS**

The National Institute of Social Defence is the nodal training and research institute in the field of social defence. Though social defence covers the entire gamut of activities and programmes for the protection of society, it is currently focusing on human resource development in the areas of drug abuse prevention, welfare of senior citizens and transgenders, beggary prevention, and other social defence issues.

**Eligibility Conditions are as under:**

Officials of the Central/State Governments/Union Territories:

**A. Junior Research Officer**

1.	Name of post	Junior Research Officer
2.	Number of Vacancy	01 (One) on deputation (including short term contract)/absorption basis
3.	Classification	Group-'B'
4.	Scale of Pay (Pre-revised)	PB-2 (Rs. 9300-34800) GP- 4600 (Level-7)
5.	Eligibility	<p><b><u>Age Limit</u></b> Not exceeding 35 years (Relaxable for Govt. Servants upto 5 years in accordance with instruction or order issued by the Central Government)</p> <p><b><u>Essential</u></b> At least a 50% marks in Master's Degree in Social Work or sociology or Criminology or Social Anthropology of a recognized University of equivalent. 3 Year's research or investigation experience in the field or Social Defence or allied subjects.</p> <p><b><u>Transfer on deputation/Absorption</u></b> Officers under the Central Government, failing which under the State Governments, Universities and Recognized Research Institutions/Public Sector Undertaking, Autonomous/statutory bodies holding analogous post on regular basis in the parent cadre/department; or with 5 years' service in posts in the scale of Rs. 5500-9000 (GP-4200) Level-6 or equivalent and possessing the qualification and experience.</p>
6.	Period of Deputation	1+2 years

**B. Technical Assistant: -**

1.	Name of post	Technical Assistant
2.	Number of Vacancy	01 (One) on deputation (including short term contract)/absorption basis
3.	Classification	Group-'C'
4.	Scale of Pay (Pre-revised)	PB-2 (Rs. 9300-34800) GP- 4200 (Level-6)
5.	Eligibility	<p><b><u>Age Limit</u></b> Not exceeding 30 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government)</p> <p><b><u>Essential</u></b> (i) Master's degree in Social Science subject of a recognized University or equivalent. <b>OR</b> A degree of a recognized University with a Social Science subject or equivalent and possessing 3 years' experience in the field of Social Defence. <b><u>Desirable-</u></b> working knowledge with computer.</p> <p><b><u>Transfer on deputation/Absorption</u></b> Officers under the Central Government or State Governments, Universities/ Public Sector Undertaking, Autonomous/statutory bodies and Recognized Research Institutions, holding analogous post on regular basis in the parent cadre/department; or with 5 years' service in in the Pay scale of Rs. 4000-6000 (GP-2400) Level-4 or</p>

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		equivalent and possessing the qualification and experience.
6.	Period of Deputation	1+2 years

**C. Stenographer (Grade-III): -**

1.	Name of post	Stenographer (Grade-III)
2.	Number of Vacancy	02 (Two) on deputation (including short term contract)/absorption basis
3.	Classification	Group-‘C’
4.	Scale of Pay (Pre-revised)	PB-1 (Rs. 5200-20200) GP- 2400 (Level-4)
5.	Eligibility	<p><b>Age Limit</b></p> <p>Not exceeding 25 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government)</p> <p><b>Essential</b></p> <p>Higher Secondary passed or equivalent, Speed of 100 w.p.m. in Shorthand &amp; 40 w.p.m. in Typing in English/Hindi, Proficiency in Computer.</p> <p><b>Transfer on deputation/Absorption</b></p> <p>Officers from the Central or State Government/ Public Sector Undertaking, Autonomous/ statutory bodies holding analogous or equivalent post on regular basis in the parent cadre/department; or posts in the scale of Rs. 3050-4500 (GP-1900) Level-2 and possessing the qualification prescribed for the post and having 3 years regular service in the Grade regular and possessing education qualification.</p> <p>➤ Speed of 100 w.p.m. in Shorthand &amp; 40 w.p.m. in Typing in English/Hindi, Proficiency in Computer.</p>
6.	Period of Deputation	1+2 years

1. The officers/officials selected shall be posted at National Institute of Social Defence (NISD), New Delhi.
2. The application in the Proforma enclosed (available at [www.nisd.gov.in](http://www.nisd.gov.in) & [www.socialjustice.gov.in](http://www.socialjustice.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.
3. 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.
4. NISD reserves the right to change the number of posts or not to fill up the posts advertised, if the circumstances so warrant.
5. The application in the PROFORMA (available on website ([www.nisd.gov.in](http://www.nisd.gov.in)) & ([www.socialjustice.gov.in](http://www.socialjustice.gov.in))) duly signed by the applicant and through Proper Channel should reach NISD within 30 days from the date of publishing the advertisement in the Employment News. The name of the post applied for may be written in bold letters on the top of the envelope and the Curriculum Vitae.
6. 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.
7. The Institute reserves the right to reject any or all the applications without assigning any reason whatsoever.

Date: \_\_\_\_\_  
Place: New Delhi.

(Kamal Kishor)  
Dy. Director (Admn. & Plg.)

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## Application Proforma

Application for the Post of: \_\_\_\_\_

Photo

1. Name and Address (in block letter) \_\_\_\_\_
2. Father's/Spouse Name \_\_\_\_\_
3. Date of birth (in Christian era) \_\_\_\_\_
4. Date of retirement under Central/State Govt. Rules \_\_\_\_\_
5. Educational Qualification \_\_\_\_\_
6. 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 Experience Required	Qualification/Experience Possessed by the officer
<b>Essential:</b>	1.		
	2.		
	3.		
<b>Desirable</b>	1.		
	2.		

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
8. 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)

- 8a. 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):

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- 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/OBC/PH category.  
 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** \_\_\_\_\_

\_\_\_\_\_

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**Certification by the Employer/ Cadre Controlling Authority**

The information details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

21. Also certified that:

- a. There is no vigilance or disciplinary case pending contemplated against Shri/Smt/Ms \_\_\_\_\_
- b. His/ her integrity is certified
- c. His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- d. No Major Minor Penalty has been imposed on him/ her during the last 05 years is enclosed (as the case may be).

**Countersigned**

**Employer with Seal**

CBC- 38110/11/0004/2425

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