

Fwd: Filling up the post of Deputy Director (Trg.), Junior Research Officer, Technical Assistant & Stenographer Grade- III in NISD on deputation basis -reg.

Shri Dharmendra <csdelhi@nic.in>

Fri, 12 Sep 2025 5:27:34 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

From: "ANTIM" <dhankhar.antim@gov.in>

To: "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, "Dr. V Candavelou IAS" <cs-goat@nic.in>, csguj@gujarat.gov.in, chiefsecretary@gujarat.gov.in, "Anurag Rastogi IAS Secretary Coordination Government to Haryana" <rastogianurag@hry.nic.in>, "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>, "Prabodh Saxena" <cs-hp@nic.in>, "Alka Tiwari" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Dr. A Jayathilak IAS" <chiefsecy@kerala.gov.in>, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <Cso-meg@nic.in>, "CS Mizoram" <Cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <Cs-skm@hub.nic.in>, cs@tn.gov.in, "CS Telangana" <Cs@telangana.gov.in>, "cs-tripura" <Cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, chiefsecy@gmail.com, Westbengal@nic.in, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "Rajeev Verma" <cs-chd@chd.gov.in>, devcom-d@nic.in, "Shri Amit Singla" <advisor-dnh-dd@daman.nic.in>, "Shri Dharmendra" <csdelhi@nic.in>, "Advisor to the Administrator UTL" <lk-advisor@gov.in>, cs-pondicherry@nic.in, "cs-jandk" <Cs-jandk@nic.in>, "Advisor to LG" <Advisor-lg-ladakh@gov.in>

Cc: "SUMIT KUMAR" <sumit.kumar13@nic.in>, "Abhishek Sahgal" <abhishek.sahgal@gov.in>

Sent: Friday, September 12, 2025 4:44:42 PM

Subject: Filling up the post of Deputy Director (Trg.), Junior Research Officer, Technical Assistant & Stenographer Grade- III in NISD on deputation basis -reg.

VACANCY CIRCULAR

Sir,

Please find the attached documents regarding the subject mentioned above for further necessary action.

With Regards,
ASO (NISD/DAF/DAIC/BJRNF)
DoSJE.

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Regards
O/o The Chief Secretary, Delhi

3 Attachment(s)

Annexure I.pdf

5.1 MB

Annexure II.pdf

2.6 MB

vacancy circular.pdf

100 KB

F.No. AGC/1/2025-NISD/PMU/CBC (E-95552)
Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment
(NISD)

Shastri Bhawan, New Delhi
Dated: 12.09.2025

To

- i. The Chief Secretary/Administrator of all States/UTs.
- ii. The Secretary of all Ministries/ Departments of Government of India.
(As per standard list)

Subject - Filling up the post of Deputy Director (Trg.), Junior Research Officer, Technical Assistant & Stenographer Grade- III in NISD on deputation basis -reg.

Madam/Sir,

I am directed to say that National Institute of Social Defence (NISD), an autonomous body under Ministry of Social Justice and Empowerment, Government of India has invited applications from Central Government/Universities/Recognized Research Institutions/ PSUs Statutory/ Semi Govt. Autonomous and other organizations for filling up the following posts:

Sl. NO	Name of the Post	Classification and Scale of Pay	No. of Vacant Post	Method of recruitment	Educational and other qualification required for direct recruits
01.	Deputy Director (Training)	Group 'A' Rs. 10000-325-15200 (pre-revised)	01	On deputation basis	i. At least 50% marks in Master's degree in Social Work or Sociology or Criminology or Social Anthropology from a recognized 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. Desirable: Ph.D in Social Work.
02.	Junior	Group 'B' PB-	01	On	Essential

	Research Officer	2 (Rs. 9300-34800) GP-4600 (Level-7)		deputation basis	<p>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.</p> <p>3. Year's research or investigation experience in the field or Social Defence or allied subjects.</p> <p>On deputation basis</p> <p>Officers under the Central Government, failing which under the State Governments, Universities and Recognized Research Institutions/Public Research institutions/Public Sector Undertaking.</p> <p>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> <p>Period of Deputation: 1+2 years.</p>
03..	Technical Assistant	Group 'C' PB-2 (Rs. 9300-34800) GP-4200 (Level-6)	01	On deputation basis	<p>Essential</p> <p>Master's degree in Social Science subject of a recognized University of equivalent.</p> <p>OR</p> <p>A degree of a recognized University with a Social Science subject or equivalent and possessing 3 Year's experience in the field of Social Defence.</p> <p>Desirable- working knowledge with computer.</p> <p>On deputation basis</p> <p>Officers under the Central Government of State</p>

					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 the Pay scale of Rs. 4000-6000 (GP-2400) Level-4 or equivalent and possessing the qualification and experience Period of deputation: 1+2 years.
04.	Stenographer (Grade-iii)	Group 'C'PB-1 (Rs. 5200-20200) GP-2400 (Level-4)	01	On deputation basis	<p>Essential Higher Secondary passed or equivalent, Speed of 100 w.p.m. in Typing in English/Hindi, Proficiency in Computer.</p> <p>On deputation basis. 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. Period of deputation: 1+2 year Speed of 10 w.p.m. in Shorthand & 40 w.p.m. in Typing in English/Hindi, Proficiency in computer.</p>

2. Details of the procedure to apply, general instructions and other guidelines are available at website (www.nisd.gov.in) & (www.mosje.gov.in). Detailed Vacancy

Circular of the above posts are also attached as per **Annexure –I** and **Annexue – II**.

3. It is requested to circulate this Vacancy Circular for wide publicity among all Universities/Recognized Research Institutions/ PSUs/ Autonomous Bodies and other relevant organizations.

Encl: Annexure –I and II.

Yours faithfully,
Digitally signed by
Narendra Vashista
Date: 12-09-2025
(Narendra Vashista)
15:39:52
Deputy Secretary
E-mail: n.vashista@nic.in
Tel. No.: 23389581

Copy for circulation of this Advertisement to:

- i. Secretary, Department of Public Enterprises, Public Enterprises Bhawan, Lodi Road CGO Complex, Block No. 14, New Delhi-110003.
- ii. Secretary, Department Of Higher Education , Shastri Bhawan, New Delhi-110001 (for wider circulation in educational institutes).
- iii. Secretary, Department of Health & Family Welfare, Nirman Bhawan, New Delhi (for wider circulation in health institutes).
- iv. Director (NIC), DoPT (for posting the vacancy circulars on the website of DoPT)

Copy for information to: Director (NISD), New Delhi.



FILE NO:A-35020/04/2023-Establishment

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 17th April, 2025

To

The Secretary of all Ministries/ Departments of Government of India
(As per standard list)

Subject: -Filling up of One faculty post of Deputy Director (Accounts) on deputation basis in the Institute of Secretariat Training & Management, New Delhi – reg.

Madam/Sir,

I am directed to say that the Institute of Secretariat Training and Management (ISTM), a Central Training Institute New Delhi proposes to fill up the following faculty post on deputation basis. Details of the post is as under: -

S.No.	Name of the Posts	Number of vacancy	Pay level in the pay Matrix	Pre Revised Pay Scale	Eligible Category
1	Deputy Director (Accounts)	01	Level-11 (Rs.67700-208700)	PB-3 Rs.15600-39100 GP 6600	Officers under the Central Government

2. The officer selected shall be entitled to '**training allowance**' on the basic pay drawn at such rate as may be determined by the Government of India from time to time. The eligibility conditions, qualifications and experience required for the post and other details are given in **Annexure-I**.

3. It is requested that applications (in quadruplicate) of suitable and eligible officers and who can be spared immediately in the event of selection may be sent to **Shri Ram Bhagat Kushwaha, Under Secretary (Training) Training Division, Block-IV, 3rd Floor, JNU (OLD) Campus, New Delhi-110067** within a period of **45 days** from the date of publication of this advertisement in the Employment News/ Rozgar Samachar.

4. Applications of only such officers/candidates will be considered which are routed through proper channel and are accompanied with (i) Bio-data (in quadruplicate) in the proforma as given in **Annexure-II** and (ii) Cadre Clearance (iii) Vigilance Clearance.

5. Applications received after the closing date or without prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers in case of selection for the post will not be allowed to withdraw their candidature subsequently. It would be mandatory to serve the entire deputation terms and premature relieving would not be considered except in rare and exceptional circumstances.

6. Before forwarding the applications, Competent Authority must certify that information furnished by the applicants are verified with their Service record and found correct and should also countersign the application with the office seal. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his/her duties.

7. This may please be given wide circulation in various units of your organization.

Yours faithfully,

Encl.: Annexure I & II


(Shefali Saraf)

Under Secretary (Estt)

Telephone No. 26737614

Copy to:

1. Shri Ram Bhagat Kushwaha, Under Secretary (Training), Training Division, DoPT, Block-IV, 3rd Floor, JNU(OLD) Campus, New Delhi-110067
2. NIC, DoPT with the request to upload the same on DoPT's website.

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067
दूरभाष / TELEPHONE - 011-26104038; टेलीफैक्स / FAX - 011-26104183

Annexure – I

1. Name of Post : Deputy Director (Accounts)
2. Number of posts : 01 (One)
3. Date from which vacant : 01.08-2025 (Anticipated)
4. Classification : General Central Service Group 'A' Gazetted, Non-Ministerial
5. Pay Band : Pay in the Level-11 (Rs. 67700/- to Rs.208700/-) in the Pay Matrix (Pre revised PB-3: Rs.15600-39100/- with Grade Pay Rs.6600)
6. Training Allowance : At such rate (at present @12%) on basic pay as determined by Government of India from time to time.
7. Period of deputation : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed **four years**.
8. Duties and responsibilities of the post : (i) To schedule, organize and direct training programmes for supervisory and operating level officers of the Central /State Governments/ Autonomous Bodies etc.
(ii) to produce training materials, case studies, practical experiences, etc. and
(iii) to assist the Director of the Institute in Administrative and Training matters
9. Pay & Allowances : A deputationist shall be entitled to his/her basic pay drawn in his/ her parent cadre/organization and training allowance at such rate (at present @12%) on basic pay as may be determined by the Government of India from time to time.
10. Qualifications, Experiences and Eligibility required for the post : **By Deputation**
A. a) Officers under the Central Government: -
(i) holding analogous posts on regular basis in the parent cadre or Department; or
(ii) with five years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-3, Rs. 15600-39100 plus Grade Pay Rs. 5400 [In the Level-10 of the Pay Matrix (Rs. 56100 to Rs 177500)] or equivalent in the parent cadre or Department; or

(iii) with six years' service in the grade rendered after appointment thereto on a regular basis in the pay band-2, Rs. 9300-34800 plus Grade Pay Rs. 4800 [In the Level-08 of the Pay Matrix (Rs. 47600 to Rs. 151100)] or equivalent in the parent cadre or department; and

b) Possessing the following educational qualifications and experience: -

Essential:

(i) Bachelor's degree of a recognised university;

(ii) A pass in the Subordinate Accounts Service examination conducted by the Central Government; or

Successful completion of training in the Cash & Accounts in the Institute of Secretariat Training and Management with five years experience in Cash, Accounts and Budget work.

Desirable:

(i) Master Degree in Commerce from a recognized University;

(ii) One year teaching experience in a recognised university or college or training Institute in Budget and Accounts matter.

11. Age

Not exceeding 56 years as on closing date of receipt of applications.

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (ACCOUNTS) IN ISTM

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
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)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ experience possessed by the officer
Essential	Essential
A) Qualification: - (i) Bachelor's Degree of a recognised University. (ii) A pass in the subordinate Accounts Service examination conducted by the Central Governments; or Successful Completion of training in the Cash and Accounts in the Institute of Secretariat Training and Management with five years' experience in Cash, Accounts and Budget work	A) Qualification
B) Experience: -. NIL	B) Experience
Desirable	Desirable
A) Qualification:- Master's Degree in Commerce from a recognised University.	A) Qualification
B) Experience:- One Year teaching experience in a recognised	B) Experience

University or college or training institution in budget and Accounts matter.	
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
<p>6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.</p>	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

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 on regular basis	From	To	* Level in the Pay Matrix pay Band and Grade Pay/Pay Scale of the Post held on regular basis	Nature of Duties (in details) highlighting experience required for the post applied for

*** Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To
		12	

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 on deputation/contract		c) Name of the parent office/organization to which the applicant belongs.		d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.	
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.							
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation							
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.							
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others 							

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emolument per month now drawn		
Basis Pay in the PB/Level in the Pay Matrix	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for 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 and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards / Scholarships / official Appreciation		

(iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organisation (v) Any research/ innovative measure involving official recognition (vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation	
18. Whether belongs to SC/ST	Not Applicable

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Address _____

Date _____

E-mail _____

Contact Number _____

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.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)



फाइल संख्या:ए-35020/04/2023-स्थापना

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

दिनांक: 17 अप्रैल, 2025

सेवा में,

सचिव, सभी मंत्रालय/विभाग, भारत सरकार
(मानक सूची के अनुसार)

विषय: सचिवालय प्रशिक्षण तथा प्रबंध संस्थान, नई दिल्ली में प्रतिनियुक्ति आधार पर उप निदेशक (लेखा) के एक संकाय पद को भरा जाना-संबंधी।

महोदया/महोदय,

मुझे यह कहने का निदेश हुआ है कि सचिवालय प्रशिक्षण तथा प्रबंध संस्थान (स.प्र.प्र.सं.) जो कि नई दिल्ली में स्थित एक केंद्रीय प्रशिक्षण संस्थान है, निम्नलिखित संकाय पद को प्रतिनियुक्ति आधार पर भरे जाने हेतु प्रस्ताव रखता है। पद से जुड़े विवरण निम्नलिखित हैं:-

क्रम संख्या	पदनाम	रिक्ति संख्या	वेतन मैट्रिक्स के अंतर्गत वेतन लेवल	पूर्व संशोधित वेतनमान	पात्र वर्ग
1.	उप निदेशक (लेखा)	01	लेवल-11 (₹67700- ₹208700)	वेतन बैंड-3 ₹15600- ₹39100 ग्रेड वेतन 6600	केंद्र सरकार के/की अधिकारी


2. चयनित अधिकारी भारत सरकार द्वारा समय-समय पर यथा निर्धारित दर के अनुसार प्राप्त अपने मूल वेतन पर 'प्रशिक्षण भत्ता' प्राप्त करने का/की पात्र होगा/होगी। पदों के लिए अपेक्षित पात्रता शर्तें, अर्हताएं और अनुभव तथा अन्य विवरण अनुलग्नक-1 में दिए गए हैं।

3. अनुरोध है कि उपयुक्त और पात्र अधिकारियों, जिन्हें चयन होने की स्थिति में तत्काल कार्यमुक्त किया जा सकता है, के आवेदन (चार प्रतियों में) श्री राम भगत कुशवाहा, अवर सचिव (प्रशिक्षण), प्रशिक्षण प्रभाग, ब्लॉक-IV, तृतीय तल, जवाहरलाल नेहरू विश्वविद्यालय (पुराना) परिसर, नई दिल्ली-110067 को इंप्लॉयमेंट न्यूज़/रोजगार समाचार में इस विज्ञापन के प्रकाशन की तिथि से 45 दिनों के भीतर भिजवा दिए जाएं।

4. केवल उन्हीं अधिकारियों/आवेदनकर्ताओं के आवेदनों पर विचार किया जाएगा जिनके आवेदन उचित माध्यम द्वारा प्रेषित किए जाएंगे और जिनके साथ (i) **अनुलग्नक-II** में दिए गए प्रोफॉर्मा में जीवनवृत्त (बायोडाटा) (चार प्रतियों में) तथा (ii) संवर्ग अनापत्ति (iii) सतर्कता अनापत्ति भेजे जाएंगे।
5. अंतिम तिथि के पश्चात प्राप्त आवेदनों अथवा जिनके साथ निर्धारित दस्तावेज नहीं होंगे अथवा जो अन्यथा अपूर्ण या निर्धारित प्रोफॉर्मा में नहीं होंगे, को अस्वीकार कर दिया जाएगा। इस पद पर चयनित होने की स्थिति में अधिकारी को बाद में अपनी उम्मीदवारी वापस लेने की अनुमति नहीं दी जाएगी। प्रतिनियुक्ति कार्यकाल की संपूर्ण अवधि का अनुपालन करते हुए सेवा प्रदान किया जाना अनिवार्य है तथा असामान्य और अपरिहार्य परिस्थितियों को छोड़कर समयपूर्व कार्यमुक्त किए जाने पर विचार नहीं किया जाएगा।
6. आवेदन अग्रेषित करने से पूर्व, सक्षम प्राधिकारी द्वारा यह सत्यापित कर लिया जाए कि आवेदक द्वारा भरी गई सूचनाएं उसके सेवा रिकॉर्ड से सत्यापित कर ली गई हैं और उन्हें सही पाया गया है तथा आवेदन पत्र पर प्रतिहस्ताक्षर कर दिए गए हैं एवं कार्यालय की मुहर लगा दी गई है। इस बात की भी पुष्टि कर ली जाए कि नियुक्ति के लिए चुने जाने की स्थिति में संबंधित अधिकारी को कार्यमुक्त कर दिया जाएगा।
7. कृपया आपके संगठन के विभिन्न एककों में इस परिपत्र का व्यापक परिचालन किया जाए।

भवदीया,

संलग्नक: अनुलग्नक I एवं II


(शेफाली सराफ)

अवर सचिव (स्थापना)

दूरभाष संख्या: 26737614

प्रति:

1. श्री राम भगत कुशवाहा, अवर सचिव (प्रशिक्षण), प्रशिक्षण प्रभाग, कार्मिक एवं प्रशिक्षण विभाग, ब्लॉक-IV, तृतीय तल, जवाहरलाल नेहरू विश्वविद्यालय (पुराना) परिसर, नई दिल्ली-110067
2. एनआईसी, कार्मिक एवं प्रशिक्षण विभाग को इस अनुरोध के साथ कि इसे कार्मिक एवं प्रशिक्षण विभाग की वेबसाइट पर अपलोड किया जाए।

अनुलग्नक-1

1. पदनाम : उप निदेशक (लेखा)
2. पदों की संख्या : 01 (एक)
3. जिस तिथि से पद रिक्त है : 01-08-2025 (प्रत्याशित)
4. वर्गीकरण : सामान्य केंद्रीय सेवा समूह 'क' राजपत्रित, अननुसचिवीय
5. वेतन बैंड : वेतन मैट्रिक्स में लेवल-11 (₹67700/- से ₹208700/- तक) के अनुसार वेतन (पूर्व-संशोधित वेतन बैंड-3: ₹15600-₹39100/- + ग्रेड वेतन ₹6600)
6. प्रशिक्षण भत्ता : भारत सरकार द्वारा समय-समय पर मूल वेतन संबंधी यथानिर्धारित दर (वर्तमान में 12 प्रतिशत की दर) के अनुसार।
7. प्रतिनियुक्ति की अवधि : केंद्र सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पूर्व किसी अन्य संवर्ग-बाह्य धारित पद पर प्रतिनियुक्ति की अवधि सहित वर्तमान प्रतिनियुक्ति की अवधि साधारणतया चार वर्षों से अधिक नहीं होगी।
8. पद से जुड़े कर्तव्य और उत्तरदायित्व : (i) केंद्र/राज्य सरकारों/स्वायत्त निकायों आदि के/की पर्यवेक्षण एवं प्रचालन स्तर के/की अधिकारियों के लिए प्रशिक्षण कार्यक्रमों को निर्धारित, आयोजित और निदेशित करना।
(ii) प्रशिक्षण सामग्री, मामला अध्ययन, व्यावहारिक अनुभवों, आदि निर्मित/प्रस्तुत करना, और
(iii) प्रशासनिक कार्यों एवं प्रशिक्षण मामलों में संस्थान के निदेशक की सहायता करना।
9. वेतन एवं भत्ते : प्रतिनियुक्त अधिकारी अपने मूल संवर्ग/संगठन में प्राप्त वेतन के अनुसार मूल वेतन एवं समय-समय पर भारत सरकार द्वारा मूल वेतन संबंधी यथानिर्धारित दर के अनुसार (वर्तमान में 12 प्रतिशत की दर से) प्रशिक्षण भत्ता प्राप्त करने का/की पात्र होगा/होगी।
10. पद के लिए अपेक्षित अर्हताएं, अनुभव और पात्रता : प्रतिनियुक्ति द्वारा
क. क) केंद्र सरकार के अधीन ऐसे/ऐसी अधिकारी:-
(i) जो मूल संवर्ग या विभाग में नियमित आधार पर सदृश पद धारण किए हुए/हुई हैं; अथवा
(ii) जिन्होंने मूल संवर्ग या विभाग में वेतन बैंड-3, ₹15600-₹39100 + ग्रेड वेतन ₹5400 [वेतन मैट्रिक्स (₹56100 से ₹177500) के लेवल-10 में] या समकक्ष

में नियमित आधार पर नियुक्ति के पश्चात उस ग्रेड में पांच वर्षों की सेवा की है; अथवा

(iii) जिन्होंने मूल संवर्ग या विभाग में वेतन बैंड-2, ₹9300-₹34800 + ग्रेड वेतन ₹4800 [वेतन मैट्रिक्स (₹47600 से ₹151100) के लेवल-8 में] या समकक्ष में नियमित आधार पर नियुक्ति के पश्चात उस ग्रेड में छः वर्षों की सेवा की है; और

ख) जो निम्नलिखित शैक्षिक अर्हताएं और अनुभव रखते/रखती हों:

अनिवार्य:

- (i) किसी मान्यता प्राप्त विश्वविद्यालय से स्नातक डिग्री;
- (ii) जिन्होंने केंद्र सरकार द्वारा आयोजित अधीनस्थ लेखा सेवा परीक्षा उत्तीर्ण की हो; अथवा

जिन्होंने सचिवालय प्रशिक्षण तथा प्रबंध संस्थान में रोकड़ एवं लेखा प्रशिक्षण सफलतापूर्वक पूर्ण किया हो और रोकड़, लेखा तथा बजट के कार्य का पांच वर्षों का अनुभव रखते/रखती हों।

वांछनीय:

- (i) किसी मान्यता प्राप्त विश्वविद्यालय से वाणिज्य (कॉमर्स) में स्नातकोत्तर डिग्री।
 - (ii) किसी मान्यता प्राप्त विश्वविद्यालय अथवा महाविद्यालय (कॉलेज) या प्रशिक्षण संस्थान में बजट और लेखा मामले के अध्यापन का एक वर्ष का अनुभव।
- आवेदन प्राप्ति की अंतिम तिथि तक आयु 56 वर्ष से अधिक न हो।

11. आयु

स.प्र.प्र.सं. में उप निदेशक (लेखा) के पद हेतु आवेदन प्रपत्र
जीवनवृत्त/शैक्षिक अभिलेख एवं कार्य अनुभव प्रपत्र

1. नाम एवं पता (स्पष्ट अक्षरों में)	
2. जन्म तिथि (ईसवी सन्)	
3. (i) सेवा में प्रवेश की तिथि	
(ii) केंद्र/राज्य सरकार के नियमाधीन सेवानिवृत्ति की तिथि	
4. शैक्षिक अर्हताएं	
5. क्या आप पद हेतु अपेक्षित शैक्षिक एवं अन्य अर्हताएं पूर्ण करते/करती हैं? (यदि किसी अर्हता को नियमों के अनुसार निर्धारित अर्हता के समकक्ष माना गया है, तो उसके प्राधिकार का उल्लेख करें।)	
विज्ञापन/रिक्ति परिपत्र में उल्लिखित अपेक्षित अर्हताएं/अनुभव	अधिकारी द्वारा धारित अर्हताएं/अनुभव
अनिवार्य	अनिवार्य
क) अर्हताएं: किसी मान्यता प्राप्त विश्वविद्यालय से स्नातक डिग्री; (ii) जिन्होंने केंद्र सरकार द्वारा आयोजित अधीनस्थ लेखा सेवा परीक्षा उत्तीर्ण की हो; अथवा जिन्होंने सचिवालय प्रशिक्षण तथा प्रबंध संस्थान में रोकड़ एवं लेखा प्रशिक्षण सफलतापूर्वक पूर्ण किया हो और रोकड़, लेखा तथा बजट के कार्य का पांच वर्षों का अनुभव रखते/रखती हों।	क) अर्हताएं
ख) अनुभव:- शून्य	ख) अनुभव
वांछनीय:	वांछनीय:
क) अर्हताएं:- किसी मान्यता प्राप्त विश्वविद्यालय से वाणिज्य (कॉमर्स) में स्नातकोत्तर डिग्री।	क) अर्हताएं
ख) अनुभव:- किसी मान्यता प्राप्त विश्वविद्यालय अथवा महाविद्यालय (कॉलेज) या प्रशिक्षण संस्थान में अध्यापन का एक वर्ष का अनुभव।	ख) अनुभव

5.1 नोट: परिपत्र के जारी होने तथा रोजगार समाचार में विज्ञापन के जारी होने के समय प्रशासनिक मंत्रालय/विभाग/कार्यालय द्वारा भर्ती नियमों में यथा उल्लिखित अनिवार्य एवं वांछनीय अर्हताओं को इंगित करने के लिए यह कॉलम बढ़ाया जाना अपेक्षित है।

5.2 स्नातक और स्नातकोत्तर अर्हताओं के विषय में आवेदनकर्ता द्वारा वैकल्पिक/मुख्य विषयों एवं सहायक विषयों को इंगित किया जाए।

6. कृपया स्पष्ट रूप से लिखें कि क्या आपके द्वारा ऊपर के कॉलमों में दर्ज की गई प्रविष्टियों के अनुसार, आप पद हेतु अपेक्षित आवश्यक अर्हताएं एवं कार्य अनुभव पूर्ण करते/करती हैं।

6.1 नोट: आदाता विभाग द्वारा आवेदित पद के संदर्भ में आवेदनकर्ता द्वारा धारित (जैसा कि जीवन वृत्त में दर्शाया गया है) संगत आवश्यक अर्हता/ कार्य अनुभव की पुष्टि करते हुए अपनी विशिष्ट टिप्पणियां/विचार प्रदान किया जाना होगा।

7. रोजगार का कालक्रमबद्ध विवरण दें। यदि नीचे दिया गया स्थान अपर्याप्त है, तो अपने हस्ताक्षर द्वारा विधिवत प्रमाणित कर एक अलग शीट संलग्न करें।

कार्यालय/संस्थान	नियमित आधार पर धारित पद	से	तक	*वेतन मैट्रिक्स के अंतर्गत लेवल/ वेतन बैंड एवं ग्रेड वेतन/ नियमित आधार पर धारित पद का वेतनमान	आवेदित पद के लिए अपेक्षित धारित अनुभव का उल्लेख करते हुए कर्तव्यों की प्रकृति (विस्तारपूर्वक)

* **महत्वपूर्ण:** एसीपी/एमएसीपी के तहत स्वीकृत वेतन बैंड तथा ग्रेड वेतन अधिकारी के साथ व्यक्तिगत रूप से जुड़े होते हैं, अतः इनका उल्लेख न किया जाए। केवल नियमित आधार पर धारित पद के वेतन बैंड तथा ग्रेड वेतन/वेतनमान का ही उल्लेख किया जाए। वर्तमान वेतन बैंड तथा ग्रेड वेतन के साथ एसीपी/एमएसीपी जहां आवेदनकर्ता द्वारा ऐसे लाभ प्राप्त किए गए हों, का ब्यौरा नीचे दिया जाए;

कार्यालय/संस्थान	एसीपी/एमएसीपी स्कीम के अधीन प्राप्त वेतन, वेतन बैंड तथा ग्रेड वेतन	से	तक

8. वर्तमान रोजगार का स्वरूप, अर्थात् तदर्थ अथवा अस्थायी या अर्द्ध-स्थायी अथवा स्थायी आधार पर			
9. यदि वर्तमान रोजगार प्रतिनियुक्ति/संविदा के आधार पर है तो कृपया स्पष्ट करें-			
क) आरंभिक नियुक्ति की तिथि	ख) प्रतिनियुक्ति/संविदा पर नियुक्ति की अवधि	ग) आवेदनकर्ता के मूल कार्यालय/संगठन का नाम	घ) मूल संगठन में मौलिक क्षमता पर धारित पद का नाम और वेतन
<p>9.1 नोट: यदि अधिकारी पहले से ही प्रतिनियुक्ति पर है, तो ऐसे/ऐसी अधिकारियों के आवेदन उनके मूल संवर्ग/विभाग द्वारा संवर्ग अनापत्ति, सतर्कता अनापत्ति तथा सत्यनिष्ठा प्रमाणपत्र सहित अग्रेषित किए जाएं।</p> <p>9.2 नोट: कॉलम 9 (ग) एवं (घ) के तहत सूचना सभी ऐसे मामलों में दी जाए जिसमें एक व्यक्ति ने संवर्ग/संगठन के बाहर प्रतिनियुक्ति पर पद धारित किया हो परंतु अपने मूल संवर्ग/संगठन में अभी भी लियन धारित कर रखा हो।</p>			
10. यदि आवेदनकर्ता द्वारा विगत में कोई पद प्रतिनियुक्ति पर धारित किया गया हो, तो पिछली प्रतिनियुक्ति से लौटने की तिथि एवं अन्य विवरण।			
<p>11. वर्तमान रोजगार के बारे में अतिरिक्त विवरण:</p> <p>कृपया बताएं कि आप निम्नलिखित में किसके अधीन कार्यरत हैं (संगत कॉलम के समक्ष अपने नियोक्ता का नाम इंगित करें)</p> <p>क) केन्द्र सरकार</p> <p>ख) राज्य सरकार</p> <p>ग) स्वायत्त संगठन</p> <p>घ) सरकारी उपक्रम</p> <p>ड) विश्वविद्यालय</p> <p>च) अन्य</p>			

12. कृपया बताएं कि क्या आप उसी विभाग में कार्य कर रहे/रही हैं तथा फीडर ग्रेड में हैं अथवा फीडर ग्रेड के लिए फीडर हैं।	
13. क्या आप संशोधित वेतनमान के अंतर्गत हैं? यदि हां, तो संशोधन की तिथि लिखें तथा संशोधन से पूर्व के वेतनमान का भी उल्लेख करें।	
14. वर्तमान में प्राप्त प्रतिमाह कुल परिलब्धियां	
वेतन मैट्रिक्स में वेतन बैंड/स्तर में मूल वेतन	ग्रेड वेतन
	कुल परिलब्धियां
15. यदि आवेदनकर्ता एक ऐसे संगठन से है, जो केन्द्रीय सरकार के वेतनमानों का पालन नहीं कर रहा है, तो संगठन द्वारा जारी नवीनतम वेतन पर्ची जिसमें निम्नलिखित विवरण दर्शाएं हों, को संलग्न करें:	
मूल वेतन एवं वेतनमान तथा वेतनवृद्धि की दर	मंहगाई वेतन/अंतरिम राहत/अन्य भत्ते आदि (ब्रेक-अप ब्यौरे के साथ)
	कुल परिलब्धियां
16. क. आवेदित पद संबंधी उपयुक्त अतिरिक्त सूचना, यदि कोई हो, जिसका आप इस पद के लिए अपनी उपयुक्तता के समर्थन में उल्लेख करना चाहें। (इसमें अन्य बातों के साथ-साथ (i) अतिरिक्त शैक्षिक अर्हता (ii) व्यावसायिक प्रशिक्षण तथा (iii) रिक्ति परिपत्र/विज्ञापन में निर्धारित कार्य-अनुभव से अतिरिक्त अनुभव होने के संबंध में भी सूचना दी जा सकती है) (नोट: अपर्याप्त स्थान होने की स्थिति में अलग शीट संलग्न करें)	
16. ख. उपलब्धियां: आवेदनकर्ता से अनुरोध है कि वह निम्नलिखित के संदर्भ में सूचना का उल्लेख करें: (i) अनुसंधान प्रकाशन तथा रिपोर्ट और विशेष परियोजनाएं	

(ii) पुरस्कार/छात्रवृत्ति/आधिकारिक प्रशंसा (iii) व्यावसायिक निकायों/ संस्थानों/ सोसाइटियों से संबंध तथा; (iv) स्वयं के नाम पर पंजीकृत अथवा संगठन के लिए अर्जित पेटेन्ट (v) कोई अनुसंधान/अभिनव उपाय जिसको कार्यालय द्वारा आधिकारिक रूप से मान्यता प्रदान की गई है (vi) कोई अन्य सूचना। (नोट: अपर्याप्त स्थान होने की स्थिति में अलग शीट संलग्न करें)	
17. कृपया उल्लेख करें कि क्या आप प्रतिनियुक्ति आधार पर आवेदन कर रहे/रही हैं।	
18. क्या आप अनुसूचित जाति/अनुसूचित जनजाति के/की हैं?	लागू नहीं

मैंने रिक्ति परिपत्र/विज्ञापन का ध्यानपूर्वक अवलोकन कर लिया है तथा मुझे इसकी स्पष्ट जानकारी है कि अनिवार्य अर्हता/कार्य अनुभव से संबंधित दी गई सूचना के विधिवत समर्थन में मेरे द्वारा प्रस्तुत दस्तावेजों का चयन समिति द्वारा पद पर चयन करने के समय भी मूल्यांकन किया जाएगा। मेरे द्वारा दी गई सूचना/ब्यौरा मेरी सर्वोत्तम जानकारी के अनुसार सटीक एवं सही है तथा ऐसी किसी भी तथ्यात्मक सामग्री जिसका मेरे चयन पर प्रभाव पड़ता हो, को दबाया/रोका नहीं गया है।

(आवेदनकर्ता के हस्ताक्षर)

पता _____

तिथि _____

ई-मेल आईडी _____

संपर्क संख्या _____

नियोक्ता/संवर्ग नियंत्रण प्राधिकारी द्वारा प्रमाणन

अभिलेखों में उपलब्ध तथ्यों के अनुसार आवेदनकर्ता द्वारा उपर्युक्त आवेदन में दी गई सूचना/ब्यौरा सटीक तथा सही है। वे रिक्ति परिपत्र में उल्लिखित शैक्षिक अर्हताएं एवं अनुभव रखते/रखती हैं। यदि उनका चयन होता है तो उन्हें तत्काल कार्यमुक्त कर दिया जाएगा।

2. यह भी प्रमाणित किया जाता है कि:

(i) श्री/श्रीमती/सुश्री _____ के संबंध में कोई सतर्कता अथवा अनुशासनिक मामला लम्बित/विचाराधीन नहीं है।

(ii) उनकी सत्यनिष्ठा प्रमाणित की जाती है।

(iii) उनकी गोपनीय रिपोर्ट डोज़ियर मूल रूप में संलग्न है/भारत सरकार में अवर सचिव अथवा उससे ऊपर के रैंक के अधिकारी द्वारा विधिवत सत्यापित पिछले 5 वर्षों की वार्षिक गोपनीय रिपोर्टों की फोटोप्रतियां संलग्न हैं।

(iv) उन पर पिछले 10 वर्षों के दौरान कोई बड़ी/छोटी शास्ति नहीं लगाई गई है अथवा उन पर पिछले 10 वर्षों के दौरान लगाई गई बड़ी/छोटी शास्ति की सूची संलग्न है। (जैसा भी मामला हो।)

प्रतिहस्ताक्षर

(नियोक्ता/संवर्ग नियंत्रण प्राधिकारी के मुहर सहित)



F. No. 14/1/2024-ADMN. DIVISION -Admn. (C.No. 91810)
National Institute of Social Defence
 (Ministry of Social Justice & Empowerment, Government of India)
 Plot No. G-2, Sector —10, Dwarka, New Delhi — 110075

6th September, 2025

VACANCY CIRCULAR

Subject: Filling up the post of Deputy Director (Trg.) on deputation basis 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) on deputation basis. The pay scale of post is Rs.10000-325-15200 (pre-revised).

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 are given below:

Sl. No.	Particulars	Requisite details
1.	Name of Post	Deputy Director (Training)
2.	Nos of vacancy	01(One) on deputation basis
3.	Classification	Group 'A'
4.	Scale of Pay	Rs. 10000-325-15200 (pre-revised).
5.	Essential Qualification & Experience	<p>i. At least 50% Marks in Master's degree in Social Work or Sociology or Criminology or Social Anthropology from a recognized University or equivalent.</p> <p>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).</p> <p>Desirable: Ph. D in Social Work.</p>

6.	Transfer on deputation	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 at **Annexure -I** herewith along with Cadre Clearance, Vigilance Clearance, Integrity Certificate etc. and attested copies of ACR/ APARs for the last 5 years, within **45 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)

(Dr. H. C. Sridhara Channakeshava Ranga Reddy)
Dy. Director (Admn & Plg)

डॉ. एच. सी. श्रीधर चन्नाकेशव रंगा रेड्डी
Dr. H.C. Sridhara Channakeshava Ranga Reddy
उप निदेशक (प्रशासन) / Deputy Director (Admin)
राष्ट्रीय समाज रक्षा संस्थान/National Institute of Social Defence
प्लॉट न० जी-2, सेक्टर-10, द्वारका, नई दिल्ली-110075
Plot No. G-2, Sector-10, Dwarka, New Delhi-110075

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) on deputation basis. The pay scale of post is Rs. 10000-325-15200 (pre-revised).

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:

Sl. No.	Particulars	Requisite details
1.	Name of Post	Deputy Director (Training)
2.	Nos of vacancy	01 (One) on deputation basis
3.	Classification	Group 'A'
4.	Scale of Pay	Rs. 10000-325-15200 (pre-revised)
5.	Pay & Allowances	A deputationist shall be entitled to his/her basic pay (pay in the pay level) drawn in his/her parent cadre / organization as may be determined by the Government of India from time to time.
6.	Period of deputation	1+2 years.
7.	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).
8.	Transfer on deputation basis	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 7.



- 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 application in the Proforma enclosed at Annexure - I (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.
- 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 not to fill up the posts advertised, if the circumstances so warrant.
- 5) The application in the proforma attached at ANNEXURE-I (available on NISD website: i.e., www.nisd.gov.in) duly signed by the applicant and through Proper Channel should reach NISD within **45 days**. 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.

(Dr. H.C. Sridhara Channakeshava Ranga Reddy)

Dy. Director (Admn & Plg)

डॉ. एच. सी. श्रीधर चन्नाकेशव रंगा रेड्डी
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प्लॉट नं० जी-2, सेक्टर-10, द्वारका, नई दिल्ली-110075
Plot No. G-2, Sector-10, Dwarka, New Delhi-110075

Copy to :

1. NISD Website.
2. Ministry of SJ&E website
3. All Ministries/ Departments of Government of India.
4. Employment News & Daily News Paper.

ANNEXURE-I**APPLICATION PROFORMA**

1. Name and Address (in Block letters)	
2. Date of Birth (in Christian era)	
3. (i) Date of entry into service	
(ii) Date of retirement under Central / State Government Rules	
4. Educational Qualifications	
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)	
Qualifications / Experience required as mentioned in the advertisement/vacancy circular	Qualifications / Experience possessed by the Officer
Essential :	Essential :
A. Qualification - At least 50% Marks in Master's degree in Social Work or Sociology or Criminology or Social Anthropology from a recognised University or equivalent	A. Qualification
B. Experience - 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).	B. Experience
Desirable :	Desirable :
A. Qualification – PhD in Social Work	A. Qualification

B. Experience	B. Experience
6. Please state clearly whether in the light of entries made by you above, you meet there requisite Essential Qualifications and work Experience of the post	

7. Details of Employment, in chronological order. **Enclose separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/ Institution	Post held on regular basis	From	To	Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in Details) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate may be indicated as below;

	Pay, Pay Band and Grade Pay drawn under ACP / MACP Scheme	From	To
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 on deputation/contract	c) Name of the parent office organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the Parent organization
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
12. Please state whether you are working in the same Department and are in the feeder grade or Feeder to feeder grade.			



13. Are you in Revised Scale of Pay? If yes, give the date from which there vision took place and also indicate the Pre-revised scale.		
14.Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15.Incase the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the Following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/ other Allowances etc.,(with break-up details)	Total Emoluments
16.A Additional Information, if any, relevant to the post you appliedfor 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 and above prescribed in the Vacancy Circular/Advertisement)(Note: Enclose a separate sheet, if the space is insufficient)		

<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and report sand special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii)Affiliation with them professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the Organization</p> <p>(v) Any research/innovative measure involving official recognition.</p> <p>vi) Any other information.</p> <p>(Note: Enclose a separate sheet if the Space is Insufficient).</p>	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address : _____

Date : _____



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.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No. major / minor penalty has been imposed on him / her during the last 10 years Or A list of major / minor penalties imposed on him / her during the last 10 years is enclosed. (as the case maybe)

Countersigned _____

(Employer/Cadre Controlling Authority with Seal)

