

Government of India
Ministry of Social Justice and Empowerment

Appointment to the Post of Director, National Institute of Social Defence

National Institute of Social Defence (NISD) is an autonomous body under the Ministry of Social Justice and Empowerment, Government of India. It functions as an advisory body for the Ministry, and is a national-level Resource and Training Center in the field of Social Defence. The Institute's main areas of concern are Old Age Care, Drug Abuse Prevention, and related matters. Details of the Institute's activities can be seen at its website www.nisd.gov.in.

2. Applications are invited from suitable candidates fulfilling eligibility conditions mentioned in para 3 below, for the post of Director of the Institute in the pay band of Rs. Rs. 37400-67000 + Grade Pay of Rs. 8700 (in the Revised Pay Band – 4). Recruitment will be by one of the following modalities:

- (i) On transfer on deputation basis, and failing that
- (ii) by direct recruitment, on contract basis.

Deputation will normally be for a period of three years. Appointment on contract in case of direct recruitment will initially be on probation for one year, followed by another two years on satisfactory completion of probation period.

3. **Eligibility:** Educational qualification, experience and other eligibility conditions for the post are as given below:

3.1 For Deputation

- a) Bachelor's Degree from a recognized University.
- b) Officers under the Central/State Governments belonging to All India Services/Central Services Class-I, Universities, Public Sector Undertakings and Recognized Research Institutes holding analogous posts with experience in social sector planning, management, training or administration.
- c) Officers serving in the grade of Deputy Secretary of the Central Government with minimum three years service in the grade and experience in Social Sector Management and Administration.

3.2 For Direct Recruitment:

A. Essential

- a) Master's Degree in Social Work or Sociology or Master of Business Administration or a degree in Law from a recognized University.
- b) 10 years experience in Social Sector along with independently administering an organization in social sector as head, including experience of administration, finance and legal matters.
- c) **Age not exceeding 50 years as on 1.1.09** - relaxable for Government servants up to 5 years in accordance with relevant instructions/orders of the Central Government.

B. Desirable

Doctorate Degree in any of the subjects mentioned above and aptitude for social defence/ social development work. The areas of social defence work would include welfare of senior citizens,

juvenile justice, probation, drug abuse prevention, prisons, correctional administration and child care.

4. Eligible candidates may submit their application in the prescribed proforma available on the Ministry's website (www.socialjustice.nic.in), alongwith attested copies of certificates of (i) date of birth, (ii) educational qualifications, and (iii) experience, so as to reach the Director (Social Defence), Ministry of Social Justice and Empowerment, Room No. 635 'A' Wing, Shastri Bhawan, New Delhi latest by **21st December, 2009**. Applications of candidates already employed in Government/ Semi Government organizations, Universities etc should be submitted through their cadre controlling authorities, who should forward them alongwith the following documents:

- i) Verification of facts stated in the application, and 'No Objection' to releasing the candidate in the event of selection.
- ii) ACR of the last five years or their copies, duly attested on each page by an officer not below the rank of Under Secretary or equivalent; and
- iii) Vigilance Clearance Certificate.

5. Only applications of eligible candidates complete in all respects and duly forwarded through proper channel will be entertained. Applications for direct recruitment will be considered only if no one applying for appointment on deputation basis is found suitable.

6. Applications received after the last date or without all or any of the above-mentioned documents or otherwise found incomplete will not be considered, and no correspondence will be entertained in that regard.


(Lalsanglur)
Director
Tel. 23383256

**APPLICATION FOR THE POST OF DIRECTOR, NATIONAL INSTITUTE OF SOCIAL
DEFENCE, NEW DELHI**

To

The Director (Social Defence)
M/o Social Justice and Empowerment
Room No. 635, 'A' Wing
Shastri Bhawan, New Delhi

**Subject: Application for the post of Director in National Institute of Social Defence
(NISD), New Delhi**

Sir,

With reference to your advertisement in the newspapers on the above subject, I am hereby applying for the post of Director, NISD, New Delhi on Contract (Direct Recruitment)/Deputation basis. My biodata is as under:

1. Name in block letters :
2. Address for correspondence:
3. Date of Birth (DD/MM/YY):
4. Educational Qualifications, starting from Highest qualification to Matriculation:

S.No	Qualification acquired	Year of Passing	Board/ University /Institute	Subjects	% Marks in aggregate	Remarks
1	2	3	4	5	6	7

4. Research experience:

S.No.	Particulars	Number	
1.	No. of Research Projects	Completed:	In progress:
2.	No. of Papers published	In National Journals:	In International Journals:
3.	No. of Books published	Published:	

Please give details of each of the above in a separate sheet as Annexure-I.

5. Details of employment, in chronological order starting from the current/most recent job held:

S.No.	Office/ Institution/ Organisation where employed	Post held	From	To	Scale of pay and basic pay/ Grade Pay in revised Pay Structure	Nature of Duties	Remarks

6. Nature of present employment: Temporary/Contract/Quasi-permanent/Permanent.

7. Name of the Post presently held in substantive capacity and Pay Scale/Grade Pay attached to it:

8. In case the present employment is held on deputation/contract basis, please state:
(i) The date of initial appointment to the present post:
(ii) Period of appointment on deputation/contract:
(iii) Name of the parent office/organization to which you belong:

9. Complete address of the office where presently employed: _____

10. Total emoluments per month now drawn with following break up:

- (i) Basic Pay : _____
(ii) Grade Pay : _____
(iii) Other Allowances (please specify): _____
Total: _____

11. Details of two references:

- | | |
|--------------|--------------|
| 1. Name: | 2. Name: |
| Designation: | Designation: |
| Address: | Address: |

12. Please enclose, as Annexure 2, a note of not more than 500 words about why you consider yourself suitable for the post of Director, NISD.

Declaration

I hereby declare that the information furnished above is correct and true as per my knowledge and belief. I understand that if any factual inaccuracy discovered in the above, it will disqualify me from being considered for the post.

Yours faithfully,

Signature of the candidate

Name _____

Address _____

Dated _____

Verification by Employer

1. Certified that the particulars furnished by the candidate in the above application are correct as per office record.
2. The candidate will be released for appointment as Director, NISD, in the event of his/her selection.

**Signature, Name & Designation
Of the Appointing/Cadre
Controlling Authority**