

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

**Walk in Interview for Hiring of Manpower purely on Contractual basis**

**Vacancy Circular**

**Subject: Filling up contractual temporary short term assignment vacancy of Consultant (Accounts), Consultant (Admn) and Data Entry Operator (DEO) in National Institute of Social Defence, Delhi an autonomous body under Ministry of Social Justice & Empowerment, Government of India.**

NISD, Delhi an autonomous body under MSJ&E, Govt. of India, working in areas of Social Defence issues namely Sr. Citizen, Drug Abuse Prevention, Transgender & Beggary Prevention invites applications for Consultant (Accounts)

Application (Curriculum Vitae) in the prescribed format available at website ([www.nisd.gov.in](http://www.nisd.gov.in)) for willing and eligible candidates. Interested candidates may go through the criteria, schedule of interview and other information on our website: [www.nisd.gov.in](http://www.nisd.gov.in).

<b>S No</b>	<b>Name of Post</b>	<b>No of contractual hiring</b>	<b>Qualification</b>	<b>Skill Set required</b>
1	Consultant (Accounts)	Two*	Graduate with relevant work experience in Govt. or Private Sector Or Retired officers from Govt services	Well versed in Noting drafting, Excellent writing abilities. Providing all works of accounts and tally related, as per Govt. office accounts section works.
2	Consultant (Admn)	One	Graduate with relevant work experience in Govt. or Private Sector Or Retired officers from Govtservices	Well versed in Noting drafting, Excellent writing abilities. Providing all works of administration as per Govt. office Administrative Section works.
3	Data Entry Operator (DEO)	Two (One in Hindi)	Minimum Higher Secondary or 10+2 passed in any stream with proficiency in computers	Well versed in Ms Word, Ms Excel, Typing and taking dictation.

The 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.

The incumbent can be removed on short notice of 2-3 days, due to Non-performance and showing absenteeism. No “NOC” certificate for visiting abroad will be given at any point of time

Details of the procedure to apply, general instructions and other guidelines are available at website of the institute ([www.nisd.gov.in](http://www.nisd.gov.in)).

Pls send your resume along-with all documents/testimonial, marksheet, certificate experiences etc along with application form not later than one month from the date of publication on email [directoroffice.nisd@gmail.com](mailto:directoroffice.nisd@gmail.com).

**The details of the given posts are as under:**

**(ii) Consultant (Accounts)- 2 No.s**

The applicant should have knowledge of government-accounting rules, and experience in scrutiny/ auditing bills and vouchers, preparing balance sheets, income/expenditure/ accounts, receipt and payment accounts, bank reconciliation, maintenance of cashbook etc. The applicant should have basic knowledge of computers and preferably know how to work on softwares like PFMS and Tally. Additionally, the consultant can be delegated with any other work by the Director.

**Educational Qualification & Experience** (for Retired Govt. Officer):- The applicant must have a Degree of a recognised University or equivalent preferably B.Com. or equivalent and should have retired from the post of Assistant Accounts Officer/Accounts Officer or equivalent post from any Central govt. State govt., Autonomous body further he should have good knowledge of Govt. Accounting Rules, Scrutiny/ Auditing of Bills/ Vouchers, preparations of balance sheet,, Income Exp. Accounts, Receipt & payment A/c, Bank reconciliation, cash book, tally based account maintenance etc.

**(For other Persons):** The Applicant should be graduate of a recognised University or equivalent preferably B.Com. or equivalent with a minimum 3 years' experience in auditing and maintenance of Govt. Accounts, Knowledge of Govt. Rules relating to GFR, Govt. Accounting Rules, Tally, PFMS etc. and working in Private Organization.

**Remuneration:-** The consolidated remuneration in range of Rs.40,000 to Rs.60,000/- per month shall be given commensurate of education qualification and experience of applicant and nothing extra shall be paid for any reason/ purpose e.g. HRA/ Telephone/ Transport, etc. except for travelling outside Delhi for Government work.

**Age Limit :-** The maximum age should not be more than 65 Years on last date of submission of application.

**Nature of Appointment:-** The Consultant will be engaged on purely Contract Basis for a period of six months which can be extended on need and performance basis of incumbent.

## **Consultant (Admin) - 01**

The role of the Consultant (Admin) will be to look into the overall administration work. The person will be required to oversee letters for coordination with the Government and Non Government Organisations. He/she should have in-depth knowledge of government rules and regulations relating to Administration work along with letter correspondence.

The applicant will be required to have operational knowledge of computers, and can be delegated any other additional work by the director.

**Educational Qualification & Experience: (For Retired Government Officer):** The applicant must be a graduate in any discipline and should have retired from the 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(CCA), CCS(Pension), GFR, Pay Fixation etc. **(For Other Persons):-** the Applicant must be a minimum Graduate in any discipline and have experience of minimum three years in administration, establishment, purchases, etc. in big organization. Preference will be given to person having strong knowledge of Government Rules and regulation relating to admin., establishment, pay fixation, purchases, store inventory, etc.

**Remuneration:** The consolidated remuneration in range of Rs. 40,000/- to Rs. 60,000/- per month commensurate to experience of applicants shall be given and nothing extra shall be paid for any reason/ purpose e.g. HRA/ Telephone/ Transport, etc. except for travelling outside Delhi for Government work.

**Age Limit:** The maximum age should not be more than 65 years on last date of submission of application.

**Nature of Appointment:** The Consultant will be engaged purely on Contractual Basis for a period of six months which can be extended on need and performance basis of incumbent.

## **Data Entry Operator (DEO) – 02**

### **Educational Qualification: -**

- Minimum Higher Secondary or 10+2 passed from in any stream with proficiency in computers.

### **Requirements: -**

- Proficiency in Microsoft Suites (Word/Excel/Power Point etc)
- The DEO is not only to feed data but also provide support to Program Division in day to day work such as training/programs, sanction order, data collation/compilation, record keeping, field work, events.
- Purely on contract basis and also renewal of contract every 06 months' subject to on performance basis.
- Rs. 20,000/- remuneration as equivalent and at par with other DEOs of the Institute.

## **PROFORMA**

Passport Photo

1. Name: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Postal Address: \_\_\_\_\_
4. E-mail Address: \_\_\_\_\_
5. Contact No. \_\_\_\_\_
6. Date of Birth: \_\_\_\_\_
7. Identity Proof: \_\_\_\_\_
8. Educational Qualification (with details): \_\_\_\_\_
9. Details of Experience: \_\_\_\_\_

Sl. No.	Organization	Position held	Period		Salary	Any other Information
			From	to		
1.						
2.						
3.						

10. Knowledge of Computer: \_\_\_\_\_
11. Any other information: \_\_\_\_\_

Candidates should produce Originals documents in respect of Sl. Nos. 6,7,8, & 9 above at the time of interview, and should self-attested copies along with application. Retired officials should produce copies of PPO.

### **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, the CV correctly describes me, and my qualifications and experience. I understand that any willful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

**Signature**

Date: \_\_\_\_\_ Place: \_\_\_\_\_