

**National Institute of Public Cooperation and Child Development**  
**Ministry of Women and Child Development**  
**5, Siri Institutional Area, Hauz Khas, New Delhi 110 016**

NIPCCD is one of the premier Institution in India with specific focus on training and research in the areas of Women and Child Development which functions under the aegis of Women and Child Development continued to deliver quality systems in training and research in the areas of women and child development. Institute has been functioning as an apex Institution for training of functionaries working under Saksham Anganwadi Services Scheme & POSHAN 2.0, Mission Vatsalya, Mission Shakti etc. The Institute has five Regional Centres located at Bengaluru, Lucknow, Guwahati, Indore and Mohali. The Headquarters of the Institute is located at Hauz Khas, New Delhi.

**A. Additional Director**

1.	Name of the post	Additional Director
2.	Number of vacancy	01 (on deputation basis on foreign service terms initially for one year extendable upto three years)
3.	Age	Not exceeding 56 years ( as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level – 13 (pre-revised GP Rs. 8700/-)
5.	Eligibility	Officers holding analogous posts or officers in the Pay Band : Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 7600/- with 5 years' service in the grade with good academic record with a  i. Master's degree in Social Science/Social Work/Education/Behavioral Science/Home Science.  Fifteen years' experience in research and/or training in the field of Social Work/ Social Welfare/ Child Development with experience of Admn. in an academic Institution.

## B. Joint Director/Regional Director

1.	Name of the post	Joint Director/Regional Director
2.	Number of vacancy	01 (on deputation basis on foreign service terms initially for one year extendable upto three years)
3.	Age	Not exceeding 56 years ( as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level – 12 (pre-revised GP Rs. 7600/-)
5.	Eligibility	<p>Officers holding analogous posts in the Central / State Governments, Universities, autonomous bodies or in the Pay Band: Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 6600/- with 5 years' experience possessing the qualifications.</p> <ul style="list-style-type: none"><li>i. Master's Degree in respective discipline i.e. Home Science, Human Resource Development, Psychology, Education, Sociology, Social Work, Women's Studies, Child Development, Anthropology, Operational Research (including Statistics) and preventive and social medicine as per requirements of the Institute.</li><li>ii. Doctoral degree in the relevant subject.</li><li>iii. 15 years experience in training/teaching at degree level and research or advocacy of which 5 years should be at a senior supervisory level.</li></ul>

### C. Deputy Director (Admn.)

1.	Name of the post	Deputy Director (Admn.)
2.	Number of vacancy	01 (on deputation basis on foreign service terms initially for one year extendable upto three years)
3.	Age	Not exceeding 56 years ( as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level – 11 (pre-revised GP Rs. 6600/-)
5.	Eligibility	Officers holding analogous posts in the Central/State Govt. Universities, autonomous bodies or officers in the Pay Band of Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 5400/- /- with five years regular service or in the Pay Band of Rs. 9300-34800 (PB-2) + Grade Pay of Rs. 4200/- with 8 years of regular service.

## D. Senior Programmer

1.	Name of the post	Senior Programmer
2.	Number of vacancy	01 (on deputation basis on foreign service terms initially for one year extendable upto three years)
3.	Age	Not exceeding 56 years ( as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level – 11 (pre-revised GP Rs. 6600/-)
5.	Eligibility	<p>Officers holding analogous posts in the Central/ State Govt./ Universities, autonomous bodies or officer working in the Pay Band of Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 5400/-with 5 years experience and having the qualifications.</p> <p><b>Essential:</b></p> <p>Master's degree in Statistics/ Mathematics (with Statistics) or Post Graduate degree in Computer Science/ Application with 5 years experience as Programme Officer/ Computer Analysis in software including data base management on micro computer.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"><li>1. Good knowledge in developing Programmes for education and Social Science research and documentation.</li><li>2. Ability in managing and coordinating overall computer work.</li></ol>

## E. Assistant

1.	Name of the post	Assistant
2.	Number of vacancy	02 (on deputation basis on foreign service terms initially for one year extendable upto three years)
3.	Age	Not exceeding 56 years ( as per DOPT guidelines)
4.	Pay in the Pay Matrix	Level – 06 (pre-revised GP Rs. 4200/-)
5.	Eligibility	Officers under the Government/Semi Government Autonomous Body/Institutions holding analogous posts or with five years regular service on posts having pay band of Rs. 5200-20200 (PB-1) + Grade Pay of Rs. 2400/- having experience of work in Accounts /Establishment/General Administrative/Finance.  <b>Educational qualification</b>  Graduate from a recognized university.

### Instructions:-

- a) Maximum age limit for applying for the aforesaid posts on deputation is 56 years as on last date of receipt of application. The last date for receipt of application will be 45 days from the date of publication of advertisement in the Employment News ( both Hindi and English)
- b) The period of deputation shall be initially for a period of one year further extendable upto 03 years
- c) Separate applications may be submitted by the applicants for applying to different posts. The envelope may be superscripted "Application for the post of \_\_\_\_\_".
- d) Experience will be calculated by last date of receipt of application.
- e) The officers who fulfil the above qualifications/eligibility may submit their application should be sent through proper channel to Deputy Director (Admn.) National Institute of Public Cooperation and Child Development, 5, Siri Institutional Area, Opposite Hauz Khas Police Station, Hauz Khas, New Delhi-110016
- f) While forwarding in applications, it may be ensured that the particulars of the candidates are verified and that they fulfill the eligibility conditions. The qualification/eligibility prescribed is minimum requirement and the same does not automatically make candidates eligible for selection. Based on applications, the selection committee will short-list candidates who may be called for Interview. The candidates have to produce all relevant original documents as proof of details furnished in the application at the time of selection. Application of eligible officers may be forwarded through proper channel alongwith (a) Duly attested photocopies of Confidential

Reports of the applicant (last five preceding years); (b) Vigilance Clearance Certificate duly signed by an authorized officer clearly indicating that no disciplinary or criminal proceedings are either pending or contemplated against the officer concerned;. Application without vigilance clearance and attested copies of CR Dossiers will not be considered. The candidates have to produce all relevant original documents viz educational qualification etc as proof of details furnished in their application at the time of Interview. Application not received through proper channel will not be considered for Interview.

- g) The candidate must apply in the prescribed format alongwith two recent passport size colour photographs with self- attested photocopy of certificates/testimonials/experience certificates and caste certificate, if any.
- h) Canvassing in any form will be a disqualification.
- i) The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel & Training's O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time.

**NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT**

**5-SIRI INSTITUTIONAL AREA, HAUZ KHAS, NEW DELHI-110 016**

**Application form**

Recent Passport  
size Photograph

1.	<b>NAME OF THE POST APPLIED FOR</b>	:				
2.	Full Name (in Capital letters)	:				
3.	Father's Name	:				
4.	Mother's Name	:				
5.	Husband's Name (In case of female married candidates )	:				
6.	Nationality	:				
7.	(a) Address for communication	:				
8.	(b) Permanent Address  (c) E-mail ID (d) Mobile phone No. (e) Telephone No.	:				
9.	Date of Birth (DD/MM/YYYY)	:				
10.	Age as on the date of last date of receipt of application	:				
11.	Category (SC/ST/OBC/GEN/PH) (Certificate obtained from Revenue Official not below the rank of Deputy Tehsildar / Competent Medical Authority in case of PH should be attached as evidence)	:				
12.	Details of Educational Qualifications	:				
	<b>Exam Passed</b>	<b>Institution/University</b>	<b>Subject studied</b>	<b>Duration of Study</b>	<b>Year of Passing</b>	<b>% of marks</b>


13. Details of Professional / Technical Educational Qualifications :  
Additional Sheet may be added, if required.

Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks

14. Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection) Additional sheet may be added, if required.

Name of Organization	Post held	Pay Scale	Duration of Service		Nature of appointment whether regular/ adhoc/full time/part time	Remarks
			From	To		

15. Have you ever been imposed any penalty. if yes, please give details

16. If any departmental inquiry pending or contemplated against you. If yes please give details

17. Any other relevant information which you would like to mention in support of your suitability for the post applied for:



18.	DECLARATION: (i) I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature / appointment is liable to be cancelled / terminated. (ii) I have enclosed the required attested copies of the certificates.

Place :

Date :

Signature of the Applicant