

**VACANCY CIRCULAR**

**Subject: Filling up the Post of Director, NIPCCD.**

Applications are invited for filling up the post of Director, National Institute of Public Cooperation and Child Development (NIPCCD), New Delhi in the Pay Scale of PB-4. Rs. 37400-67,000+8900(GP) plus other allowances as admissible under the Central Government Rules on deputation (including short-term contract) basis initially for a period of two years extendable upto three years.

**PROFILE OF NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT (NIPCCD):-** The National Institute of Public Cooperation and Child Development is an autonomous organization under the aegis of the Ministry of Women and Child Development. The objectives of the institute are to develop and promote voluntary action in social development, take a comprehensive view of child development; develop and promote programmes in pursuance of the National Policy for Children; develop measures for coordination of government and voluntary action in social development and evolve a frame work and perspective for organizing children's programmes through governmental and voluntary efforts. To achieve its objectives, the Institute conducts research and evaluation studies; organizes training programmes, seminars, workshops and conferences and provides documentation and information services in the field of public cooperation and child development. It is the apex body for training of functionaries of the Integrated Child Development Services (ICDS). It provides technical advice and consultancy to government and voluntary agencies in promoting and implementing policies and programmes for child development and voluntary action. The Institute has four Regional Centres located at Bengaluru, Guwahati, Indore & Lucknow and two upcoming Regional Centres at Mohali and Raipur with headquarters at New Delhi.

**JOB DESCRIPTION AND RESPONSIBILITIES OF DIRECTOR, NIPCCD:** The Director is the Executive and Academic Head of the Institute. The Director though an administrative head will oversee other functional requirements such as research studies, designing training programmes, keeping in view the requirements in matters of health, nutrition, child protection, women and child development and thus discharging functions crucial and essential to the Institute. He shall allocate duties to officers and employees of the Institute and shall exercise such supervision and executive control as may be necessary subject to the rules and the Institute's Bye-Laws. He also functions as the Member Secretary of the General Body and of the Executive Council of NIPCCD.

**ELIGIBILITY (AGE):** The maximum age limit for appointment on deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of receipt of applications. The age of superannuation is 60 years.

## **QUALIFICATION and EXPERIENCE:**

### **Deputation:**

Officers holding analogous post or holding post in scale of Grade Pay of Rs. 37400-67000 in PB-4 and Grade Pay of Rs. 8700 with 2 years regular service in the grade or equivalent in Central/State Government/Autonomous Bodies/Universities.

### **Short-term Contract basis:**

- (i) Post Graduate Degree preferably in Social Work/Social sciences (including education).
- (ii) 10 years' experience in supervising research and/or training in the field of Social work/Social Welfare, Child Development, Women Development/ or Health Administration. Persons with experience of administration in an academic Social Welfare or Public Health Institution would be preferred.

**DURATION OF APPOINTMENT:** The appointment on deputation shall normally be for minimum period of TWO years (Extendable further by one year) or upto the date of superannuation, whichever is earlier.

Eligible persons may submit their applications in prescribed proforma given at Annexure-I through proper channel accompanied by Vigilance Clearance, Integrity Certificate and ACR's for the last 5 years duly attested by the officer not below the rank of Under Secretary to the Government of India or equivalent addressed to:

Under Secretary (NIA)

Ministry of Women and Child Development Room No. 310, 'A' Wing Shastri Bhawan, New Delhi-110001.

The envelope containing the application should be super scribed as "Application for the post of Director NIPCCD". The closing date of receipt of applications shall be 30 days from the date of publication of this vacancy circular in "Employment News".

### **GENERAL CONDITIONS:**

The above conditions are relaxable at the discretion of the appointing authority. Candidates who are already in Government Services should submit their application through respective Office/Department. No application shall be entertained under any circumstances after the closing date of receipt of applications. The applications not in the prescribed proforma or in case of serving employees, not through proper channel or not accompanied by the ACR's duly attested for the preceding 5 years, Integrity Certificate, Vigilance Clearance shall not be considered. The pay and allowances for the post of Director will be governed by the orders of the Central Government for such post. The Institute is likely to adopt the 7th CPC

recommendations shortly. This Ministry reserves the right to reject any application without specifying any reasons.

GOVERNMENT OF INDIA  
MINISTRY OF WOMEN AND CHILD DEVELOPMENT

APPLICATION FOR THE POST OF DIRECTOR, NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT, 5, SIRI INSTITUTIONAL AREA, HAUZ KHAS, NEW DELHI-110016.

**BIO-DATA**

Affix  
Recent  
Passport  
Size Photo  
here

(i)	Name of Candidate	
(ii)	Father's/Husband's Name	
(iii)	Date of Birth	
(iv)	Sex	
(v)	Permanent Address	
(vi)	Address for Communication	
(vii)	Telephone( Landline and Mobile)	
(viii)	E-mail address	
(ix)	Nationality	
(x)	Educational Qualifications	
(xi)	Present Post Held	
(xii)	Job Description of Present Post Held	
(xiii)	Scale of Pay: Basic Pay Grade Pay Present Emoluments	
(xiv)	Whether Temporary/Permanent	
(xv)	Past Experience in the last ten years ( Job Description, Post held and pay drawn with special reference to eligibility criteria to the post of Director, NIPCCD.	

Place:  
Date:

Signature of the Applicant  
Telephone

No:

