



## राष्ट्रीय गतिशील दिव्यांगजन संस्थान

### National Institute for Locomotor Disabilities (Divyangjan)

(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)

(Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India)

बी.टी. रोड बनहुगली, कोलकाता-700090 / B.T. Road, Bon-Hooghly, Kolkata-700090

Phone: 2531-0279, 2531-0610 / Tele Fax: 2531-8379 / E-mail: mail@nioh.in / web: www.niohkol.nic.in



No. RECRUIT-2023/ESTT./NILD/2321

Date: 30-03-2023

#### EMPLOYMENT NOTIFICATION

Applications are invited from eligible Indian Nationals for filling up the following posts (Direct/Deputation) of this Institute. The details of the posts are as under:-

No.	Name of the Posts/ No. of Posts/Category/Mode of Recruitment/ Pay Matrix/ Age limit/ Educational Qualification & Experience.
01	<b>Special Educator-01 (UR)</b> By Direct/Deputation Pay Matrix Level-06, Age below 30 years. <b>Educational qualifications:</b> - Degree/Diploma in Special Education from a RCI recognized Institute/Centre. <b>Experience:</b> - Two years. <b>Desirable:</b> - Higher qualification and knowledge of computer application <b>Deputation:</b> - Deputation Officers of the Central/ State Govt./Autonomous bodies. 1. Holding analogous posts on regular.
02	<b>Assistant Store Keeper-01 (UR)</b> By Direct / Deputation. Pay Matrix Level-04, Age Below 27 years. <b>Educational qualifications &amp; Experience:</b> - 1). Bachelor Degree from a recognized University. 2). One year experience in handling stores. <b>Desirable:-</b> Degree in commerce <b>Deputation:-</b> Officers of the Central/ State Govt./Autonomous bodies. 1. Holding analogous posts on regular basis Or 2. With 08 years regular service in the Grade Assistant Store Keeper.
03	<b>Lower Division Clerk-01 (UR)</b> By Direct Recruit Pay Matrix Level-02, Age below 27 years. <b>Educational qualifications :-</b> 1) Higher Secondary or equivalent qualification from a recognized Board or University. 2) A typing speed 30 wpm in English or 25 wpm in Hindi or manual typewriter or a typing speed of 35 wpm in English or 30 wpm in Hindi on Computer. (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of key depressions for each word).

#### GENERAL CONDITIONS:

- The Applications duly completed in all respects and signed by the candidates in the prescribed format along with self attested photocopies of relevant enclosures and other testimonials in respect of qualifications, age proof, category, experience, salary drawn, etc. should reach to the **Director, National Institute for Locomotor Disabilities (Divyangjan), B.T. Road, Bon-Hooghly, Kolkata-700090 within 30 days from the date of advertisement in the Employment News.**
- Applications should neatly typed/hand written on A/4 size plain paper as per the prescribed format. All Columns of the application form should filled up and no column should be left blank.
- Applications received through e-mail/late/incomplete will not be considered and the Institute will not be responsible for any postal delay.
- The Demand Draft (Non-refundable) of **Rs.500/-** (Rupees Five Hundred Only) drawn in favour of **National Institute for the Orthopaedically Handicapped** should be submitted along with the application. Separate application should be submitted for each post. The candidate should clearly mention their name & post applied for on the back side of Demand Draft. No fee is prescribed for candidates belonging to SC/ST/Women & PH category (Divyangjan).
- Applications incomplete in any respect and not accompanied by copies of mark sheets / certificates / proof of age, experience (present & previous)/other relevant documents, photograph, without fee, unsigned and not in the prescribed format will be summarily rejected.
- Recruitment of Group- 'B' (Non-gazetted) and 'C' post(s) shall be done on the following procedure:-

No.	Particulars	Weightage of Total Marks
01	Written Test (Objective/ Multiple Choice Questions)	80%
02	Desirable Qualification	10%
03	Desirable Experience	10%
	Total	100%

Contd..2/-

7. In case where no desirable qualification and desirable experience is required as per respective RRs, 100% weightage will be given to Written Test and in case where either desirable qualification or desirable experience is required as per RRs, 90% weightage will be given to Written Test.
8. Candidates should write their Name, Name of the Post applied for, on the reverse of the bank draft.
9. Reservation/Age Relaxation to candidates belonging to different categories shall be as per Government of India Rules.
10. Deputation will be governed by standard terms & condition of deputation as prescribed by Government of India from time to time. Candidates applying on deputation, maximum age limit is 56 years as on closing date of receipt of the applications.
11. Candidates must ensure before applying that they are fulfilling the eligibility criteria. Essential Educational Qualification, experience, desirable qualification, age etc. will be reckoned on the last date of submission of application. If the candidate is found ineligible at any stage of recruitment process he/she will be disqualified and their candidature cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
12. Candidates working in Government / Autonomous bodies / PSU should apply through proper channel.
13. The prescribed essential qualifications & experience are the minimum and mere possession of the same does not entitle a candidate to be called for written test/skill test/interview.
14. The decision of the competent authority in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.
15. The Institute does not undertake any responsibility for sending or replying to the candidates not selected or not called for Written Test / Skill Test / Interview.
16. All correspondences regarding selection process (Date, venue and time etc.) will be intimated to the eligible candidate only through E-mail / Speed Post. The Institute shall not be responsible for any non-receipt of any communication on any account whatsoever.
17. Canvassing and/or bringing influence in any form will disqualify the candidature.
18. The Institute reserves the right for any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving any notice.
19. The Institute reserves the right to reject any or all applications without giving any reason whatsoever.
20. The candidates selected on direct recruitment will be governed by the provisions of the New Pension Scheme introduced by the Government of India with effect from 01-01-2004.
21. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
22. The applicants are advised to follow institute web site regularly for any amendments/updates.
23. Selected candidates may have to work in Kolkata or elsewhere at the centers of this Institute.
24. The candidate should not have been convicted by any Court of Law.
25. Any dispute arising out of this Advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Kolkata only.
26. Resolution of Tie Cases:- In written test examination, in cases where more than one candidate secures equal MARKS, tie will be resolved by using date of birth with older candidates placed higher.
27. Candidate should write the '**Name of the Post**' applied for and Advertisement Number on the top of the envelope and separate envelopes should be used if applying for more than one post.

Director

## FORMAT OF APPLICATION

Advertisement No.				:				
Position Applied for				:				
Application Mode [Direct / Deputation]				:				
Details of Demand Draft				:	Amount Rs.			
DD No.		DD Date		:	Drawn on Bank			

1	Name in full (in Block Letters)	:							Affix self attested recent passport size photograph
2	Father's/Husband's Name	:							
3	Gender & Marital Status	:							
4	Permanent Address including Pin code	:							
5	Correspondence address including Pin code	:							
6	Contact details (Phone No. & Email ID)	:							
7	(a) Date of Birth (Self attested copy for proof of age to be attached)	:	Date		Month		Year		
	(b) Age as on last date of receipt of application	:	Year		Months		Days		
8	Nationality	:							
9	Religion	:							
10	(a) State your category (Gen/SC/ST/OBC/Ex-Serv) (attached certificate)	:							
	(b) Whether belongs to PwD (Yes/No) (If yes, attach self attested copy of certificate)	:			If yes, VH/HH/OH With % of disability				
11	Whether Registered with any Council (If yes, attach copy of certificate)	:	Date of Reg.		Reg. No.		Name of Council		
		:							

### 12 Educational Qualifications beginning with 10th std. onwards (Attached copies of mark sheet & certificates)

Examination Passed	Year of passing	Marks details		% of marks	Div/Class	Board / University	College/Institution	Subject Taken
		Max marks	Marks obtained					

### 13 Professional / Technical Qualifications (Attached copies of mark sheet & certificates)

Examination Passed	Year of passing	Marks details		% of marks	Div/Class	Board / University	College/Institution	Subject Taken
		Max marks	Marks obtained					

### 14 Work Experience (**Latest first** & proof of each experience to be attached)

Name and address of Organisation	Designation & Job Type (Regular/Contract)	Scale of pay & Grade Pay /Consolidated	Period of Service				Nature of work and level of responsibilities
			From	To	Year	Month	

15	Professional training undergone, if any, and details thereof	:						
16	Any other relevant information that you may like to furnish	:						

I hereby declare that I have read the provisions given in the advertisement and all the statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect or suppressed before or after the test/interview or during the appointment period, my candidature/appointment shall automatically stands cancelled/repatriated/ terminated without any notice or compensation.

Date:-

Signature of the Candidate

Place:-