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NATIONAL INSTITUTE FOR THE MENTALLY HANDICAPPED
(Department of Disability Affairs,
Ministry of Social Justice & Empowerment, Govt. of India)
Manovikas Nagar, Secunderabad – 500 009



NIMH/.DAIL/NSEM/2014-15

Date: 15/12/2014

Sir/Madam,

It is my pleasure to announce that our Institute will conduct 20th National Meet for the Special Employees on 25 & 26 february, 2015 at NIMH, Secunderabad. You are requested to recommend two names of Special Employees placed by your organisation, after going through the footnotes given in the application form.

NIMH shall reimburse second-class railway fare / ordinary bus fare borne by the selected participants along with escort, at concessional rates.

I request you to send the filled in application forms to Shri. B. Ashok, Asst. Prof. Voc.Trg. and HoD, Department of Adult Independent Living, who is the Coordinator of this 20th Special Employees National Meet. Last date for receipt of filled in application is 9th January 2015. Late applications will not be accepted.

Looking forwrd to hear from you,

Yours Sinclearly,

(Sd/-)
Director

The persons with Mental Retardation engaged in remunerative employments are referred here as special Employees

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(Ministry of Social Justice & Empowerment, Govt. of India)
Manovikas Nagar P.O., Secunderabad 500 009, Andhra Pradesh
An ISO 9001:2008 Certified Institution



**XX SPECIAL EMPLOYEES NATIONAL MEET
25 & 26 February, 2015**

National Institute for the Mentally Handicapped has been holding the National Meet for Special Employees since 1995. Around 100 Special Employees along with their facilitating organisations have been participating every year in this National Event.

This program gives an opportunity to the adult persons with mental retardation to meet at a common platform and share the views with each other and observe various modes of employment modalities and trades, which are being practiced in the country. To create enthusiasm, confidence and sportive spirit amongst persons with mental retardation, the Special Employees National Meet focuses on:

- Live demonstration of the potentialities of persons with mental retardation
- Competition to assess the speed and accuracy of their work
- Self-advocacy to give an opportunity to learn to speak about their abilities and rights in the society
- Cultural events to bring out their artistic talents

The Department of Adult Independent Living of NIMH proposes the XX Special Employees National Meet on **25 & 26 February, 2015**.

Apart from holding skill competitions, persons with mental retardation can exhibit their products prepared on the spot. The earlier meets were successful as persons with mental retardation were able to communicate effectively by introducing themselves and also describing the nature of the activities performed by them and the remuneration earned.

Objectives:

- To create awareness on the capabilities of persons with mental retardation with an emphasis on their learning & working capacity
- To promote employment opportunities for persons with mental retardation
- To develop the skills for self-advocacy amongst persons with mental retardation
- To improve skills of the special employees by conducting group activities, self-advocacy and cultural programmes at International level.

Venue:

National Institute for the Mentally Handicapped
Manovikas Nagar (PO) , Secunderabad – 500 009 (A.P)

Number & Description of participants:

Maximum number – 75 (25 participants from Secunderabad / Hyderabad and 50 participants from remaining parts of the country)

Age: Minimum age above 18 years

Eligibility:

- Persons with mental retardation who are on remunerative employment at least for one year and are continuing in the job till date.
- Preference will be given to those special employees who have not participated earlier in national meet of Special Employees.

Last date for receiving applications:

The last date for receipt of application is 19th January 2015. Completed application form along with attested copy of medical certificate clearly mentioning IQ level should be sent to **Shri T. Mugesh, Programme Coordinator**, Department of Adult Independent Living, National Institute for the Mentally Handicapped, Manovikas Nagar (PO), Secunderabad – 500 009 (Andhra Pradesh). **For any enquiries and clarifications mail to dail2dailnimh@gmail.com or call at 040-27751741**

Travelling allowance:

To and fro concessional second-class railway fare / ordinary bus fare by the shortest route will be reimbursed to the participants and one escort per participant. Participants are expected to make their own arrangement for the journeys.

Lodging and Boarding:

Shared accommodation (for outstation participants) and food for the Special Employees and their escorts shall be provided by NIMH ON FREE OF COST during **25 & 26 February, 2015.**

Selection criteria:

Selection will be based on:

- Competencies obtained
- Remuneration earned per month
- Duration of gainful employment

About Hyderabad:

Hyderabad is a legendary city with 400 year old history, of the splendour of Qutb Shahi and Asaf Jahi dynasties, Mughal grandeur, exotic contrasts and unrivalled attractions. Hyderabad offers a variety of tourist attractions ranging from Heritage monuments, Lakes and Parks, Gardens and Resorts, Museums to delectable cuisine and a delightful shopping experience. The city of Hyderabad is a shopper's delight. From the world famous pearls to traditional arts & crafts, from textiles of all modern brand names to ethnic wear, the city offers an astounding variety of shopping.

Located in the heart of the Deccan plateau, 1760 ft above the sea level, Hyderabad has an invigorating climate with awe inspiring prehistoric rocks and natural lakes, along with a variety of flora and fauna. The climate of Hyderabad remains fairly warm through most parts of the year. The temperature during winter is Max 32C and Min 22C.

Important Dates:

Programme dates

: 25 & 26 February 2015

Last date for submission of Applications

: 09-01-2015 (19-01-2015)



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XX Special Employees National Meet
25 & 26 February 2015

Coordinator: T. Mugesh, Department of Adult Independent Living

Note: Last date for submission of application is **09-01-2015**

PHOTO

DETAILS OF THE SPECIAL EMPLOYEE

1. Name of the Special Employee :
2. Date of Birth/Age/Gender :
3. Level of Mental Retardation :
(Please attach medical certificate clearly mentioning IQ level of mental retardation)
4. Address of the Special Employee :
(with phone no. and/or e-mail address Mandatory)
5. Name & Address of employer :
(with phone no. and/or e-mail address)
6. Name & Address of sponsoring organization :
7. Brief particulars about training undergone :

Skills/trades learnt	Age at the time of admission	Training offered by teacher/job coach/supervisor/parent/vocational instructor (please mentioned)	Duration
Special School			
Pre-vocational			
Vocational			
On the job training			

8. Whether self employed/employed in sheltered workshops/open/supported employment :
9. When payment started :

10. Employment site address :
(with phone / fax no.)

11. Please describe type of work the Special :
Employee does by highlighting work activities
involved in the job for example cutting, pasting etc.
(Please enclose a 10 Min video clip (CD/DVD)
depicting the work activities)

12. Monthly salary drawn by the Special :
Employee

13. Relations with fellow employees :

14. The special talents and interests :

15. After joining the employment, improvement gained by the Special Employee:

- | | |
|--|--------|
| • Safety skills | Yes/No |
| • Regularity | Yes/No |
| • Punctuality | Yes/No |
| • Complying behavior | Yes/No |
| • Task completion behavior | Yes/No |
| • Interaction with co-worker | Yes/No |
| • Interest to learn new tasks | Yes/No |
| • Unsupervised task performance | Yes/No |
| • Speed of work | Yes/No |
| • Quality of work
(To be filled in by the employer) | Yes/No |

16. Functional Independence attained:

- | | |
|---|--------|
| a) Does he/she travel from home to work place independently | Yes/No |
| b) Does he/she maintain personal hygiene | Yes/No |
| c) Does he/she keep the personal things in order | Yes/No |
| d) Does he/she get ready to go to the work
Place without reminder. | Yes/No |

17. Mention in details the above Employee's :
Participation in the previous National Meet for
Special Employees,

18. Brief sketch of the Special Employee :
With in 200 words (Attach separate sheets)

19. Vocational Trades: (Please tick the appropriate Traditional and Non-traditional Vocational Trades rendered by your organization)

Traditional Activities	Non-Traditional Activities	
	Paper Based	Agro Based
Book binding	Gift box making	Mushroom culture
Envelopes	Paper bag making	Agriculture
File making	Laminations	Horticulture
Greeting Cards		Tissue culture
Screen Printing		Seri culture
		Vermi compost preparation
Cloth Based	Cloth Based	Animal husbandry
Embroidery	Tag making	Bio-gas maintenance
Hand block printing	Saree printing	Rose plantation
Muffler making		Poultry
Rug mat		Nursery
Stitching/Tailoring		Dairy
Weaving		Pig-rearing
Woolen works		
Stitching/Tailoring		Dairy
Weaving		Pig-rearing
Woolen works		
Tie & Dye		Services / Open employment
Loom making		Service in Temple
Umbrella making		Stamping
Pillow making		Saree rolling
		Car washing
Chemical Based	Chemical based	Care taker
Agarbathi	Photo developing	Helper in Shop
Chalk making	Vaseline making	Laundry
Candle making	Match box making	Provision stores
Phenyle making	Crayon making	Office assistant
Soap making		Packing
Washing powder		Telephone booth operator
Tooth Powder		Watchman
		Teacher aid training
		Jewelery Finishing
		Sales man
		Computer operations
Food based	Food based	Others
Cooking / catering	Snacks	Puppet making
Pickle making	Bakery & confectionery	Soft toy making
Papad making	Popcorn making	Xerox operation

Masala grinding and packing		Painting
Juice making		Garland
Home science/Management		Pottery
		Flower bouquet making
Others	Engineering	Leaf Plate making
Handicrafts	Winding	Coir making
Mask making	Cradle clamps	Punching
Rakhi making	Assembling	
Carpentry / wood work	Mechanical work	
Chappal making	Welding	
Leather bag making	Metal work	
Mysore traditional art	Fan coil rewinding	
Jute bag making		
Diyas and wick making		
Basket making		
Cane & bamboo products		
Any other (Please Specify)		

20. Signature of the Special Employee:

DECLARATION

This is to certify that Mr/Ms. _____ is working as _____ in _____ and is being sponsored for Special Employees National Meet to be held at NIMH, Secunderabad from 25 & 26 February 2015. Accompanying escort Mr/Ms. _____ will be fully responsible for his/her ward during the period of travel as well as stay at NIMH, Secunderabad.

(Signature of the parent/Guardian)

(Signature of the Employer with seal)

Note: Please use separate entry form for each special employee

- Preference will be given to the candidates who are gainfully employed in innovative work activities. In case, the job cannot be demonstrated, it can be displayed through CD/DVDs, photographs, models and finished products.
- You may demonstrate Innovative need/demand based services/occupations which have better scope for economic rehabilitation and independent living of persons with mental retardation.
- Prizes shall be given for selected innovative work activities and need /demand based services/occupations.
- You may also display any adaptive devices/equipments/materials used in your organization for training and placement of Persons with mental retardation. Prizes will be given for the selected equipments.
