

Composite Regional Centre for Persons with Disabilities (CRC) - Kozhikode
[Under administrative control of National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD)- Chennai, an Autonomous body under Dept. of Empowerment of persons with Disabilities, Ministry of Social Justice & Empowerment, Govt. of India]
ECR, Muttukadu, Kovalam (PO), Chennai – 603 112.
Phone: 044-27472113, 27472046 Fax: 044-27472389

www.niepmtd.tn.nic.in

Email: niepmtd@gmail.com

Employment Notice:01/2015

Applications are invited from the Indian Nationals who are eligible for appointment to the following posts at CRC-Kozhikode, established to serve as Resource Centre in disability rehabilitation for all categories of disabilities. The application form strictly as per the prescribed format given in our website shall be downloaded and submitted neatly filled up either typed or handwritten and containing the complete details attached with certified/attested copies of proof of age, caste, qualification, experience from current employer etc., and a latest passport size photo affixed on the application form.

The application should accompany with the **recruitment fee of Rs.500/-** in case of general/OBC candidates in the form of Demand Draft from any Nationalized Bank drawn *in favour of Director, NIEPMD payable at Chennai*. No fee is prescribed for candidates belonging to SC/ST/PH category and female candidates. Application form duly supported with attested photocopies of the complete and upto date confidential reports for the last five years (if serving Central Govt. employee) shall be submitted **within 30 (thirty) days of publication of our notification in Employment News**.

S.No	Name of the Post	No.of Post	Scale of Pay	Age Limit	Qualifications
1	Director	1	15600-39100 GP 7600(PB-3)	50 years	Essential: (1) Master's degree in any discipline of rehabilitation (Recognized by RCI/MCI). (2) 10 years' experience in related field. (3) 2-5 years of Experience in Administration (4) RCI registration as Professional Desirable: Ph.D in related field of Rehabilitation of Persons with Disabilities
2	Assistant Professor (PMR)	1	15600-39100 GP 6600(PB-3)	45 years	Essential: (1) MBBS with PG Diploma from a MCI recognized Institute. (2) Minimum 5 Years' experience in teaching/research in the field of Rehabilitation. Desirable: Ph.D in related field of Rehabilitation of Persons with Disabilities
3	Assistant Professor (Speech and Hearing)	1	15600-39100 GP 6600(PB-3)	45 years	Essential: (1) Master's degree in Speech and Hearing (Recognised by RCI). (2) Minimum 5 years' experience in teaching /research in the field of Rehabilitation (3) RCI registration as Professional. Desirable: Ph.D in related field of Rehabilitation of Persons with Disabilities
4	Assistant Professor (Clinical Psychology)	1	15600-39100 GP 6600(PB-3)	45 years	Essential: : (1) M.Phil in Clinical or Rehabilitation Psychology from a RCI recognized Institute. (2) Minimum 5 years' experience in teaching /research in the field of Rehabilitation (3) RCI registration as Professional. Desirable: Ph.D in related field of Rehabilitation of Persons with Disabilities
5	Assistant Professor (Special Education)	1	15600-39100 GP 6600(PB-3)	45 years	Essential: (1) Master's degree with M.Ed (Special Education) in any category marks from a RCI recognized Institute with minimum of 55% of marks (2) Minimum 5 years' experience in teaching/research in the field of Rehabilitation (3) RCI registration as Professional. Desirable: Ph.D in related field of Rehabilitation of Persons with Disabilities
6	Lecturer (Physiotherapy)	1	15600-39100 GP 5400(PB-3)	35 years	Essential: (1) Masters in Physiotherapy from a recognized Institute. (2) Minimum 3 years of experience teaching/ research in the field of Rehabilitation.
7	Lecturer (Occupational Therapy)	1	15600-39100 GP 5400(PB-3)	35 years	Essential: : (1) Masters in Occupational Therapy from a recognized Institute. (2) Minimum 3 years' experience teaching/research in the field of Rehabilitation.
8	Administrative Officer	1	15600-39100 GP 5400(PB-3)	40 Years	Essential: (1) Post Graduate Degree/MBA from recognized University (2) Minimum 3 years of experience in Establishment/Administration matters in a Government organization in the G.P of Rs.4800/- (or) 5 years' experience in the G.P of Rs.4600/- (or) 8 years' experience in the G.P of Rs.4200/- .
9	Rehabilitation Officer (Social Work & Placement)	1	9300-34800 GP4600 (PB-2)	35 Years	Essential: (1) Post Graduate Degree in Social Work/ Rehabilitation work/ Sociology/ Psychology or equivalent from a recognized university (2) Minimum 4 years' experience in Vocational training and guidance as Social Worker or in other related field of rehabilitation (3) RCI registration as Professional.
10	Prosthetist & Orthotist	1	9300-34800 GP4600 (PB-2)	40 Years	Essential: (1) Degree from a recognized institute in Prosthetics & orthotics (2) Minimum 4 years' experience of having worked in the related field (3) RCI registration as Professional.
11	Accountant	1	9300-34800 GP4200 (PB-2)	35 Years	Essential: (1) Commerce Graduate from a recognized University with hands on knowledge of computers (2)

					Minimum 5 years' experience in handling accounts/cash of which minimum 3 years' experience in Govt or Semi Govt establishments.
12	Special Educator	1	9300-34800 GP4200 (PB-2)	35 years	Essential: (1) Graduate with Diploma in Special Education (2) Minimum of 5 Years' experience in Teaching and training in the related field (3) RCI registration as Professional.
13	Orientation & Mobility Instructor	1	9300-34800 GP4200 (PB-2)	35 years	Essential: (1) Diploma in Orientation & Mobility Instruction (2) 5 years' experience in Teaching and training in the related field (3) RCI registration as Professional.
14	Vocational Instructor	1	9300-34800 GP4200 (PB-2)	30 years	Essential: (1) SSC and Diploma in Vocational Training from a reputed training institute in related field (2) 5 years' experience including 2 years in organising/conducting vocational training programs (3) RCI registration as Professional.
15	Assistant	1	9300-34800 GP4200 (PB-2)	35 years	Essential: (1) Graduate from a recognized University with hands on knowledge of computers (2) Minimum 5 years of experience in administrative works.
16	Clinical Assistants	2	9300-34800 GP4200 (PB-2)	30 years	Essential: (1) B.Sc (Sp&Hg) or BRS (MR) equivalent degree from a recognized Institution/University (2) Minimum 2 years' experience as Clinician or Research Assistant.
17	Workshop Supervisor-cum-store Keeper	1	5200-20200 GP2400 (PB-1)	30 years	Essential: (1) 10+2 or equivalent (2) Minimum 5 years' experience in the concerned area as Store Keeper.
18	Typist/Clerk	1	5200-20200 GP1900 (PB-1)	30 years	Essential: (1) 10+2 or equivalent. Typing speed 35 wpm with computer knowledge (2) Minimum 2 years of experience

Mode of Recruitment: **Direct Recruitment or transfer on deputation from NIs/CRCs/other Institutes/Centre/State Govt./UTs or Transfer from NIs/CRCs.**

Important notes and requirements:-

- The applicants who have already applied in response to our earlier advertisement no:01/2013 need not apply again. Their application will be considered if found eligible.
- The applicant must be a citizen of India.
- Application form as per the prescribed format given in our website, duly supported with attested photocopies of the complete and upto date Confidential Reports for the last five years (in case of serving Central Govt. employees applying for Deputation/DR etc..) shall be submitted **within 30 days of publication of this advt, addressed to "The Director, NIEPMD", ECR, Muttukadu, Kovalam(PO), Chennai – 603 112. Applications received late will not be considered and the fee is forfeited to the organization.**
- The candidates selected on direct recruitment will be governed by the provisions of the New Pension Scheme introduced by the Government of India w.e.f. 01/01/2004.
- The duration of Probation period for the all the above said post is 2 years from the date of Joining.
- If the serving Govt. employee is appointed on Deputation, the appointment will be governed by the instructions issued by DOP&T, GOI, as applicable to Central Govt. departments/organizations. The tenure of deputation will be initially for two years that may be on satisfactory performance extended further but not exceeding 3 years. In case of appointment on Contract basis, relevant rules in this regard will be followed.
- The applicants serving in Government/Central Autonomous Bodies/Public Sector Undertakings/Universities/Non-government organizations must send their applications through proper channel.
- The applicants claiming experience should submit the latest Experience –cum- Service Certificate issued by the present employer (with date of issue of the certificate after publication of this advertisement), clearly stating the name of the post presently held in regular capacity, date of initial appointment and to the present post, scale of pay with grade pay, nature of duties presently dealing with and should enclose a NO OBJECTION CERTIFICATE clearly certifying that "the applicant is in possession of EQ, DQ, prescribed experience and presently holding the post etc., and is fully eligible for the post applied for" and "No Vigilance/Inquiry/Disciplinary case is either pending nor contemplated against the applicant" on the date of submission/forwarding of application. If the Experience-cum- Service Certificate and the certificate from the present employer, as asked above are not found enclosed, the application will be rejected.
- Relaxation in upper age limit is applicable as per the norms of GOI to SC/ST/OBC/PH/Exservicemen/employees already working in Central Government Departments, etc. Essential Qualification & Desirable qualifications are relax-able in case of Persons with Disabilities.
- Separate application with prescribed fee should be submitted for each post. The envelope containing the application should be super scribed as "Application for the post of " _____ " and sent to Director, NIEPMD in the above address by Speed / Registered post /Courier etc.
- The Management reserves the right to call only those candidates who according to its decision rank high in term of eligibility criteria among the applications received and mere possessing the EQ / DQ and experience will not entail any candidate a right to be considered eligible for the post. The final list of candidates called for interview/written test is based on short-listing of candidates by a duly constituted screening committee.
- The management also reserves the right to restrict the number of applicants for interview depending upon the level of response for each post. The management also reserves the right not to fill up the posts or any of the advertised posts. It reserves the right to offer lower position to the candidate(s) depending upon nature of experience possessed by the candidate. It also reserves the right to reject any applicant, cancel the part or candidature without any assigning any reason(s) thereof.
- The decision of the appointing authority will be final and binding in all aspects.
- Bringing in any type of interference, influence, canvassing, other pressures in any form etc., will render disqualification of the candidature and action as deemed fit will be taken against such candidate.
- No correspondence in this matter is entertained. Any interim correspondence will not be entertained and replied to.

**Director
NIEPMD**

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APPLICATION FORMAT

Application for the post of: _____

Recent Passport size Photograph (5 cm X 4.5 cm) to be affixed & attested

1. Advt No:		Advt. No. 01/2015				
2. Name in Full :(Capital Letters) (as in Matric/Degree Certificate)						
3. Date of Birth: (enclose copy of matric certificate)		Day Month Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
4. Citizenship Status:		Citizen of India : By Birth/By Domicile (Pls tick)				
5. Member of Scheduled Caste (SC) / Tribe (ST) / Other Backward Class (OBC) / Person with Disability (PwD) etc.,		Write SC or ST or OBC (<i>Attach certificate</i>) <input type="checkbox"/> Indicate if Ex-Serviceman (ES) or Person with Disability (PWD) <input type="checkbox"/>				
6. RCI No & Dt						
7. Address for Communication (with contact Mobile Number & email id):						
8. Permanent residential Address (with contact Mobile Number & email id):						
9. Name of Father / Husband:						
10. Details of Education starting from Matric (SSLC/X Std.,) onwards :- (to give details Only on passed courses & where Degree/Certificates etc., are already awarded/issued:						
Academic Qualification	Discipline	University /Inst/Board	Year & Month of Entry	Year & Month of Passed	Full Time/Part Time/Correspondence	Marks /Class / Division.
11. Experience in chronological order upto the present post						
Organisation/ Department/ Office	Designation/ Post held (also state whether on Regular Basis or on Deputation or on Contract Basis etc.,)	From	To	Scale of Pay, Pay in the Pay band with Grade Pay / pre revised pay BP, DP, etc., drawn as on date (p.m) (also mention whether it is a regular scale of pay or Fixed Pay etc.,) If Regular Pay scale the date of previous and next increment with date of incr shall also be mentioned	Nature of Work presently dealing with (attach proof/ experience certificate – see note below	
		(If on contract basis mention the term of contract)				

IMPORTANT NOTE :-

1. If space is insufficient, shall enclose in separate sheet in the above format.
2. The applicants claiming experience should submit the latest Experience –cum- Service Certificate issued by the present employer (with date of issue of the certificate after publication of this advertisement), clearly stating the name of the post presently held in regular capacity, date of initial appointment and to the present post, scale of pay with grade pay, nature of duties presently dealing with and should also enclose a separate NO OBJECTION CERTIFICATE clearly certifying that “the applicant is in possession of EQ, DQ, prescribed experience and presently holding the post etc., and is fully eligible for the post applied for” and “No Vigilance/Inquiry/Disciplinary case is either pending nor contemplated against the applicant” on the date of submission/forwarding of application. If the Experience-cum- Service Certificate and the certificate from the present employer, as asked above are not found enclosed, the application will be rejected.

12. Additional Qualification / Certificate Courses if any (Training, Apprentice programs attended, refresher courses completed etc.,)				
Course	Duration	Certificate/ Organisation	Whether Govt authorized/recognized	Class/Mark/details

13. Details of Demand Draft (Rs. 500) attached : No. _____ dt. _____ for Rs.500/-
Issued by Bank & branch :
(Drawn in favour of 'The Director, NIEPMD' payable at CHENNAI)

14. (a) Details of Present Employment with complete :
(Mention Details as whether on Regular or on Deputation or on Contract basis etc.,)

(b) Nature of present work & responsibility held :
(please refer to the Important Note at Srl.10 above)*

(c) Time required to join if offered the post :

15. Explain how you are suitable for the post
Applied for and why do you like to join NIEPMD : **Attach a one page write up**

16. References :-

Names, Designation and Address with email ID & contact details of three Referees / references *(with whom you have interaction during your work or study period)*

(a)

(b)

(c)

17. Any other relevant information the applicant want to mention, if any (attach additional sheets if necessary)

DECLARATION OF THE APPLICANT

I hereby declare that the information given above is correct to the best of my knowledge and belief and I fully understand that if it is found at a later date that any information given in the application is incorrect / false or if I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled / terminated.

Place :

Date :

Signature of the Applicant With full name in Block letters

18.

Endorsement of the Present Employer

(* please refer to the Important Note at Srl.10 above & the detailed advertisement for the post applied for)

The application and the details & records of Shri/Smt/Ms./Dr. _____
(serving in this office in Regular capacity / On Contract Basis in the scale of pay Rs. _____ GP
Rs. _____ /- in PB _____ (Name and Designation of applicant), applied for the post of
_____ at CRC, Kozhikode are verified and found correct. As it is found that the applicant
Shri/Smt/Ms./Dr. _____ fulfils the eligibility criteria and is eligible for the post applied
for and that no vigilance/Inquiry case is either pending or contemplated against the applicant and no
major/minor penalty has been imposed on him/her during the entire service, the application with records
and attested copies of ACRs,(APARs) etc., is forwarded herewith duly recommended to :-

The Director,
National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD),
(Dept.of Disability Affairs, Ministry of Social Justice & Empowerment, Govt. of India),
East Coast Road (ECR), Muttukadu,
Kovalam Post, Chennai – 603 112. (Tamil Nadu).

Station :

Signature of the Head of the Organization / Authorized signatory with office Seal

Dated : _____

Enclosures: _____ Number of Sheets & DD for Rs. _____/- (if applicable)