

Rehabilitation Council of India
(A Statutory Body under the Ministry of Social Justice & Empowerment,
Department of Empowerment of Persons with Disabilities, Govt. of India)

B-22, Qutub Institutional Area, New Delhi-110016,
Ph.: 91-11-26532408, 26534287, Fax: 91-11-26534291
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WALK-IN INTERVIEW

The Rehabilitation Council of India, a Statutory Body under the Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities, Government of India invites eligible candidates with relevant experience to be engaged purely on contractual basis under various projects of RCI. Interested candidates may send their resume in the prescribed format, in advance and attend walk-in-interview on the following dates indicated against each, along with their resume and original documents relating to qualification/experience etc.

Sl. No.	Name of the Post	No. of post	Consolidated Remuneration per month (in Rs.)	Date of Interview	Time
1.	Consultant (Exam / Academics)	1	40,000/-	30 Dec. 2015	11:00 am
2.	Assistant Controller of Examination	1	35,000/-	30 Dec. 2015	02:00 pm
3.	Accountant	2	22,000/-	22 Dec. 2015	11:00 am
4.	Stenographer (Hindi)	2	20,000/-	22 Dec. 2015	12.00 pm
5.	Stenographer (English)	1	20,000/-	22 Dec. 2015	02.00 pm
6.	Assistant	1	20,000/-	23 Dec. 2015	11.00 am
7.	Data Entry Operator	1	15,000/-	23 Dec. 2015	12.00 pm
8.	Clerk	2	15,000/-	23 Dec. 2015	02.00pm
9.	Assistant Programme Officer	2	22,000/-	23 Dec. 2015	02:30 pm

Eligibility Criteria for each post is given below:

- 1. Consultant (Examination/Academics) – No. of post – 1, Consolidated Monthly Remuneration – Rs.40000)**

Educational Qualification & Experience

- Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7-point scale along with a good academic record; and
- 10 years experience in the field of disability rehabilitation and special education, preferably in supervision and conduct of examinations at University/Board/Recognized Educational Institution
- Preference will be given to retired persons having worked in the area of disability rehabilitation and special education for conducting/supervision of conduct of examinations.

Age: 62 Years

2. Assistant Controller of Examination: No. of Post – 1 (Consolidated Monthly Remuneration Rs.35000)

Educational Qualification & Experience

- (i) Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7-point scale along with a good academic record; and
- (ii) 3 years experience in conduct of examinations in University/Recognized Educational Institutions or retired from University/Institution/Organization having experience in conduct of examinations.
- (iii) Preference will be given to candidates having LL.B. degree.

Age : 35 Years

3. Assistant Programme Officer: No. of Post – 2 (Consolidated Monthly Remuneration Rs.22000)

Educational Qualification & Experience

- (i) Master's Degree in Special Education/Rehabilitation Science/Social Work/Rehab. Psychology, etc.
- (ii) Minimum 02 years post qualification experience in the area of Special Education/Social Work/Rehabilitation.
- (iii) (iii) Must be registered with RCI or be eligible for registration in RCI
- (iv) Must be computer savvy with a good knowledge of computer applications.
- (v) Good in drafting notes, report writing and publication work etc.

Age: 35 Years

4. Accountant: No. of Post – 2 (Consolidated Monthly Remuneration Rs.22000)

Educational Qualification & Experience

- (i) Degree of a recognized University/Institute
- (ii) 2 years experience in Cash, Accounts and Budget work preferably in Government office/PSUs/Autonomous body/Statutory body/Universities/recognized Educational institutions.
- (ii) Candidates with B.Com/CA(Inter)/ICWA (Inter) from a recognized University or institutions with 2 years experience in accounts, knowledge of Tally, Bank reconciliation, receipts and expenditure etc. and with good knowledge of Computer application will be preferred.

Age : 30 Years

5. Stenographer (Hindi): No. of Post – 2 (Consolidated Monthly Remuneration Rs.20000)

Educational Qualification & Experience

- (i) Degree of a recognized University / Institute.
- (ii) Speed in Shorthand (Hindi): 80 w.p.m.
- (iii) Speed in Typing (Hindi): 30 w.p.m.
- (iv) Knowledge of Computer Applications.
- (v) At least 3 years experience as a Stenographer in a Govt. organization or a company of repute.

Age : 30 Years

6. Stenographer (English): No. of Post – 1 (Consolidated Monthly Remuneration Rs.20000)

Educational Qualification & Experience

- (i) Degree of a recognized University / Institute.
- (ii) Speed in Shorthand (English): 100 w.p.m.
- (iii) Speed in Typing (English): 40 w.p.m.
- (iv) Knowledge of Computer Applications.
- (v) At least 3 years experience as a Stenographer in a Govt. organization or a company of repute.

Age : 30 Years

7. Assistant: No. of Post – 1 (Consolidated Monthly Remuneration Rs.20000)

Educational Qualification & Experience

- (i) Degree of a recognized University / Institute.
- (ii) Must be computer savvy with a good knowledge of computer applications.
- (iii) Good in drafting notes, report writing and publication work etc.
- (iv) At least 3 years experience in a Govt. organization or a company of repute.
- (v) Preference will be given to candidates having M.A. (Hindi) degree and sound knowledge of drafting/report writing in Hindi.

Age : 30 Years

8. Data Entry Operator: No. of Post – 1 (Consolidated Monthly Remuneration Rs.15000)

Educational Qualification & Experience

- (i) Degree of a recognized University/Institute.
- (ii) Diploma in computer application.
- (iii) A speed of not less than 8000 numeric key depression per hour on Computer.
- (iv) Candidates with experience in data entry work and computer application will be preferred.

Age : 27 Years

9. Clerk: No. of Post – 02 (Consolidated Monthly Remuneration Rs.15000)

Educational Qualification & Experience

- (i) 12th class or equivalent qualification from a recognized Board or University.
- (ii) English typing speed of 35 w.p.m.
- (iii) Hindi typing speed of 30 w.p.m.
- (iv) Candidates having degree with minimum 2 years working experience in an office set up with knowledge in computer applications and noting/drafting will be preferred.

Age : 25 Years

General Conditions:

1. Registration for walk-in-interview will start one hour before the scheduled time on the date of interview as mentioned above against each post. No candidate will be allowed to attend interview after registration time.
2. Venue of interview is Rehabilitation Council of India, B-22, Qutub Institutional Area, New Delhi - 110016.
3. The contractual engagements are purely temporary under the project. The engagement will be initially for a period of one year, extendable from time to time depending upon the performance and co-terminus with the project.
4. The person engaged under the Project shall have no claim either implicit or explicit, for his/her absorption or regularization in RCI.
5. The Council reserves the right to cancel or withdraw any or all the posts without assigning any reason, if need arises.
6. The walk-in-interview is the cutoff date for all purposes.

**S.K. Srivastava
Member Secretary, RCI**

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APPLICATION PERFORMA

1. Name of the Post Applied for : _____
2. Name of the Applicant : _____
3. Date of Birth : _____
4. Father's/ Husband's Name : _____
5. Address for Correspondence : _____
: _____
6. Contact No. : _____
7. Email ID (if any) : _____
8. Educational Qualification (from SSC/ Equivalent onwards)

Affix a recent
passport size
photograph
and sign across

Exam passed	Board/ University	Year of passing	Subjects	Percentage of marks	Division

9. Proficiency in Computer/IT, if any: _____
(Please specify the level of accomplishment)
10. Details of Employment, in chronological order starting with the latest. Enclose a separate sheet, if the space below is insufficient

Name of the Organization	Post held/ Designation	From	To	Pay scale/ Salary drawn p.m. (in Rs.)	Nature of duties

12. Whether belong to SC/ST/OBC/PH: _____
13. Additional information, if any, : _____
with regard to your suitability for the post

DECLARATION

I solemnly declare that the above particulars are true and correct to the best of my knowledge and belief. I also understand that my candidature to the post applied for is liable to be cancelled, if any of the above information is found to be false or incorrect.

Place: _____

Date : _____

(Signature of the Applicant)