



**NATIONAL INSTITUTE FOR THE EMPOWEMENT OF PERSONS WITH  
INTELLECTUAL DISABILITIES (DIVYANGJAN),  
REGIONAL CENTER, KOLKATA**

**1.0 INTRODUCTION:**

The National Institute for the Empowerment of Persons with Intellectual Disabilities (Divyangjan), Secunderbad formerly known as National Institute for the Mentally Handicapped established in 1984. NIEPID has organized many international and national conferences. In the continuous rehabilitation education programmes, more than one lakh rehabilitation and health professionals, personnel and government officials participated. It has a team of highly qualified faculty members and specialists of various disciplines who are engaged not only in these HRD activities but also in the research and development programmes, some of which are in collaboration with international organizations. NIEPID has regional centres at New Delhi/Noida, Navi Mumbai and Kolkata.

**NIEPID Objectives**

- To create manpower and develop Human Resources for delivery of services to Persons with Mental Retardation.
- To identify, conduct and coordinate research in the area of Mental Retardation in the country.
- To develop appropriate models of care and rehabilitation for the Mentally Retarded Persons suitable to Indian culture.
- To provide consultancy services to voluntary organizations in the area of Mental Retardation.
- To serve as a documentation and information centre in the area of Mental Retardation.
- To develop community-based rehabilitation services in the rural and low income, needy population.
- To undertake extension and outreach programmes in the field of Mental Retardation.

**1.1 ACTIVITIES OF REGIONAL CENTRE, KOLKATA**

NIEPID Regional Centre, Kolkata was established in March, 1986 in the campus of National Institute for the Orthopedically Handicapped, Bonhooghly, B.T.Road, Kolkata- 700 090. The centre runs 3 long-term courses approved by RCI namely: B.Ed. Special Education (MR)

- B.Ed. Special Education (MR) B.Ed. Spl. Edu (MR)) (Two-year duration)
- Diploma in Education (Special Education) (MR) (D.Ed. S.E. (MR)) (Two-year duration)
- Diploma in Vocational Rehabilitation (D.V.R. (MR)) (One-year duration)

The centre conducts short term training programmes/ Seminars/ National Conferences for professionals and parents every year. There is a special clinic for early identification and intervention for overall development of the child at risk. Services in the areas of special education, vocational training and early intervention are provided in the centre. Placement of

students is allowed for undergraduate and postgraduate students from the areas related to the field of mental retardation. The centre conducts awareness camps and screening camps as a part of its extension and outreach activity. The centre also provides technical support to NGOs working in the field of mental retardation.

## **1.2 NATURE OF THE COURSE:**

With increasing emphasis on productive and remunerative employment of persons with mental retardation, the institutions require trained human resources who can conduct vocational training programmes in a professional manner. Therefore, a composite course was envisaged with components from diverse fields of psychology, special education, engineering, social work, business management, accountancy and book-keeping. The vocational instructor thus trained should be able to study the job market demands and accordingly undertake training of persons with mental retardation for gainful and remunerative production. The Curriculum content envisaged in this course correlates to the Job market demands on one hand and conceptual understanding on the other. Therefore, with adequate theory inputs, having emphasis on practical and field placements in real or simulated environments, this course will train vocational instructors to provide services of vocational rehabilitation and adult independent living skills for persons with mental retardation. This is the first level basic course designed for service providers.

## **2.0 OBJECTIVES OF THE COURSE:**

Overall aim of the course is to prepare cadre of trained personnel to provide services in the area of vocational rehabilitation including adult independent skills in persons with mental retardation functioning at various levels to lead them towards independent life as far as possible.

### **2.1 SPECIFIC OBJECTIVES:**

Acquire required knowledge on various aspects such as medical, psychological, educational, technology, community work and management related to vocational rehabilitation and adult independent living of persons with mental retardation.

Demonstrate skills to assess, plan, implement and evaluate vocational training programmes for persons with mental retardation individually and in groups, at various work settings.

Develop competencies to contact employers, identify suitable jobs, prepare job analysis and learn possible trades in a professional manner so as to train the persons with mental retardation in suitable jobs for placement.

Acquire the basic skills to prepare jigs and fixtures and transform the technical know-how to develop suitable adaptive devices and TLMs (Teaching Learning Materials) for vocational rehabilitation and adult independent living.

Demonstrate skills necessary for providing training to persons with mental retardation in adult living skills irrespective of their intellectual levels, in various environments such as home, community and work place.

### **3.0 JOB OPPORTUNITIES:**

**The successful candidates will be suitable for placement as vocational instructors. Job opportunities and predominantly available in voluntary organizations. It is estimated that out of 1000 special schools/institutions for persons with mental retardation 60% of them have vocational training facilities. In recent years many vocational training cum group employment centers have been established in non-traditional vocations. Another recent trend has been to seek employment of persons with mental retardation in supported and open job situations. The vocational training and employment for persons with mental retardation is an emerging area having better prospects.**

### **4.0 SCOPE:**

Successful candidates of DVR (MR) course will have vocational openings as:

- Vocational instructor
- Placement Officer
- In charge of vocational and production centers
- Vocational counselors and guide
- Rehabilitation Assistant
- Job work trainer (job coach)

Further this is to inform that currently there are over twelve hundred special educational facilities in India run by non-government organizations. These organizations need to extend vocational courses for the persons with mentally handicapped, they will be on constant search for qualified vocational instructors. There is also a great need of trained professionals to prepare accessible environment for the empowerment of persons with mental retardation. With the growing awareness about adequate training programmes for the persons with mental retardation and disabilities, there exists a vast potential of employment.

### **5.0 ELIGIBILITY:**

Minimum educational qualification for admission to the course will be the successful completion of Ten plus two (10+2) examination with minimum 50% of marks, of any State Board/Central Board/University. 5% relaxation will be considered for SC/ST Candidates.

For Foreign Nationals

1. 15% of the total intake approved by the Council to be allocated as supernumerary seats for management quota for all the above said programmes at graduate levels.
2. 15% of the total intake approved by the Council to be allocated as supernumerary seats for foreign/ NRI quota.

The fee structures for foreign students are as under.

- (I) Fee for Indian national – at the existing fee rate.
- (II) Foreign national from the SAARC and African countries – Five times of the existing fees.
- (III) Foreign nationals outside the SAARC countries – Fifteen times of the existing fees

#### 6.0 ADMISSION CRITERIA:

Sl.No	Particular	Weightage
1	Weightage in the qualifying Examination a. 50% to less than 60% = 50 b. 60% to less than 75% = 55 c. 75% and above = 60	60
2	Participation in Sports Activities a. International Level=10, b. National Level=08, c. State Level=06 d. District Level =04	10
3	Applicant with Disability	10
4	Parents/Sibling of Children with Disability	05
5	Weightage, as may be determined by the Course Coordinator, to be awarded by admission committee	15
Total		100

#### 7.0 SELECTION:

Application for admission will be screened and short listed on the basis of three candidates per seat by the committee specially constituted for the purpose. Merit list will be prepared based on the academic qualification, weightage given for having child/sibling with mental retardation and interview. TA/DA will not be paid by the institute for attending the interview. No candidate is allowed to change the course of study once admitted and if he/she is still desirous to join any course within the institute, the fee/deposits remitted to the institute shall be forfeited.

#### 8.0 JOINING AND SUBMISSION OF CERTIFICATES:

Selected candidates should join the course by the stipulated date. At the time of joining the course, the selected candidates will have to produce. (a) Undertaking to the effect that the admitted candidates will not discontinue the course and (b) Medical certificate of fitness from a Civil Surgeon declaring the state of health.

**HEALTH:** Candidates are required to declare their health status in the application in case of pregnancy, infectious diseases, chronic health problems or suffering from any psychiatric problem. If the candidate is unable to complete course requirement due to health problems then NIEPID results the right for termination from admission to DVR (MR) course.

#### 9.0 NUMBER OF SEATS:

**The total numbers of seats are “Twenty Five” (25). Reservation for SC/ST/OBC as per rules. The number of seats may increase based on the decision of RCI, New Delhi for supernumerary seats for OBC category.**

#### 10.0 DURATION:

Ten calendar months – 220 – working days, 7 hrs.Per day, 5 days a week.

This duration includes – Teaching &Practicals : 175 days  
Education tour: 15 days  
Tests & examinations: 30 days

Block placements for the trainees in other places while doing their practicals for a minimum of 30 days, 210 hours.

### **11.0MEDIUM OF INSTRUCTION:**

Delivery of lectures will be in English only. However, candidates will be allowed to write the final exam in Hindi, English or in their regional languages.

### **12.0ATTENDANCE:**

Minimum attendance 80% is essential to be eligible for appearing for the examination. 10% attendance may be considered in case of illness on production of proper medical certificate. 100% of the practical work and assignments should be completed and certified by the respective faculty prior to the examination. However, the final decision of allowing for examination will be taken by the competent authority.

Any shortage of attendance will have to be made up before final examination by the student concerned and the institute does not take responsibility whatsoever in arranging theory and practical classes. The applications of these candidates with shortage of attendance will not be considered for issue of hall ticket to appear in examinations.

The institute reserves the right to cancel the admission if the candidate admitted is found to be habitually absent or is not putting up the required attendance or is not making significant improvement in studies or not taking interest in pursuing the course of study.

The guidelines pertaining to the examination procedures prescribed by the Rehabilitation council of India shall be adopted.

### **13.0COURSE CONTENT:**

The course has about 45% theory and 55% exposure on practicals.The curriculum content may be revised as per the directions of Rehabilitation Council of India. Currently the theory and practical papers covered are given below:

#### **Theory Papers**

<b>Paper</b>	<b>Title</b>
I	Mental Retardation, Therapeutics and First Aid
II	Psychology applied to vocational training
III	Special education related to adult independent living
IV	Vocational training and Placement aspects
V	Science and Technology applied to vocational training

VI	Community, legal and management aspects related to disability rehabilitation
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### Practical Papers

Paper	Title
I	Individualized vocational training programme
II	Group vocational training programme
III	Market Survey, Job analysis and Trades training
IV	Development of Adaptive Devices and Teaching Learning Materials.

### 14.0 EXAMINATION:

There will be two terms examinations and at the end of the academic year, the trainees will appear in the final examination.

### 15.0 AWARD OF DIPLOMA:

Based on the performance during the course and on the annual examination, the successful candidates will be awarded Diploma in Vocational Rehabilitation (MR). Minimum marks for passing examinations will be 40% in each paper. Candidates scoring 70% and above will be awarded the Diploma with Distinction. Candidates will be deemed to have failed in the examination if they score less than 40% marks in each of the theory and practical papers.

A failed candidate when reappearing shall be re-examined in a specific paper of theory or practicals in which he/she has failed.

### 16.0 FACULTY

Core faculty will be from NIEPID and competent guest faculty with experience will be arranged as per requirements of the topics given in the syllabus.

### 17.0 FEES & OTHER DEPOSITS:

	Fee	₹	Deposit	₹
1	Tuition Fee	7,500.00**	Caution Deposit	1500.00
2	Examination Fee	2,500.00**	Hostel Deposit	1,500.00*
3	Hostel Charges	6,000.00*	Library Deposit	2,000.00

\*Applicable to candidates availing hostel facility at NIEPID, RC, Kolkata

\*\*The tuition and examination fee and other expenses will be charged from the students as and when revised by Rehabilitation Council of India (RCI), New Delhi.

**Deposits will be refundable after completion of the course to only those candidates who complete the entire course. In addition to the above quoted fees, any additional statutory fees required to be paid to respective University/Board will be collected from the students at a later stage as per statutory requirements.**

The candidates once admitted in the course will not be allowed to leave the course under any circumstances. If the candidate desires to leave the course by any reason, the total fees and deposits paid by the candidates will be forfeited, and any sum paid shall become recoverable. The deposits paid will be returned to candidates only on successful completion of the course of the study and after final examination.

◆ Original certificates deposited will not be released during the course and students are advised to keep sufficient number of photo copies before submission of original certificates to office at the time of admission

#### **18.0HOSTEL ACCOMODATION:**

Shared hostel accommodation to outstation candidates will be provided on nominal charge at NIMH – RC, Kolkata subject to availability on first-come-first-served basis. The trainees will have to bear the expenses on food.

#### **19.0DISCIPLINE:**

The candidates admitted should abide with discipline within the prescribed administrative regulations and also avail the hostel accommodation as provided. The candidates are expected to maintain decorum, decency and discipline throughout their pursuance of the course with the staff, faculty, co-students and other supporting staff. The hostellers should follow the prescribed rules and regulations. Any infringement of violence shall result in removal of the student from the hostel for the period as decided by the management of the institute.

**Ragging is a crime prohibited under law. Anyone found indulging in the unethical act of ragging would be dealt with due legal procedures.**

The filled in application form should be sent to.

**Officer in Charge,  
National Institute for the Empowerment of Persons with Intellectual Disabilities,  
Regional Center  
B.T.Road, Bonhooghly  
Kolkata 700090**

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**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH INTELLECTUAL  
DISABILITIES (DIVYANGJAN) REGIONAL CENTER, KOLKATA**

**APPLICATION FOR THE ADMISSION TO  
DIPLOMA IN VOCATION REHABILITATION (MENTAL RETARDATION) (DVR-MR)  
ACADEMIC SESSION 2018-19**

**LAST DATE FOR RECEIPT OF COMPLETED APPLICATION FORM AT NIEPID,  
RC, KOLKATA IS 19. 05.18**

**DATE OF COUNSELLING/ INTERVIEW: 07.06.2018**

Affix recent  
passport size  
photograph

DD No \_\_\_\_\_ Date \_\_\_\_\_ Branch \_\_\_\_\_  
NEFT: UTR No. \_\_\_\_\_ Date: \_\_\_\_\_

1. Name of the Applicant \_\_\_\_\_
2. Name of the Parent/Guardian \_\_\_\_\_
3. Date of Birth (dd/mm/yy) \_\_\_\_\_ Age in years and months \_\_\_\_\_
4. Gender: Male/Female/Others \_\_\_\_\_ Marital Status \_\_\_\_\_
5. Nationality \_\_\_\_\_ Domicile \_\_\_\_\_
6. Category: SC  ST  OBC  PH  Gen
7. Annual Family Income: (From all sources) \_\_\_\_\_
8. Address for \_\_\_\_\_

	Correspondence	Permanent
State		
Pin Code		
Telephone		
Email id		

9. Details of examinations passed:

Sl.No	Name of the Exam passed	Name of the board / University	Year of Passing	Total Marks	Marks Obtained	Percentage Obtained	Subject
1.	SSC/ XthStd						
2	HSC/ XII thStd						
3	Any Other						

**Declaration**

I hereby declare that all the information provided by me in this application, to the best of my knowledge are true, complete and correct. If found incorrect or false my candidature may be treated as cancelled at any stage.

Applicant's Signature \_\_\_\_\_

Parent/Guardians Signature \_\_\_\_\_

Note: Self attested copy of Caste, domicile and income certificates, mark sheets etc should be enclosed with the application form.

**Acknowledgement**

Telephone: 03325311357/4222  
Fax: 033 25311357

Form No.-----  
website:www.niepid.nic.in  
Email: niepidrck@gmail.com

**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH INTELLECTUAL  
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Received Application from \_\_\_\_\_ S/o.D/o.W/o. \_\_\_\_\_ for admission  
to (Name of the course): \_\_\_\_\_ for the academic session 2018-20.

Date:

Receivers Signature

**HEALTH STATUS DECLARATION**

I hereby declare that I am / am not suffering with infectious diseases / chronic health problems / psychiatric problems / having pregnancy. In the event of my above health problems I am enclosing Medical Certificate issued authorized Medical Practitioner for my above health problems. I agree with the decision of NIEPID authorities that my admission is liable to cancelled if I am unable to complete the course requirement as prescribed norms of attendance or completion of assignments.

SIGNATURE OF APPLICANT

## DECLARATION

(For SC/ST/OBC/PH students)

I            Mr/Ms. \_\_\_\_\_  
S/o,D/o.Shri \_\_\_\_\_ Aged \_\_\_\_\_ years  
R/o \_\_\_\_\_ do hereby undertake that I am not drawing any  
scholarship (SC/ST/OBC/PH) from any Government authority for my studies for the year  
2018-2020.        The        annual        income        of        my        family        is  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ )  
per Annum as per the certificate of Mandal Revenue Officer / Tahsildar / Local authority  
Attached.

Signature of the Parent

Signature of the Candidate

Date:

Place:

Witness:

1)

2)



**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH  
INTELELCTUAL DISABILITES (DIVYANGJAN)  
Department of Empowerment of Persons with Disabilities  
(Ministry of Social Justice & Empowerment, Govt. of India)  
B.T.Road, Bonhooghly -700090**

**UNDERTAKING BY THE CANDIDATE / STUDENT**

1. I, \_\_\_\_\_ S/o. D/o.  
Mr/Mrs/Ms \_\_\_\_\_ have carefully read  
and fully understood the law prohibiting ragging and the directions of the Supreme Court and  
Central / State Government in this regard.

2. I hereby undertake that:

- I will not indulge in any behaviour or act that may come under the definition of ragging.
- I will not participate in or bet or propagate ragging in any form,
- I will not hurt anyone physically or psychologically or cause any other harm.

3. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the  
provisions of the regulations mentioned above and / or as per the law in force.

4. I hereby affirm that I have not been expelled or debarred from admission by any Institution  
earlier.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature

Date:



**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH  
INTELELCTUAL DISABILITES (DIVYANGJAN)  
Department of Empowerment of Persons with Disabilities  
(Ministry of Social Justice & Empowerment, Govt. of India)  
B.T.Road, Bonhooghly -700090**

**UNDERTAKING BY PARENT / GUARDIAN**

1. I, \_\_\_\_\_ F/o. M/o. G/o.  
\_\_\_\_\_ have carefully understood  
the law prohibiting ragging and the directions of the Supreme Court and the Central / State  
Government in this regard on Curbing the Menace Of Ragging in Educational Institutions.
2. I assure you that my son/ daughter/ ward will not indulge in any act of ragging.
3. I hereby agree that if he / she is found guilty of any aspect of ragging, he / she may be  
punished as per the provisions of the regulations mentioned above and / or as per the law in  
force.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year

Signature

Date:

Name:

Address:



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INTELELCTUAL DISABILITES (DIVYANGJAN)  
Department of Empowerment of Persons with Disabilities  
(Ministry of Social Justice & Empowerment, Govt. of India)  
B.T.Road, Bonhooghly -700090**

**UNDERTAKING BY THE CANDIDATE / STUDENT**

1. I, \_\_\_\_\_ S/o, D/o, \_\_\_\_\_ have  
carefully read and fully understood the following:

2. I hereby undertake that:

- I do not have any objection to be placed in various institutes in the field of disability rehabilitation in India, as part of the course curriculum.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year

Date:

Signature of Father/Guardian

Name:

Address:



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(Ministry of Social Justice & Empowerment, Govt. of India)  
B.T.Road, Bonhooghly -700090**

**UNDERTAKING BY PARENT / GUARDIAN**

1. I, \_\_\_\_\_ F/o, M/o, G/o \_\_\_\_\_ have  
carefully read and fully understood the following:

2. I hereby assure that:

- I do not have any objection that my son / daughter to be placed in various Institutes in the field of disability rehabilitation in India, as part of the course curriculum.
- I do not have any objection that my son/daughter will also be placed in community work settings in the field of disability rehabilitation anywhere in India during the period of the course.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year

Date:

Signature

Name:

Address: