

Application No.....

## APPLICATION FORM AND PROSPECTUS

**DIPLOMA IN VOCATIONAL REHABILITATION (Intellectual Disabilities)**  
*(One Academic Year Diploma Course Affiliated to RCI, New Delhi)*

**ACADEMIC YEAR 2024- 2025**



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

*(Department of Disability Affairs, Ministry of Social Justice & Empowerment,  
Government of India)*

**B.T. Road, Bonhooghly, Kolkata – 700 090**

**Telephone: 033-2531-1357/4222**

**Fax: 033-25311357**

**Price: ₹200/- for General , OBC, SC, ST Category**

**Exempted fees for PwD (Having UDID card with benchmark disabilities 40%)**

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

**INTRODUCTION:**

The National Institute for the Empowerment of Persons with Intellectual Disabilities, formerly known as NIMH, was established in the year 1984 as an autonomous body under the Ministry of Social Justice & Empowerment, Govt. of India. NIEPID has regional centres at New Delhi, Mumbai and Kolkata.

The Objectives are:

- Human resource development
- Research and development
- Development models of care and rehabilitation
- Consultancy services to voluntary organizations
- Documentation and dissemination
- Extension and Outreach program

These objectives apart, NIEPID has developed service models and contributed very significantly in the dissemination and documentation. The performance in the extension of an outreach program is excellence, covering large areas across the country. The institute is a “Learning Organization”. The institute’s values extend to equal opportunity, participation of people and gender-just practices.

**NATURE OF THE COURSE:**

With increasing emphasis on productive and remunerative employment of persons with Intellectual Disabilities, the institute requires trained human resources who can conduct vocational training programs in the 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 intellectual disability for gainful and remunerative production.

The curriculum content envisaged in this course correlates to the job market demands and conceptual understanding. 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 Intellectual Disabilities. This is the first level basic course designed for service providers.

## **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 Intellectual Disabilities functioning at various levels to lead them towards independent life as far as possible.

### **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 Intellectual Disabilities.

Demonstrate skills to assess, plan, implement and evaluate vocational training program for persons with Intellectual Disabilities 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 Intellectual Disabilities 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 Intellectual Disabilities in adult living skills irrespective of their intellectual levels, in various environments such as home, community and work place.

### **JOB OPPORTUNITIES:**

The successful candidates will be suitable for placement as vocational instructors. Job opportunities are predominantly available in voluntary organizations. It is estimated that out of 1000 special schools/institutions for persons with intellectual disability 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 Intellectual Disabilities in supported and open job situations. The vocational training and employment for persons with Intellectual Disabilities is an emerging area having better prospects.

### **SCOPE:**

Successful candidates of DVR (ID) 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 intellectual disability, 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 intellectual disability. With the growing awareness about adequate training program for the persons with intellectual disability and disabilities, there exists a vast potential of employment.

#### **4.0 ELIGIBILITY:**

A candidate must have completed Senior Secondary or equivalent examination in 10+2 Pattern. Preference will be given to candidates with engineering subjects in the vocational stream or with science in the academic stream.

#### **5.0 ADMISSION CRITERIA:**

Educational Qualification Essential Qualification of 10+2 with 50%. For SC/ST/PWD 45%.

#### **6.0 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.

#### **7.0 NUMBER OF SEATS:**

The total number of seats is 25 (Twenty five) + 03 (EWS)

## **10.0 DURATION:**

Ten calendar months - 220 working days, 7 hours per day, 5 days in a week.

This duration includes:   Teaching & Practical                         : 175 days  
                                  Educational Tour                                 : 15 days  
                                  Tests and Examination                                 : 30 days

## **11.0 MEDIUM 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.

## **12.0 ATTENDANCE:**

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.

## **13.0 COURSE CONTENT:**

The course has about 45% theory and 55% exposure on practical. 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

Paper	Title
I	intellectual disability, 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

#### Practical Papers

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

#### 14.0 EXAMINATION:

There will be two internal and one model examinations during the course 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 (ID). Minimum marks of passing examinations will be 40% in each theory paper (internal and external separately) and practical paper will be 50% (internal and external separately). Candidates scoring 75% and above will be awarded the Diploma with Distinction.

#### 16.0 FEES & OTHER DEPOSITS:

	Fees ( Non Refundable)	₹	Deposit (Refundable)	₹
1	Tuition Fee	10,500.00**	Caution Deposit	1,500.00
			Library Deposit	2,000.00
2	Hostel Charges	7,500.00	Hostel Deposit	1,500.00

**The tuition fee (Rs 10,500/-) is waived off for PwD candidates with UDID Card, their parent(s) and siblings (brother & sister in blood relation)**

\* Tuition fees are waived off for PwIDs (DIVAYNG) Candidates

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

\*\* **The examination fee and other expenses will be collected from the students as and when notified by NIEPMD-NBER authority and Rehabilitation Council of India (RCI), New Delhi as per actual.**

The candidates once admitted in the course will not be allowed to leave 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. The deposits paid will be returned to candidates only on successful completion of the course of the study and after final examination.

## **17.0 HOSTEL ACCOMODATION:**

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

## **18.0 DISCIPLINE:**

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.

The course will be conducted as per the norms and guidelines of RCI approved syllabus of DVR (ID). For further details please visit: <https://rehabcouncil.nic.in/regular-mode>

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 (NILD Campus)**  
**B.T.Road. Bonhooghly**  
**Kolkata 700090**

**ADMISSION FORM FOR DIRECT ADMISSION TO CERTIFICATE AND DIPLOMA  
LEVEL COURSE FOR THE ACADEMIC SESSION 2024-25**

Form No. \_\_\_\_\_

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS  
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)  
REGIONAL CENTRE, KOLKATA,  
B.T. Road, Bonhooghly, Kolkata-700 090**

Phone No. 25311357, E-mail id- [niepidrckoffice1@gmail.com](mailto:niepidrckoffice1@gmail.com), Website: www.niepid.nic.in



Application form for admission to (name of the course): \_\_\_\_\_

1	Student's Name	
2	Father's Name	
3	Mother's Name	
4	Date of Birth	(DD/MM/YYYY)
5	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>
6	nationality	
7	Aadhar Number	
8	Category	Gen <input type="checkbox"/> OBC <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/>
9	PwD	Yes <input type="checkbox"/> No <input type="checkbox"/>
10	Are you Parent/Sibling of PwD	Yes <input type="checkbox"/> No <input type="checkbox"/>
11	If yes, mention UDID number Or UDID enrolment number	
12	Do you belong to EWS Category	
13	Permanent Address	
	Address	Correspondence Address
	Village/City	
	District	
	State	
	PinCode	
14	Mobile Number:	Email ID:



15. Educational Qualification:

Name of the Examination passes	Board/ University	Year of passing	Total Marks	Marks obtained	% obtained	Subject(s)
10th						
12th						
Any Other						

**Declaration**

I hereby declare that all the information and documents furnished by me is true and correct to the best of my knowledge and belief. In the event of any information being found incorrect or misleading, my candidates be shall be liable for cancellation for admission by the NBER, RCI or concerned training institutes at any stage.

**(Name and Signature of the Applicant)**

**Note:**Self attested copy of caste, educational qualification and UDID(PwD) certificate (if applicable), anyother relevant documents to be enclosed along with the application form.

## **DECLARATION**

I hereby declare that all the information and documents furnished by me is true and correct. In the event of any information being found incorrect or misleading, my candidature shall be liable for cancellation for admission by the RCI or concerned Training Institute.

Signature of the Parent/ Guardian

Signature of the Applicant

DATE:

**Acknowledgement Slip**

Form no. \_\_\_\_\_

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS  
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)  
REGIONAL CENTRE, KOLKATA,  
B.T. Road, Bonhooghly, Kolkata-700 090**  
Phone No. 033 2531 1357, E-mail id- [niepidrckoffice1@gmail.com](mailto:niepidrckoffice1@gmail.com), Website: [www.niepid.nic.in](http://www.niepid.nic.in)

Received Application from.....S/o/D/o/W/o  
.....For admission to.....for  
the academic session 2024-25.

Date:

Name and signature of the

Place



**CATEGORY CERTIFICATE (i) SC/ST Candidates**

This is to certify that Mr./Ms./Mrs. \_\_\_\_\_ son/daughter/wife of Shri \_\_\_\_\_ of Village \_\_\_\_\_ Town \_\_\_\_\_ District. \_\_\_\_\_ State/U.T. \_\_\_\_\_ belongs to \_\_\_\_\_ Caste which is recognized as Scheduled Caste/Scheduled Tribe under the Constitution (Scheduled Caste Part C States) Order 1951 read with the SC/ST list (Modification Order, 1956) Mr./Ms./Mrs \_\_\_\_\_ and his/her family reside in Village/Town \_\_\_\_\_ District \_\_\_\_\_ State U.T. \_\_\_\_\_.

(Signature of Tehsildar/Commissioner/District Magistrate)

Place : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Seal/Stamp

**CATEGORY CERTIFICATE (ii) OBC candidates (only non-creamy layer)**

This is to certify that Mr./Ms./Mrs. \_\_\_\_\_ son/daughter/wife of Shri \_\_\_\_\_ of Village \_\_\_\_\_ Town \_\_\_\_\_ District \_\_\_\_\_ State/U.T. \_\_\_\_\_ belongs to \_\_\_\_\_ Caste who are eligible for availing the benefits as per central list of 5 to 13 Cs/OBC as per Resolution No.12011/68/93-DCC(C) of Ministry of Social Justice & Empowerment as modified from (Scheduled Caste Part C States) Order 1951 read with the SC/ST list (Modification Order, 1956) Mr./Ms./Mrs. \_\_\_\_\_ and his/her family reside in Village/Town \_\_\_\_\_ District \_\_\_\_\_ State U.T. \_\_\_\_\_.

(Signature of Tehsildar/Commissioner/District Magistrate)

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Seal/Stamp

**DECLARATION (For SC/ST/OBC/PWD 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/PWD) from any Government  
authority for my studies for the year 2022-23. 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 THE PERSONS WITH  
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REGIONAL CENTRE, KOLKATA**

*(Ministry of Social Justice & Empowerment, Government of India)*  
B.T. Road, Bonhooghly, Kolkata-700 090

**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 behavior 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:

Name:

Address:



**NATIONAL INSTITUTE FOR THE intellectual disabilityREGIONAL  
CENTRE, KOLKATA**

*(Ministry of Social Justice & Empowerment, Government of India)*

B.T. Road, Bonhooghly, Kolkata-700 090

**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:

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

*(Ministry of Social Justice & Empowerment, Government of India)*  
B.T. Road, Bonhooghly, Kolkata-700 090

**UNDERTAKING BY THE CANDIDATE / STUDENT**

1. I, \_\_\_\_\_ S/o, D/o, \_\_\_\_\_ have

Carefully read and fully understood the rules and regulations:

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 the Candidate

Name:

Address:

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*(Ministry of Social Justice & Empowerment, Government of India)*  
B.T. Road, Bonhooghly, Kolkata-700 090

**UNDERTAKING BY PARENT / GUARDIAN**

1. I, \_\_\_\_\_ F/O, M/o, G/o \_\_\_\_\_ have carefully read and fully understood the rules and regulations.

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 of the Guardian/ Parent

Name:

Address:

## **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 the Applicant