



**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)**

(Formerly known as National Institute for the Mentally Handicapped)
(Department of Empowerment of Persons with Disabilities (Divyangjan))

Ministry of Social Justice & Empowerment, Govt. of India

MANOVIKAS NAGAR, SECUNDERABAD – 500 009

An ISO 9001:2015 Institution



EMPLOYMENT NOTICE No.02/2019

The National Institute for the Empowerment of Persons with Disabilities (Divyangjan), an autonomous body under the Ministry of Social Justice & Empowerment invites applications, in the prescribed format, from the eligible candidates for the following posts to be filled on regular basis at NIEPID Head Quarters, Regional Centre Noida and NIEPID Model Special Education Centre, Noida .

Sl. No	Name of the post with scale of pay	No. of posts / Category	Age limit	Essential qualifications
NIEPID Head Quarters, Secunderabad (Regular Posts)				
Group-‘B’				
1.	Assistant Administrative Officer Level-07 (7th CPC)	1-UR	35 years	<p>Essential:</p> <ol style="list-style-type: none"> 1. Degree from a recognized University. 2. Five years experience in Establishment matters, in Supervisory capacity. 3. Knowledge of Central Govt. rules <p>Desirable:</p> <p>Experience in Purchase procedures, maintenance of Stores records and Inventory control. Handling computers for Inventory/ Personnel Management etc.</p> <p>Note: Age, qualifications and experience are relaxable at the discretion of the Selection Committee in the case of candidates otherwise well qualified. If a suitable candidate is not available, the post may be downgraded</p>
Group-‘C’				
2.	Senior Bio-Chemistry Technician Level-06 (7th CPC)	1-UR	35 years	<p>Essential qualifications:</p> <ol style="list-style-type: none"> 1. Bachelor’s degree in Medical Laboratory Technology with 2 years’ experience or M.Sc. in Bio-chemistry.

3.	Driver Level-02 (7th CPC)	1-UR 1-OBC	28 years	Essential qualifications: 1). Eighth class pass, possessing heavy vehicle /light vehicle / running license from the competent authority with two years driving experience. He should be able to undertake minor repairs and attend to the maintenance and upkeep of the vehicles.
4.	Receptionist-cum- Telephone Operator Level-02 (7th CPC)	1-UR	28 Years	Essential qualifications: 1. S.S.C./ Matriculation 2. English Typewriting Lower Grade (30 wpm) 3. One year experience of operating Electronic PABX telephone system. Desirable: 1.Should be fluent in speaking Hindi, Telugu and English. 2 Knowledge of Hindi Typewriting. Note: Age, qualification and experience are relaxable at the discretion of the Selection Committee in the case of candidates otherwise found well qualified. If a suitable candidate is not available, the post may be downgraded.
5.	LDC / Typist Level-02 (7th CPC)	1-UR	18-28 years	Essential qualifications: 1.S.S.L.C. or equivalent examination 2.Typewriting Lower (30 wpm) in English. Desirable: Experience of typewriting in Hindi. Note: Age, qualification and experience are relaxable at the discretion of the Selection Committee in the case of candidates otherwise found well qualified. If a suitable candidate is not available, the post may be downgraded.
NIEPID Regional Centre Noida (Regular Post)				
Group 'C'				
1.	Stenographer-cum- Accountant Level-04 (7th CPC)	1-UR	Betw een 18 to 28 years	Essential qualifications: 1) Graduate 2) Typewriting (English) Higher grade (40 w.p.m.) 3) Shorthand (English) Higher grade (120w.p.m.) Desirable qualifications: Three years experience as Stenographer. Note: Age, qualification and experience are relaxable at the discretion of the Selection Committee in the case of candidates otherwise found well qualified.
NIEPID Model Special Education Centre, Noida (Regular post)				
Group 'D' (Reclassified as Group 'C')				
1.	Ayah Level-01 (7th CPC)	1-UR	28 Years	Essential qualifications: 1.Middle Pass Desirable: Experience as Ayah

GENERAL TERMS & CONDITIONS:

- (a) The applicant must be a citizen of India
- (b) The candidates selected on direct recruitment for the posts at NIEPID Head Quarters, Regional Centre Noida and Model Special Education Centre, Noida will be governed by the provisions of the New Pension scheme introduced by the Government of India w.e.f.01.01.2004.
- (c) The applicants serving in Government/Public Sector Undertakings /Autonomous Bodies must send their application THROUGH PROPER CHANNEL.
- (d) The envelope containing the application should be superscribed as Application for the post of ' _____ '. Also the post applied for should be clearly mentioned in the application form in the space provided and should also clearly indicate the Institute/Centre for which application is being submitted. Applications that are received without such indication are liable to be rejected.
- (e) The filled in applications, in the prescribed format, along with the self attested copies of certificates in support of educational qualifications, experience, caste, disability etc., should reach the Director, NIEPID, Manovikasnagar, Secunderabad 500 009 latest by **18.04.2019**. Applications received late/incomplete or not in prescribed format will not be considered
- (f) The candidates should possess valid RCI/MCI registration as on the last date of receipt of application.
- (g) Mere possessing the EQ 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 the short listing of candidates by a duly constituted Screening Committee. Only short listed candidates will be communicated and no interim correspondence will be entertained.
- (h) Relaxation in upper age limit is applicable as per the norms of GOI to SC/ST/OBC/ PH/Ex-Servicemen/employees already working in Central Government Departments. The cut off date for determining eligibility of age will be as on the last date of submission of applications.
- (i) Demand Draft (non-refundable) of **Rs.500/-** drawn on any Nationalized Bank in favour of **Director, NIEPID** should be submitted along with the application. No fee is prescribed for candidates belonging to SC/ST/Women/PH/category. Separate application should be submitted for each post. The candidate should clearly mention their name & post applied for on the back side of DD. The applications not accompanied by the required DD or the applications that are received without specifying the post applied for, will not be considered.
- (j) The posts are to be filled on direct recruitment as per the rules.
- (k) The Institute reserves right to accept or reject the application without assigning any reasons. Canvassing in any manner will disqualify from the selection process.

::4::

- (l) The pay and allowances etc. are admissible as per rules of the Institute.
- (m) All educational/professional/technical qualifications should be from a recognized Board/University
- (n) The relevant experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
- (o) The selection procedure for Group 'A' posts will be as per NIEPID norms.
- (p) The selection for the Group 'B' & 'C' posts will be done based on merit as per the criteria approved by the Ministry vide Letter F.No.14-13/2015-NI, dated 11.07.2017 by dispensing the interviews as per the instructions of the DOPT vide OM.No.39020/01/2013-Estt(B)-Part, dated 29.12.2015
- (q) The selected candidates will be governed by the rules of NIEPID.
- (r) The reservation policy will be strictly followed as per GOI rules.

Dated: 19.03.2019

**Sd/-
DIRECTOR**
