



**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. 05/2023

The National Institute for the Empowerment of Persons with Intellectual 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 regular posts to be filled by direct recruitment at NIEPID, Secunderabad, Regional Centre, Noida / Model Special Education Centre, Noida and CRC, Davangere.

REGULAR POSTS TO BE FILLED ON DIRECT RECRUITMENT BASIS

| Sl. No | Name of the post with scale of pay | No. of posts / Category | Age limit | Essential qualifications |
|-----------------------------|---|-------------------------|-----------|---|
| NIEPID, SECUNDERABAD | | | | |
| 1. | Lecturer in Vocational Counseling & Employment Level-10 (7th CPC) | 01/UR | 45 years | 1. Master's in Social Work or M.A in Social Sciences or M.Ed in Special Education (Intellectual Disability/Mental Retardation)/ Masters in Disability Rehabilitation Administration (MDRA) 2. Diploma in Vocational Rehabilitation (Intellectual Disability/Mental Retardation) or Diploma in Vocational Training and Employment (Intellectual Disabilities/Mental Retardation) recognized by RCI 3. Two years' experience of working in the field of Disability and Rehabilitation. 4. Should possess valid RCI certificate |
| 2. | Accountant Level-06 (7th CPC) | 01/UR | 35 years | Essential: 1) Commerce graduate from a recognized University with hands on knowledge of computer and Tally. 2) 5 years experience in handling accounts/cash of which 3 years experience in handling accounts/cash in Central Govt. or Semi Govt. Establishment / Autonomous bodies / Public Sector under sector / Semi Govt. / Quasi Govt. Desirable: M.Com / MBA (Fin) |

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|----|-------------------------------------|------------------------|-------------|--|
| 3. | LDC/Typist Level-02 (7th CPC) | 01/UR | 18-27 Years | <p>Essential:</p> <p>1) 12th Class or equivalent qualification from recognized board or University</p> <p>2) A typing speed of 30 wpm in English or 25 wpm in Hindi on manual type writer</p> <p style="text-align: center;">OR</p> <p>A typing speed of 35 wpm in English or 30 wpm in Hindi on Computer (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an Average of 5 key depressions for each word)</p> |
| 4. | Driver Level-02 (7th CPC) | 02/ UR-1 & OBC-1 | 28 years | <p>Essential qualifications:</p> <p>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.</p> |

NIEPID, MSEC/RC, Noida

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|----|------------------------------------|-------|----------|--|
| 5. | Principal Level-12 (7th CPC) | 01/UR | 45 years | <p>Essential:</p> <p>1. Masters Degree in Social Sciences with M.Ed, Special Education (MR)</p> <p>2. 10 years experience in the field of Mental Retardation after the qualification in Special Education(MR) out of which 5 years should be at TGT level in Level-6/Rs.4200(GP), in a Central Govt./State Govt. or other Institutions.</p> <p>Desirable:</p> <p>Preference will be given to candidates who have worked in supervisory capacity or as Principal of Special School.</p> |
| 6. | Driver Level-02 (7th CPC) | 01/UR | 28 years | <p>Essential qualifications:</p> <p>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.</p> |

Composite Regional Centre, DAVANGERE

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| 7. | Assistant Level-06 (7th CPC) | 01/UR | 35 years | <p>Essential:</p> <p>1. Graduate from a recognized University with knowledge of computers.</p> <p>2. Minimum 5 years of experience in Administrative works in Govt. Department / reputed organisation.</p> |
| 8. | Accountant (Lien vacancy) Level-06 (7th CPC) | 01/ UR | 35 years | <p>Essential:</p> <p>1. Commerce Graduate from a recognized University with hands on knowledge of computers and Tally.</p> <p>2.5 years experience in handling accounts/cash of which 3 years experience in</p> |

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|--|--|--|--|--|
| | | | | <p>handling accounts/cash in Central Govt. or Semi Govt. Establishment / Autonomous bodies / Public Sector under sector / Semi Govt. / Quasi Govt.</p> <p>Desirable: M.Com / MBA (Fin).</p> |
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GENERAL TERMS & CONDITIONS:

- (a) The applicant must be a citizen of India.
- (b) All applicants must fulfill the essential qualifications for the posts and other conditions stipulated in the notification as on the last date for receipt of applications.
- (c) The candidates selected on direct recruitment for the regular posts will be governed by the provisions of the New Pension scheme introduced by the Government of India w.e.f.01.01.2004.
- (d) The applicants serving in Government/Public Sector Undertakings /Autonomous Bodies must send their application THROUGH PROPER CHANNEL. This Institute employees are also required to submit that applications through proper channel.
- (e) The envelope containing the application should be superscribed as Application for the post of “_____ (Regular/contractual)”. Also the post applied for and Serial No. of the post as per notification should be clearly mentioned in the application form in the space provided and should also clearly indicate the Institute/Centre/Regular/contractual for which application is being submitted. Applications that are received without such indication are liable to be rejected.
- (f) 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, Manovikas nagar, Secunderabad-500009 by 08.09.2023. Applications received late/incomplete or not in prescribed format and not mentioning the post applied along with Sl. No., regular/contractual will not be considered. No correspondence will be entertained in this regard.
- (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) The candidates should possess valid RCI/MCI registration as on the last date of receipt of application for the posts at Sl.No. 1 & 5 (Regular posts).
- (i) The post at S.No.8 is notified against the person holding lien on his position and likely to be continued and made permanent, if the person holding lien does not come back. If he comes back, the appointment on lien basis will be terminated.
- (j) Age, qualifications and experience will be reckoned as on the last date for receipt of applications. Legible copies of all certificates must be attached with the applications. 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.
- (k) 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. 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.

- (l) The posts are to be filled on direct recruitment basis as per the rules.
- (m) The Institute reserves right to accept or reject the application without assigning any reasons. Canvassing in any manner will disqualify from the selection process.
- (n) Any alterations/modifications to the notification/terms & conditions will be issued by way of addendum notification on the Institute's website only.
- (o) The pay and allowances etc. are admissible as per rules of the Institute.
- (p) All educational/professional/technical qualifications should be from a recognized Board/University.
- (q) The relevant essential experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
- (r) The selection procedure for Group 'A' posts will be as per NIEPID norms. 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.
- (s) The selected candidates will be governed by the rules of NIEPID.
- (t) The reservation policy will be strictly followed as per GOI rules.

Sd/-
DIRECTOR (Offg.)
