

पंडित दीन दयाल उपाध्याय राष्ट्रीय शारीरिक
दिव्यांगजन संस्थान
दिव्यांगजन सशक्तिकरण विभाग
(सामाजिक न्याय और अधिकारिता मंत्रालय,
भारत सरकार के अधीन)
4-विष्णु दिगम्बर मार्ग, नई दिल्ली-110002



**Pt. Deendayal Upadhyaya National Institute for
Persons with Physical Disabilities (Divyangjan)**
Department of Empowerment of Persons with Disabilities
(Divyangjan)
(Under Ministry of Social Justice & Empowerment,
Government of India)
4- Vishnu Digamber Marg, New Delhi-110002

VACANCY CIRCULAR (Advt. No. PDUNIPPD/5-4/2022)

Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan) is an autonomous Institute under administrative and financial control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India. It stands committed to foster education in the field of physiotherapy, occupational therapy and prosthetics & orthotics backed by a quality conscious work culture devoted to serve the talented student community and the society. The main objective of the Institute is to develop manpower to serve the persons with locomotor impairments of all age groups. The Institute invites ONLINE APPLICATIONS for various posts on Deputation basis & Direct recruitment basis.

S. No.	Name of the Posts	No. of Posts	Pay Matrix Level	Maximum Age Limit	Mode of Recruitment	Reservation point in case of Direct recruitment
Group – A						
1.	Lecturer (P&O)	01 (One)	Pay Matrix Level - 10	56 Years	Deputation	-
Group – B						
2.	Administrative Officer	01 (One)	Pay Matrix Level-7	56 Years	Deputation	-
3.	Assistant	02 (Two)	Pay Matrix Level - 6	56 Years	Deputation	-
4.	Demonstrator (PT)	01 (One)	Pay Matrix Level - 6	56 Years	Deputation	-
5.	Occupational Therapist	01 (One)	Pay Matrix Level - 6	28 Years	Direct	UR
6.	Speech Therapist	01 (One)	Pay Matrix Level - 6	21 Years to 28 Years	Direct	UR
7.	Assistant Social Service Officer	01 (One)	Pay Matrix Level - 6	21 Years to 28 Years	Direct	PwD Cat. (c) – OH
Group – C						
8.	Upper Division Clerk	01 (One)	Pay Matrix Level - 4	56 Years	Deputation	-
9.	Stenographer Gr. III	02 (Two)	Pay Matrix Level - 4	27 Years	Direct	OBC – 1 UR – 1
10.	Caliper Maker	01 (One)	Pay Matrix Level - 4	25 Years – 30 Years	Direct	UR
11.	School Bus Driver	01 (One)	Pay Matrix Level - 4	Below 30 Years (*no age limit for the employees of Institute)	Direct	SC
12.	Lower Division Clerk	01 (Two)	Pay Matrix Level - 2	18 Years - 27 Years	Direct	PwD Cat. (a) – B, LV

13.	MTS	02 (Two)	Pay Matrix Level – 1	18 Years - 25 Years	Direct	SC – 1 UR – 1
	Total	16 (Sixteen)				

For detailed advertisement, educational qualifications, experience etc., visit www.iphnewdelhi.in. **The last date for receiving the applications online will be 30 days from the date of publishing the advertisement in Employment Newspaper.**

Director (Offg.)

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दिव्यांगजन सशक्तिकरण विभाग
(सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार के अधीन)
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S. No.	Name of the Posts	No. of Posts	Category	Pay Matrix Level	Max Age Limit	Education, Experience & other qualifications required	Mode of Recruitment
Group - A							
1.	Lecturer (P&O)	01	-	Pay Matrix Level - 10	56 Years	From amongst the working Lecturer PO having 02 years of regular service working in recognized Institution/College/ university. OR 4 years of regular service in a teaching post in the scale of Rs. 9300-34800/-, Grade Pay Rs.4600/- in a recognized Institute.	Deputation
Group - B & C							
3.	Administrative Officer	01	-	Pay Matrix Level - 7	56 Years	Deputation from the post of Assistant in the pay matrix level-6 (pre-revised pay scale of Rs.9300-34800 PB-II and GP Rs.4200/-) with 5 years experience or at least 3 years experience as Superintendent (Admn.) in a Govt. Organization/ autonomous body/ PSU etc.	Deputation
4.	Assistant	02	-	Pay Matrix Level - 6	56 Years	Holding an Analogous post OR Upper Division Clerk with 5 years experience in PSU/Autonomous Bodies/ Govt. organization.	Deputation
5.	Demonstrator (Physiotherapy)	01	-	Pay Matrix level - 6	56 Years	From amongst working as Demonstrator (Physiotherapy) having 3 years service in the Grade in the Govt. Hospital/Institute/University/Autonomous Bodies.	Deputation

6.	Occupational Therapist	01	UR	Pay Matrix level - 6	28 Years	<p>Essential Qualification</p> <ul style="list-style-type: none"> • Degree in Occupational Therapy from a recognized University & having good academic record. <p>Desirable Qualification</p> <ul style="list-style-type: none"> • Master in Occupational Therapy. <p>Experience</p> <ul style="list-style-type: none"> • 1 Year teaching/ clinical/ research experience from recognized Institution/ College, Govt. Hospital/ University/ Autonomous Bodies. <p>Remarks</p> <p>Experience may be relaxed by the Competent Authority in cases with otherwise suitable qualification.</p>	Direct
7.	Speech Therapist	01	UR	Pay Matrix level - 6	21 - 28 Years	<p>Essential Qualification</p> <ul style="list-style-type: none"> • Graduate in Science or arts or nursing from recognized University. • Diploma in Speech Therapy <p>Desirable</p> <ul style="list-style-type: none"> • Two years practical experience as a speech therapist of repute preferably in relation to rehabilitation. • Working knowledge of foreign and Several Indian Languages. 	Direct
8.	Assistant Social Service Officer	01	PwD Cat. (c) – OH	Pay Matrix level - 6	21 - 28 Years	<p>Essential Qualification:-</p> <p>Degree from recognized University.</p> <p>Degree/ Diploma in Social Work from a recognized University/ Institution.</p> <p>Desirable Experience</p> <p>One year experience in Social Work</p>	Direct
9.	Upper Division Clerk	01	-	Pay Matrix Level-4	56 Years	<p>Essential:</p> <ol style="list-style-type: none"> i) Degree from a recognized University or equivalent ii) Working knowledge on basic computer applications iii) Work experience of 5 years as LDC in PSU/Autonomous 	Deputation

						Bodies/Govt. organization	
10.	Stenographer Gr. III	02	OBC – 01 UR – 01	Pay Matrix Level-4	27 Years	<p>1. 12th Pass or equivalent from a recognized Board or University.</p> <p>2. Skill test Norms</p> <p>Dictation: 10 minutes @ 80 w.p.m.</p> <p>Transcription : 50 minutes (English) 65 minutes (Hindi) [on computer]</p> <p>Departmental LDCs possessing educational and other qualifications as prescribed for direct recruitment may be eligible.</p>	Direct
11.	Caliper Maker	01	UR	Pay Matrix level - 4	25 - 30 years	<p>Essential</p> <ul style="list-style-type: none"> • Secondary school certificate or equivalent from a recognized board or University. • ITI Certificate/ Diploma in Prosthetics/ Orthotics. • 3 years experience in any rehabilitation/ limb fitting centre or 5 years working experience in the relevant trade in any established rehabilitation limb fitting center. 	Direct
12.	School Bus Driver	01	SC	Pay Matrix level - 4	Below 30 Years (*no age limit for the employees of Institute)	<p>Essential Qualification:-</p> <ul style="list-style-type: none"> • 8th Standard • Possession of a valid heavy license • At least 5 years' experience of the driving motor 	Direct
13.	Lower Division Clerk	01	PwD Cat. (a) – B, LV	Pay Matrix level - 2	18 - 27 Years	<p>Essential Qualification</p> <ul style="list-style-type: none"> • 12th class or equivalent qualification from a recognized University/ Board. • A typing speed of 30 w.p.m. in English and 25 w.p.m. in Hindi. • At least 6 month computer course certificate and knowledge of basic computer application. <p>Desirable</p> <ul style="list-style-type: none"> • Degree from a recognized University. <p>Experience</p>	Direct

						<ul style="list-style-type: none"> • At least 1 Year working experience in Central/State/ autonomous bodies/ public sector undertakings/ recognized universities/ Research Institutions etc. 	
14.	MTS	02	SC – 01 UR – 01	Pay Matrix level - 1	18 – 25 Years	<p>Matriculation or equivalent pass</p> <p>OR</p> <p>ITI Pass*</p> <p>*May be adopted as per special requirements of the post, if any</p>	Direct

Director (Offg.)

दूरभाष / Telephone: 011-23233672, 23236207, 23233782, फ़ैक्स / Fax : 011-23239690
वेबसाइट / Website: www.iphnewdelhi.in, ई-मेल / E-mail: diriph@nic.in, iphmsje@gmail.com

General Instructions for Candidates

1. Crucial date for determining eligibility with regards to age limit, qualifications and experience will be the last date for online submission of the applications.
2. The candidate must be a citizen of India.
3. Applications which do not meet all criteria given in this advertisement & incomplete applications will be summarily rejected.
4. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while registering the application and submitting the self certified copies / testimonials.
5. PDUNIPPD reserves right :-
 - (i) To conduct or not to conduct written/ trade/ skill tests for such posts wherever the circumstances so warrant or may constitute a screening committee to fix a criteria even at the higher level for shortlisting the applications taking into account the number of application received keeping in view the qualifications & experience prescribed.
 - (ii) To prepare the panel of candidates for filling up future vacancies arising during the validity of the panel which shall be normally for one year.
 - (iii) To relax any of eligibility conditions in deserving cases.
 - (iv) Institute may, at its discretion, hold re-examination / re-skill test/ re-interview wherever necessary in respect of a specified post or candidate(s). The Institute also reserves the right to fill up/not fill up a vacancy.
 - (v) The number of vacancies may increase/ decrease.
6. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed alongwith documentary evidence.
7. Candidates already working in Government Departments/PSUs/Autonomous Bodies/Statutory Bodies and fulfilling requirement of experience and eligibility are required to submit their applications through proper channel in the prescribed format alongwith **(i) Vigilance clearance (ii) APAR's of last Five years (in case of deputation) (iii) No Objection Certificate**, to the effect that the candidate will be spared for joining PDUNIPPD in the event of selection.
8. PDUNIPPD shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated.
9. At the time of written examination/skill test/interview, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall / interview hall or taking away the question booklet, answer sheet, from the examination hall; or resorting to any other unfair means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such candidate will be liable to criminal prosecution, and disqualified from the examination / skill test/interview either permanently or for a specified period from any examination or selection held by the Institute.
10. The candidates applying for more than one post should submit separate application form for each post.
11. Applications which are incomplete in any respect will be rejected.

12. Decision of the Institute in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Further, the Institute reserves right to stall / cancel the recruitment partially / fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate.
13. No correspondence or personal enquiries shall be entertained by the Institute.
14. The successful candidates in written test, (if required for the post), are required to submit all the documents pertaining to Age, Qualification, Experience, Caste etc at the time of interview for verification. If any candidate found ineligible while verifying the documents, shall not be allowed to take up interview/joining.
15. Tie cases will be resolved by applying one after another, as applicable, till the tie is resolved :-
 - A) Marks in the written examination.
 - B) Date of Birth, with older candidate placed higher.
16. Ex-serviceman has to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of documents verification & submit the self certified copy in application form. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.
17. Selection of Group 'B' & 'C' posts shall be done on the basis of academic qualifications/ performance of the candidate in skill test/ Trade test/ written test. The details of weightage of marks is as follows:-

Sr. No.	Particulars	Weightage of Total Marks
1.	Written Test (Objective/ Multiple Choice Questions)	80%
2.	Desirable Qualification	10%
3.	Desirable Experience	10%
	Total	100%

Note :- In case, where no Desirable Qualification or Experience is required as per Respective Recruitment Rules of the Institute. 100% weightage will be given to Written Test and in case where either desirable qualification or experience is required as per the Recruitment Rules, 90% of weightage will be given to written test. Skill/Trade test shall be qualifying in nature for the post of School Bus Driver, LDC and Stenographer Gr. III and merit shall be prepared on the basis of performance of candidates as per above revised selection criteria.

18. Criteria for qualifying written test: UR/EWS-40%, OBC-37%, SC/ST-35%, PwD-33%
19. Candidates belonging to SC / ST / OBC / Persons with Disabilities categories should keep ready an attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. **Wherever the OBC category has been mentioned, it means only candidates not in the creamy layer.** In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. **(Download the format "Form of Declaration/Undertaking To Be Submitted By The OBC Candidate {In Addition To The Community Certificate (OBC)} and submit along with the application form. OBC caste certificate should not be more than one year old.**
20. **Application Form must be accompanied by a demand draft of Rs. 1000/- for General/EWS category, Rs. 700/- for OBC category and Rs.500/- for candidates belonging to SC & ST Category drawn in favour of "Director, PDUNIPPD payable at Delhi. Persons with Disabilities (Divyangjans) are exempted from payment of fee. No other mode of payment will be accepted by the Institute.**
21. Canvassing in any form will be treated as disqualification.

22. The pay of officials, selected for appointment on deputation and various other conditions will be governed in accordance with the orders/Instructions issued in this regard from time to time by DoPT.
23. Employment of the Institute shall be governed by the rules and regulations, service conditions, as may be notified by the Institute from time to time.
24. Application Form must also be accompanied by self attested copies of Educational and Professional Qualifications, Experience, Caste Certificate/Disabilities Certificate/ Ex-Serviceman Certificate (in case claiming benefit of reservation).
25. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, Institute reserves the right to short-list applications in any manner as may be considered appropriate and no reason for rejection shall be communicated and no claim for refund of fee shall be entertained in any case.
26. No correspondence whatever will be entertained from the candidates regarding postal delays, conduct, result and reason for not being short-listed.
27. All columns must be filled in the application form. No column should be left blank, instead it should be marked "N.A." wherever not applicable.
28. Candidate must ensure that their application must reach the Institute well in time. **The Institute will not be responsible for any postal delay or loss.**
29. No TA/DA in connection with the submission of application form or appearing in the examination/interview will be paid to the candidate.
30. **If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated and its copy may also be attached;**
31. No documents will be accepted or considered by the Institute after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
32. The persons already in employment in Govt. Department/ Autonomous Bodies/Universities under Central/ State Government should apply through proper channel.
33. Any dispute with regard to this recruitment will be subject to the Courts having jurisdiction over Delhi.
34. Candidates short-listed in the written test (if required for the post) shall be called for the typing test/trade test/interview as the case may be, at specified date, time & place. Before the interview, candidate shall have to produce the following documents (in original) along with their self attested photocopies:
 - a. Caste Certificate (for SC/ST & OBC candidates);
 - b. Income Certificate for proof against belonging to non-creamy layer (for OBC candidates);
 - c. Domicile Certificate (for SC/ST & OBC candidates);
 - d. High School Certificate containing "Date of Birth";
 - e. Certificate & Mark sheets for Technical/ Professional qualification/Academic qualification as a proof for eligibility;
 - f. Certificate for belonging to "Ex-Serviceman category" (if applicable);
 - g. Certificate of belonging to Physical Disabilities (Divyangjan) Category;

If any of the required documents mentioned above is found to be missing or unsatisfactory, candidature of the applicant shall automatically stand cancelled at any stage of recruitment, or later stage. The responsibility of the same shall be entirely of the candidate and Institute shall not be responsible in any of such cases.

35. Abbreviation used are denoted as under: UR-Unreserved (General), SC-Scheduled Caste, ST-Scheduled Tribe, OBC - Other Backward Classes, PwD-Persons with Disabilities (Divyangjan), EWS-Economical Weaker Section, OH – Orthopedically Handicapped, LV-Low Vision, BL-Both Leg, OA-One Arm, OL-One Leg, OAL-One Arm and One Leg, HH-Hard of Hearing, BLA-Both Legs and Arm, LC-Leprosy Cured, CP-Cerebral Palsy, Dw-Dwarfism, AAV-Acid Attack Victims, D-Deaf, SLD-Specific Learning Disabilities, MD-Multiple Disabilities, B-Blind, ASD-Autism Spectrum Disorder (M-Mild, MoD-Moderate), MI-Mental Illness
36. The successful candidates in written test/interview are required to submit all the documents pertaining to Age, Qualification, Experience and Caste for verification. The candidate found ineligible while verifying the documents, shall not be allowed to take up interview/ Joining.

HOW TO APPLY

1. Online applications can be filled through the Institute website www.iphnewdelhi.in
2. Read the instructions carefully before filling up the application form.
3. After that, take a print out of the application form, paste the passport size photograph on it, attach the self attested copies of educational qualification, experience and other relevant certificates/documents, put your signature on the hard copy of the application and send the same to
—

The Deputy Director (Admn.),
Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan)
4-Vishnu Digamber Marg, New Delhi-110002

Application should be sent in an envelope superscribed “APPLICATION FOR THE POST OF.....” through speed post before the last date. After last date, the hard copy/printout of the application will not be accepted (in case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications).

SPECIAL INSTRUCTIONS FOR APPLYING ON DEPUATION

- (1) The candidates should make an online application and print out of the same should be sent through proper channel within 60 days of publication of vacancy circular alongwith following documents:
 - a. No Objection Certificate/Cadre Clearance Certificate.
 - b. Attested photocopies of APAR/ACRs for the preceding 05 years.
 - c. Certificate to this effect that no vigilance case is pending/contemplated against the officer.
 - d. List of Penalties (if any) imposed during preceding 10 years.
- (2) Applications received through proper channel only will be considered.
- (3) The Institute reserves the right to fix criteria viz screening test/qualification/experience etc to short list the candidates to be called for Interview/written test.
- (4) Incomplete applications shall be liable to be rejected.
- (5) Deputation shall be applicable as per norms prescribed by Government of India.
- (6) The advance copy will be considered only when the Institute received the application which is duly forwarded by the employer.

Note: In case of any queries, please send email on: iphmsje@gmail.com.

(Dr. Himangshu Das)
Director (Offg.)

Annexure-I

**FORM OF DECLARATION/UNDERTAKING TO BE SUBMITTED BY THE OBC
CANDIDATE {IN ADDITION TO THE COMMUNITY CERTIFICATE (OBC)}**

I,Son/Daughter of Shri
..... resident of Village/town/City
..... districtState
..... hereby declare that I belong to the

Community which is recognized as a backward class by the Government of India for the purpose of reservation in Service/admission in Central Govt. institutions as per orders contained in the Department of Personnel and Training Office Memorandum No.36012/22/93-Estt. (SCT) dated -8/09/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 08/09/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004-Estt.(Res.) dated 14.10.2008.

Place:

.....
(Signature of the Candidate)

Date: