



F.No. 5-1/2017-Estt.

VACANCY CIRCULAR

ONLINE APPLICATIONS are invited from the Indian Nationals who are eligible for appointment to the following posts on **transfer on deputation basis / direct recruitment** at Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan), New Delhi, which 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.

| Sl. No. | Name of the Posts | No. of Posts | Pay Band + Grade Pay | Age Limit | Category | | | | | Mode of Recruitment |
|---------|----------------------|--------------|--|-----------|----------|----|----|----------|----|------------------------|
| | | | | | SC | ST | OB | PH/VH/HH | UR | |
| 1 | Manager (Workshop) | 01 | Rs.15,600-39,100/- + GP Rs.6600/- (PB-III) | 56 yrs | - | - | - | - | - | Transfer on deputation |
| 2. | Librarian | 01 | Rs.9300-34800/- + GP Rs.4600/- (PB-II) | 56yrs. | - | - | - | - | - | Transfer on deputation |
| 3. | Stenographer Gr.-III | 02 | Rs.5200-20200/- + GP Rs.2400/- (PB-I) | 27yrs | - | - | - | - | 02 | Direct Recruitment |
| 4. | LDC | 01 | Rs.5200-20200/- + GP Rs.1900/- (PB-I) | 27yrs | - | - | - | - | 01 | Direct Recruitment |
| 5. | MTS | 06 | Rs.5200-20200/- + GP Rs.1800/- (PB-I) | 25yrs | 01 | 01 | 02 | - | 02 | Direct Recruitment |

The applicant should enclose Demand draft of Rs.500/- in case of General candidate, Rs.300/- in case of OBC candidate and Rs.100/- in case of SC/ST/PH candidates from any National Bank drawn in favor of "Director PDUIPH, Payable at New Delhi". Application form duly supported with attested photocopies of documents and complete up to date confidential reports (wherever applicable) for the last five years (serving Central/State Government employees) shall be submitted within 21 days of the publication of advertisement in Employment News.

For detailed advertisement, educational qualifications, experience etc., visit our website www.iphnewdelhi.in. The last date for receiving the applications online will be 21 days from the date of publishing the advertisement in Employment News.

DIRECTOR, PDUNIPPD

F.No. 5-1/2017-Estt.

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

The following posts are lying vacant in the Institute and we have received instruction from Ministry of Social Justice & Empowerment, (Deptt. of Empowerment of Persons with Disabilities (Divyangjan). Accordingly, advertisement to be published with Reservation roster is submitted for consideration please:-

Online Applications are invited from the Indian Nationals who are eligible for appointment to the following posts on **transfer on deputation basis / direct recruitment** at Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan), New Delhi, which is an autonomous National Institute under administrative and financial control of Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment, Govt. of India. The details of the Education Qualifications, experience etc. are given below:-

| S.No. | Name of the post | Category | No. of posts | Pay Band & Grade Pay or Pay Scale | Age Limit | Education & other qualifications required for direct recruitment |
|-------|----------------------|------------------------|--------------|---|-----------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | Manager (Workshop) | Transfer on deputation | 01 | Rs.15,600-39,100 + GP Rs.6,600/- (PB-III) | 56Yrs | (i) Essential Qualification: Degree in Prosthetics & Orthotics from a recognized University. (ii) Desirable Qualification: Master in P&O/Phd in related subjects. (iii) Experience: 12 years in the related field Remarks: Experience may be relaxed by the Competent Authority in case of otherwise suitable candidates. |
| 2. | Librarian | Transfer on deputation | 01 | Rs.9300-34800 + GP Rs.4600/- (PB-II) | 56Yrs | (i) Essential Qualification: Degree from a Recognized University with diploma /degree in Library Science. 2. Desirable: 2 years experience. Deputation: In the case of transfer on deputation officers of the Central Govt. with 5 years service in the next lower grade shall be eligible. |
| 3. | Stenographer Gr.-III | UR | 02 | Rs.5200-20200 + GP Rs.2400/- (PB-I) | 27Yrs | (i) Essential Qualification: 12 th pass or equivalent from recognized Board or University. (ii). Skill test Norms. (iii) Dictation: 10 mts @ 80 w.p.m. (iv) Transcription: 50 mts (Eng.) 65 mts (Hindi) on computer. |
| 4. | LDC | UR | 01 | Rs.5200-20200 + GP Rs.1900/- (PB-I) | 27Yrs | (i) Essential Qualification: 12 th pass or equivalent from recognized University/ Board. (ii). A typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi (iii) At least 6 month computer course certificate and knowledge of basis computer applications. (iv) Desirable: Degree from a recognized University (v) Experience: At least 1 year working experience in Central/State |

| | | | | | | |
|----|-----|------------------------------|----|---|-------|---|
| | | | | | | Govt./autonomous bodies/ Public Sector undertaking/ recognized universities/ Research Institutions etc. |
| 5. | MTS | ST-1,SC-1, OBC-2, UR-2 | 06 | Rs.5200-20200 + GP Rs.1800/- (PB-I) | 25Yrs | Matriculation or equivalent pass OR ITI pass* *May adopted as per special requirement on the posts if any. |

General Instructions for all candidates

1. The number of vacancies may increase or decrease.
2. Reservation for SC/ST/OBC/PWD/Ex Serviceman will be as per Govt. of India rules.
3. Advertisement published for any of the post can be cancelled.
4. Relaxation in age limit will be as per Govt. of India/Institute's rules.
5. The Educational qualification, maximum age, experience and other conditions of eligibility as stipulated against the post shall be determined as on the closing date of applications.
6. The maximum age of the applicant should be as mentioned in the advertisement for each post as per the recruitment rules. The maximum age will be calculated on the basis of last date of application.
7. The candidate must be a citizen of India.
8. Applications which do not meet all criteria given in this advertisement / incomplete applications will be summarily rejected.
9. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while registering the application and submitting the certified copies / testimonials.
10. 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.
11. **Application Form must be accompanied by a demand draft of Rs.500/- for General category, Rs.300/-for OBC category and Rs.100/- for candidates belonging to SC, ST & PH Category (Divyangjan) drawn in favour of "Director, Pt. Deendayal Upadhyaya Institute for the Physically Handicapped (Pt.DUIPH)" payable at Delhi. No other mode of payment will be accepted by the Institute.**
12. Fee once paid will not be refunded on any account nor would this fee be held in reserve for future examination / selection.
13. The candidates applying for more than one post should submit separate application form along with separate requisite fee.
14. Applications which are incomplete in any respect will be rejected and the fee will be forfeited.

15. 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.
16. No correspondence or personal enquiries shall be entertained by the Institute.
17. Institute may, at its discretion, hold re-examination / re-skill test/ re-interview wherever necessary in respect of a centre / venue / specified post or candidate(s).
18. The successful candidates in written test, (if required for the post), are required to submit all the documents pertaining to Age, Qualification, Experience, Caste for verification. If any candidate found ineligible while verifying the documents, shall not be allowed to take up interview/ Joining.
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. **Where ever 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. 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 interview. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.
21. Fulfillment of conditions of minimum qualifications shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, Institute reserves 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.
22. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the Institute & receiving satisfactory report from referees.
23. Canvassing in any form will be treated as disqualification.
24. In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
25. No candidate is permitted to use Calculator, Cell Phone, Pager or any other instruments in the examination hall.
26. 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/ Trade test, 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-Service man category" (if applicable);
- G. Certificate of belonging to Physically Handicapped 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.

27. 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 weightage of marks for written test/ qualifications and experience is 50% each. The details of weightage of marks is as follows:-

| S. No. | Particulars | Marks |
|--------|--|------------|
| 1 | Marks for essential qualification (maximum) | |
| | Upto 50% | 4 |
| | 50% to 60% | 8 |
| | 60% to 70% | 12 |
| | 70% to 80% | 16 |
| | 80% and above | 20 |
| 2 | Marks for Additional Qualifications (maximum) | |
| | PG Diploma | 5 |
| | PG Degree | 6 |
| | M. Phil/ Professional qualification in the field | 7 |
| | Ph. D | 10 |
| 3 | Marks for essential experience (2 marks for each year) | 20 (max.) |
| 4 | Written test (objective / Multiple choice questions) | 50 |
| | Total Marks | 100 |

- 28. 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.
- 29. Application Form must also be accompanied by self attested copies of Educational and Professional Qualifications, Experience, Caste Certificate/PH Certificate/ Ex-Serviceman Certificate (in case claiming benefit of reservation).
- 30. 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.

31. No correspondence whatever will be entertained from the candidates regarding postal delays, conduct, result and reason for not being short-listed.
32. Abbreviation used are denoted as under: UR- Un-Reserved (General), SC-Scheduled Caste, ST- Scheduled Tribe, OBC-Other Backward Classes, PH-Physically Handicapped, VH-Visually Handicapped, LV-Low Vision, OH-Orthopedically Handicapped, BL-Both Leg, OA-One Arm, OL-One Leg, OAL-One Arm and One Leg, HH-Hearing Handicapped.
33. 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.
34. The persons already in employment in Govt. Department/ Autonomous Bodies/Universities under Central/ State Government should apply through proper channel.
35. 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.
36. No TA/DA in connection with the submission of application form or appearing in the examination/interview will be paid to the candidate.
37. 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;
38. 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.
39. Any dispute with regard to this recruitment will be subject to the Courts having jurisdiction over Delhi.
40. To apply online, please click recruitment tab and fill up the registration form.

Note: In case of deputation, the age should not be exceeding 56 years of age as on closing date.

The complete application, on the prescribed form, duly filled in alongwith all the desired documents and requisite fee should be submitted in the Institute at the reception counter, administrative block or sent by post, so as to reach the Director, Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan), 4-Vishnu Digamber Marg, New Delhi-110002. (in case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications). **The Institute will not be responsible for any postal delay or loss.**

HOW TO APPLY ONLINE:

1. Online applications can be uploaded on www.iphnewdelhi.in within 21 days from the date of publication of this advertisement in Employment News.
2. Candidates in their own interest are advised to register on-line and submit their applications well in time before the last dates as mentioned for the posts, to avoid the possibility of dis-connection / inability / failure to log on the Institute's website on account of heavy load on internet / website jam. The Institute does not assume any responsibility for the candidates not being able to submit their applications within the

last date on account of the aforesaid reasons or for any other reasons beyond the control of the Institute.

3. Kindly note that only "ON LINE" applications shall be accepted.
4. Login to <http://www.iphnewdelhi.in>
5. Read the advertisement carefully.
6. Click on the box "Apply Online", on line application form shall appear on the screen.
7. Select the mode (deputation/ direct) in which mode you wish to apply.
8. Select the post you want to apply and fill up the online application.
9. After filling up all the details online, click the "Preview" Button to see the filled up details and if you are satisfied with all the filled up details then press "Submit" button. A unique registration no. shall appear on the screen, note down this number.
10. **After that, take a print out of the application form, paste the passport size photograph on it, enclose demand draft of fee, all the self attested copies of educational, experience and other relevant certificates/documents, put your signature on the hard copy/printout of the application and send the same to "The Director, Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan), 4, Vishnu Digamber Marg, New Delhi-110002" either through speed post or in person before the last date. After last date, the hard copy/printout of the application will not be accepted.**

SPECIAL INSTRUCTIONS FOR THOSE APPLYING ON DEPUATTION

- (1) The candidates should make an online application and print out of the same should be sent through proper channel within 21 days of publication of vacancies 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.
 - e. Demand draft of requisite amount of fee.
- (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.
- (4) Separate applications are to be submitted for each post along-with requisite fee.
- (5) Incomplete applications shall be liable to be rejected.

पंडित दीन दयाल उपाध्याय राष्ट्रीय शारीरिक
दिव्यांगजन संस्थान
(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)**
(Under Ministry of Social Justice & Empowerment,
Government of India)
4- Vishnu Digamber Marg, New Delhi-110002

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
.....district.....State..... 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: