

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

VACANCY CIRCULAR

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 Disability, 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 the various posts on Deputation basis & Direct recruitment basis.

S. No	Name of the Posts	No. of Posts	Pay Scale	Maximum Age Limit	Mode of Recruitment	Reservation point in case of Direct recruitment
Group – A						
1.	Associate Professor (P&O)	01 (One)	Pay Matrix Level - 12	56 Years for Deputation & 50 Years for Direct Recruitment	Deputation failing which by Direct Recruitment	UR
2.	Lecturer (P&O)	02 (Two)	Pay Matrix Level - 10	56 Years for deputation & 40 Years for Direct recruitment	Deputation basis failing which by Direct recruitment	UR – 01 OBC – 01
Group – B						
1.	Senior Physiotherapist	01 (One)	Pay Matrix Level - 7	56 Years for Deputation & 35 Years for Direct Recruitment	Deputation basis failing which by direct recruitment	UR
2.	Librarian	01 (One)	Pay Matrix Level - 7	56 Years for Deputation & 35 Years for Direct Recruitment	By transfer on deputation basis failing which by direct recruitment	UR
3.	Research Officer	01 (One)	Pay Matrix Level - 7	35 Years	Direct	PwD (OA/OL/ OH/HH/BLV/VH)
4.	Demonstrator (Physiotherapy)	01 (One)	Pay Matrix Level - 6	56 Year for Deputation & 30 Years for Direct Recruitment	Deputation basis failing which by Direct recruitment	UR
5.	Demonstrator (Occupational Therapy)	02 (Two)	Pay Matrix Level - 6	56 Year for Deputation & 30 Years for Direct Recruitment	Deputation basis failing which by direct recruitment	UR
6.	Demonstrator (Prosthetics & Orthotics)	01 (One)	Pay Matrix Level - 6	56 Year for Deputation & 30 Years for Direct Recruitment	Deputation basis failing which by direct recruitment	UR

7.	Occupational Therapist	01 (One)	Pay Matrix Level - 6	28 Year	Direct	UR
8.	Physiotherapist	02 (Two)	Pay Matrix Level - 6	28 Year	Direct	UR-01 OBC-01
Group – C						
9.	Limb Maker	02 (Two)	Pay Matrix Level - 4	30 Year	Direct	UR-02
10	Caliper Maker	01 (One)	Pay Matrix Level - 4	30 Year	Direct	UR-01
11.	LDC	05 (Five)	Pay Matrix Level - 2	27 Year	Direct	OBC-04 UR-01
12.	Staff Car Driver	01 (One)	Pay Matrix Level - 2	56 Years for Deputation & 30 years for Direct Recruitment	Deputation Basis failing which by Direct	UR-01
13.	MTS	03 (Three)	Pay Matrix Level - 1	25 years	Direct	OBC-03

For detailed advertisement, educational qualifications, experience etc., visit www.iphnewdelhi.in. **The last date for receiving the applications online will be 60 days (Last date – 07.05.2019) from the date of publishing the advertisement in Newspaper.**

DIRECTOR

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(सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार के अधीन)
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S. NO	Name of the Posts	No. of Posts	Category	Pay Scale	Max Age Limit	Education, Experience & other qualifications required	Mode of Recruitment
Group - A							
1.	Associate Professor (P&O)	01	UR	Pay Matrix level - 12 (Pre-revised pay scale of Rs.15600-39100/- + GP Rs.7600/-)	56 Years for Deputation & 50 Years for Direct Recruitment	<p><u>For Deputation Basis</u></p> <p>From amongst the working Associate Professor in Prosthetics & Orthotics having 2 years of service in the same grade or Assistant Professor P&O with 5 years regular service in the pay scale of Rs.15600 - 39100/- + GP Rs.6600/- in recognized Institution/ College/ University.</p> <hr/> <p><u>For Direct Recruitment</u></p> <p>Essential Qualification</p> <ul style="list-style-type: none"> • Bachelor in Prosthetics & Orthotics. • Post Graduate Degree in Prosthetics & Orthotics from an Institution/ University recognized by RCI. 	Deputation Basis failing which by Direct Recruitment (UR category in case of Direct Recruitment)

						<p>Experience</p> <p>A minimum of 11 years of teaching and research experience including 5 years as Assistant Professor/ Manager (Workshop) in any Prosthetic & Orthotic/ Rehabilitation Institution recognized by RCI/MCI.</p> <p>Desirable :-</p> <p>Ph.D in the relevant field</p> <p>Remarks</p> <p>Experience may be relaxed by competent authority for candidates having desirable qualifications.</p>	
2.	Lecturer (P&O)	01	-	<p>Pay Matrix Level - 10</p> <p>(Pre revised pay scale Rs.15600-39100/- + GP Rs.5400/- as per 6th CPC)</p>	<p>56 Years for Deputati on & 40 Years for Direct Recruitm ent</p>	<p><u>For Deputation Basis</u></p> <p>a) From amongst the working Lecturer PO having 02 years of regular service working in recognized Institution/College/ university.</p> <p style="text-align: center;">OR</p> <p>4 year of regular service in a teaching post in the scale of Rs. 9300-34800/- Grade Pay Rs.4600/- in a recognized Institute.</p> <hr/> <p><u>For Direct Recruitment</u></p> <p>b) Bachelor degree in Prosthetics and Orthotics with 05 years teaching experience.</p> <p style="text-align: center;">OR</p> <p>Diploma in Prosthetics and Orthotics with 08 years teaching experience can be considered.</p> <p style="text-align: center;">OR</p> <p>Post Graduate in Prosthetics and Orthotics with 03 years teaching experience.</p> <p>Desirable Qualifications:-</p> <p>PhD in the relevant Field.</p> <p>Remarks: Experience may be relaxed by Competent Authority for the candidates having desirable qualifications.</p>	<p>Deputation basis</p> <p>(Reservation Roster in case of Direct recruitment – UR-1, OBC-1)</p>

Group – B & C

1.	Senior Physiotherapist	01	-	Pay Matrix level - 7 (Pre-revised pay scale of Rs.9300-34800/- + GP Rs.4600/-)	56 Years for Deputation & 35 Years for Direct Recruitment	<p><u>For Deputation Basis</u> From amongst the working Senior Physiotherapist or an equivalent post having 2 years of service in the pay scale of Rs.9300-34800/- + GP Rs.4600/- in a recognized institution/college/university</p> <p style="text-align: center;">OR</p> <p>From among the working Demonstrator (PT) or an equivalent post having 5 years of service in a recognized Institution/college/ university/ hospital.</p> <hr/> <p><u>For Direct Recruitment</u></p> <p><u>Essential qualification:</u> Degree in PT from recognised University.</p> <p><u>Desirable qualification:</u> Post graduate Degree in PT from a recognized University.</p> <p><u>Experience:</u> 5 years experience in recognized Institution/ College/ university/ Hospital.</p>	Deputation Basis failing which by Direct Recruitment (Reservation Roster in case of Direct recruitment - UR-1)
2.	Librarian	01	-	Pay Matrix level - 7 (Pre-revised pay scale of Rs.9300-34800/- + GP Rs.4600/-)	56 Years for Deputation Basis & 28-35 Years for Direct Recruitment	<p><u>By Deputation</u> In case of transfer on deputation officers of the central govt. with 5 yrs. service in the next lower grade shall be eligible.</p> <hr/> <p><u>By Direct Recruitment</u></p> <p><u>Essential Qualification:-</u> Degree from recognized University with Diploma Degree in Library Science</p> <p><u>Desirable :-</u> 2 year experience</p>	Deputation Basis failing which by Direct Recruitment (Reservation Roster in case of Direct recruitment – UR-1)

3.	Research Officer	01	PwD (OA/ OL/ OH/HH/ BLV/VH)	Pay Matrix level - 7 (Pre-revised pay scale of Rs.9300- 34800/- + GP Rs.4600/-)	35 Years	<p>Essential Qualification</p> <ul style="list-style-type: none"> • Degree in Social/Rehabilitation Science/ Mathematics/ Statics. • Post Graduate Degree in Social Rehabilitation Science/ Mathematics/Statics preferably with Biostatistics as elective subject from a recognized University. <p>Desirable Qualification</p> <ul style="list-style-type: none"> • PhD in the related field. • Independently published work in indexed journal. • Post graduate diploma/ Certificate/ Experience in Biostatistics. <p>Experience</p> <ul style="list-style-type: none"> • 5 years of research experience in recognized Institution/ College/ University/ Hospital. <p>Remarks</p> <ul style="list-style-type: none"> • Experience may be relaxed by the Competent Authority for candidates having desirable qualification. 	Direct - PwD (OA/ OL/ OH/HH/ BLV/VH)
4.	Demonstrator (Physiotherapy)	01	-	Pay Matrix level - 6 (Pre-revised pay scale of Rs.9300- 34800/- + GP Rs.4200/-)	56 Years for Deputatio n Basis & 30 Years for Direct Recruitm ent	<p><u>By Deputation Basis</u></p> <p>From amongst working as Demonstrator (Physiotherapy) having 3 years service in the Grade in the Govt. Hospital/Institute/University/Autonomous Bodies.</p> <hr/> <p><u>By Direct Recruitment</u></p> <p>Essential Qualification:- Degree in PT from a recognized University & having good academic record.</p> <p>Desirable – Master in PT</p> <p>Experience- 3 years teaching/research experience from recognized Instt./College/Govt. Hospital /University/ Autonomous Body.</p> <p>Experience may be relaxed by the Competent Authority in cases with otherwise suitable candidates.</p>	Deputation Basis failing which by Direct Recruitment (Reservation Roster in case of Direct recruitment - UR-1)

5.	Demonstrator (Occupational Therapy)	02	-	Pay Matrix level - 6 (Pre-revised pay scale of Rs.9300- 34800/- + GP Rs.4200/-)	56 Years for Deputatio n Basis & 30 Years for Direct Recruitm ent	<p><u>For Deputation Basis</u></p> <p>From amongst working as Demonstrator (Occupational Therapy) having 3 years service in the Grade in the Govt. Hospital/Institute/University/Autonomous Bodies.</p> <hr/> <p><u>For Direct Recruitment</u></p> <p>Essential Qualification:- Degree in OT from a recognized University & having good academic record.</p> <p>Desirable – Master in OT</p> <p>Experience:- 3 years teaching/research experience from recognized Instt./ College/Govt. Hospital /University/ Autonomous Body.</p> <p>Experience may be relaxed by the Competent Authority in cases with otherwise suitable candidates.</p>	<p>Deputation Basis failing which by Direct Recruitment</p> <p>(Reservation Roster in case of Direct recruitment - UR-1)</p>
6.	Demonstrator (Prosthetics & Orthotics)	01	-	Pay Matrix level - 6 (Pre-revised pay scale of Rs.9300- 34800/- + GP Rs.4200/-)	56 Years for Deputatio n Basis & 30 Years for Direct Recruitm ent	<p><u>For Deputation Basis</u></p> <p>From amongst working Demonstrator (P&O) having 3 years service in the Grade in the Government Hospital/ Institute/ University/ Autonomous Bodies.</p> <hr/> <p><u>For Direct Recruitment</u></p> <p>Essential Qualification:- Degree in P&O from a recognized University & having good academic record.</p> <p>Desirable – Master Degree in P&O</p> <p>Experience – 3 years teaching/research experience from recognized Instt./College/Govt. Hospital /University/ Autonomous Body.</p>	<p>Deputation Basis Deputation Basis failing which by Direct Recruitment</p> <p>(Reservation Roster in case of Direct recruitment - UR-1)</p>

7.	Occupational Therapist	01	UR – 01	Pay Matrix level - 6 (Pre-revised pay scale of Rs.9300-34800/- + GP Rs.4200/-)	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 Experience may be relaxed by the Competent Authority in cases with otherwise suitable qualification.</p>	Direct UR – 01
8.	Physiotherapist	02	UR – 01 OBC - 01	Pay Matrix level - 6 (Pre-revised pay scale of Rs.9300-34800/- + GP Rs.4200/-)	28 Years	<p>Essential Qualification</p> <ul style="list-style-type: none"> Degree in Physiotherapy from a recognized University & having good academic record. <p>Desirable Qualification</p> <ul style="list-style-type: none"> Master in Physiotherapy. <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 Experience may be relaxed by the Competent Authority in cases with otherwise suitable qualification.</p>	Direct UR – 01 OBC - 01
9.	Limb Maker	02	UR	Pay Matrix level - 4 (Pre-revised pay scale of Rs.5200-20200/- + GP Rs.2400/-)	25 - 30 years	<p>Essential</p> <ul style="list-style-type: none"> Secondary school certificate or equivalent from a recognized board of University. ITI Certificate/ Diploma in Prosthetic/ 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 UR – 02
10.	Caliper Maker	01	UR	Pay Matrix level - 4 (Pre-revised pay scale of Rs.5200-20200/- + GP)	25 - 30 years	<p>Essential</p> <ul style="list-style-type: none"> Secondary school certificate or equivalent from a recognized board of University. ITI Certificate/ Diploma in Prosthetic/ Orthotics. 3 years experience in any rehabilitation/ limb fitting centre 	Direct UR-01

				Rs.2400/-)		or 5 years working experience in the relevant trade in any established rehabilitation limb fitting center.	
11.	Lower Division Clerk	05	OBC – 04 UR – 01	Pay Matrix level - 2 (Pre-revised pay scale of Rs.5200-20200/- + GP Rs.1900/-)	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> <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. 	Direct OBC - 04 UR - 01
12.	Staff Car Driver	01	-	Pay Matrix level - 2 (Pre-revised pay scale of Rs.5200-20200/- + GP Rs.1900/-)	56 Years for Deputation Basis & 30 Years for Direct recruitment	<p><u>For Deputation Basis</u></p> <p>Deputation Basis/ Absorption :-</p> <p>From amongst the regular dispatch rider (Group C) and Group C employees in pay band I Rs.5200-20200/- + Grade Pay of Rs.1800/- in the Pt. Deendayal Upadhyaya Institute for the Physically Handicapped who possess valid driving license for Motor Cars on the basis of Driving test to assess the competence to drive motor cars failing which from officials holding the post of dispatch rider on regular basis or regular group c employees in the pay band I Rs.5200-20200 Grade pay Rs.1800/- in other ministries of the central government who fulfill the necessary qualification as mentioned in column of essential and other qualification required for direct recruitment.</p> <p>Deputation/ re-employment for armed forces personal</p> <p>The armed forces personnel due to retire or who are to be transferred to reserve with a period of one year and</p>	Deputation / Absorption failing which by Direct For Armed force personnel :- Deputation/ re-employment (Reservation Roaster in case of Direct Recruitment UR - 01)

					<p>having the requisite experience and qualification prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the armed forces, thereafter they may be confirmed on re-employment.</p> <p>Note :- The period of deputation including the period of deputation in another ex-cadre post held immediately preceding their appointment in the same or some other organization/ Department of the Central Govt. shall ordinarily not exceed three years. The maximum age limit for appointment by deputation/ absorption shall not exceeding 56 years as on the closing date of receipt of application.</p> <p>Essential qualification</p> <p>i) Possession of valid driving license for motor cars; ii) Knowledge of mother mechanism (The candidates should be able to remove minor defects in vehicle) iii) Experience of driving a motor car for atleast 3 years and iv) Pass in 10th standard.</p> <p>Desirable</p> <p>3 years service as Home guard/ civil volunteers</p> <p>Note:- The qualification reg. experience is relaxable at the discretion of the competent authority.</p> <p>In case of candidates belonging to SC/ST, if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.</p> <hr/> <p><u>For Direct Recruitment</u></p> <p>Essential Qualification</p>	
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						<p>(i) Possession of valid driving license for motor cars; (ii) Knowledge of motor mechanism (The candidates should be able to remove minor defects in vehicle) (iii) Experience of driving a motor car for atleast 3 years; and (iv) Pass in 10th Std</p> <p>Desirable Qualification</p> <p>3 years service as Home Guard/Civil Volunteers</p> <p>Note :- The qualification regarding experience is relaxable at the discretion of the Competent Authority. In case of candidates belonging to SC/ST, if at any stage of selection, the Competent Authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.</p>	
13.	MTS	03	OBC - 03	Pay Matrix level - 1 (Pre-revised pay scale of Rs.5200-20200/- + GP Rs.1800/-)	25 years	<p>Matriculation or equivalent pass OR ITI pass*</p> <p>*May adopted as per special requirement on the posts if any.</p>	<p>Direct</p> <p>OBC-03</p>

(DIRECTOR)
PDUNIPPD, NEW DELHI

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General Instructions for Candidates from Page no. - 12 to 15.**General guidelines 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 minimum age of the applicant should be 18 year as on the closing date of the receipt of the applications.
3. The candidate must be a citizen of India.
4. Applications which do not meet all criteria given in this advertisement & incomplete applications will be summarily rejected.
5. 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.
6. 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.
7. 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.
8. Candidates already working in Government service 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 last Five years (iii) No Objection Certificate**, to the effect that the candidate will be spared for joining PDUNIPPD in the event of selection.
9. 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, then his/her services shall be terminated.
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. The candidates applying for more than one post should submit separate application form.
12. Applications which are incomplete in any respect will be rejected.
13. 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, then his/her services shall be terminated.
14. 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.
15. No correspondence or personal enquiries shall be entertained by the Institute.
16. 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.
17. Tie cases will be resolved by applying one after another, as applicable, till the tie is resolved :-
 - A) Marks in the Written examination Test.
 - B) Date of Birth, with older candidate placed higher.
18. 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.
19. 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. Where Recruitment Rules clearly indicates that the skill/ trade test is necessary for filling the above categories posts. Skill/ Trade test shall be qualifying in nature and merit will be prepared on the basis of performance of candidates as per above revised selection criteria.

20. 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**
21. **Application Form must be accompanied by a demand draft of Rs.500/- for General category, Rs. 300/-for OBC category and Rs.125/- for candidates belonging to SC & ST Category drawn in favour of "Director, PDUNIPPD payable at Delhi. Candidates belonging to Persons with Disabilities (Divyangjans) are exempted from payment of fee. No other mode of payment will be accepted by the Institute**
22. Canvassing in any form will be treated as disqualification.
23. 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.
24. 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.
25. 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).
26. 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.
27. No correspondence whatever will be entertained from the candidates regarding postal delays, conduct, result and reason for not being short-listed.
28. 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.
29. 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.**
30. No TA/DA in connection with the submission of application form or appearing in the examination/interview will be paid to the candidate.
31. **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;**

32. 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.
33. The persons already in employment in Govt. Department/ Autonomous Bodies/Universities under Central/ State Government should apply through proper channel.
34. Any dispute with regard to this recruitment will be subject to the Courts having jurisdiction over Delhi.
35. 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-Service man 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.

36. Abbreviation used are denoted as under: UR- Un-Reserved (General), SC-Scheduled Caste, ST- Scheduled Tribe, OBC-Other Backward Classes, Divyangjan - PH-Physically Handicapped (Persons with Disabilities), VH-Visually Handicapped (Visual Disabilities), LV-Low Vision, OH-Orthopedically Handicapped, BL-Both Leg, OA-One Arm, OL-One Leg, OAL-One Arm and One Leg, HH-Hearing Handicapped.
37. The successful candidates in written test/interview 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.
38. 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

1. Offline applications can be uploaded on www.iphnewdelhi.in within 60 days from the date of publication of this advertisement in newspaper.
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, all the self attested copies of educational, experience and other relevant certificates/documents, put your signature on the hard copy of the application, alongwith (i) Vigilance clearance (ii) APAR's last Five years (iii) No Objection Certificate and send the same to "The Director, Pt. Deen Dayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan), 4, Vishnu Digamber Marg, New Delhi-110002" Through Proper Channel only 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 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 60 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 minimum.
 - 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.
- (4) Incomplete applications shall be liable to be rejected.

Note: In case of any problem for filling up the online form, please send email on: iphmsje@gmail.com, diriph@nic.in

(Smita Jayavant)
Director