

**Advertisement No. 5-2/2022-0007 dated 29<sup>th</sup> September 2022**

Applications are invited from the eligible candidates for the following posts to be filled on purely contractual basis at NIEPVD, Regional Center at Chennai (Tamil Nadu).

Sl. No.	Name of the Posts	No. of Posts	Qualifications	Fixed remuneration per month with no other allowance	Duration
(i)	Vocational Instructor (Computer Instructor) (Consultant)	02	<ul style="list-style-type: none"> <li>Bachelor of Computer Application (BCA) or any equivalent degree Or Any Degree with minimum of post Graduate Diploma in Computer Science/Computer Application/IT</li> </ul> <b>Job Requirements:</b> <ul style="list-style-type: none"> <li>To impart training in Computer fundamentals (Hardware, software and peripheral device,) MS- Office, Operating Systems (Dos and Windows) and Internet Access, Knowledge in JAWS software is essential.</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>Experience of at least one year in any disability related organization, preferably Visual Disability</li> </ul>	@Rs. 28,000/- p.m.	11 Months
(ii)	Vocational Instructor (Official Procedures) (Consultant)	01	<b>Qualification:</b> <ul style="list-style-type: none"> <li>BBA with minimum of Post Graduate Diploma in office administration/office procedure</li> </ul> <b>Job Requirements:</b> <ul style="list-style-type: none"> <li>Experience of at least two year in office procedure, filing system, administration ect.</li> </ul>	@Rs. 28,000/- p.m.	11 Months
(iii)	Vocational Instructor (Orientation and Mobility) (Consultant)	01	<b><u>Essential qualification</u></b> <ul style="list-style-type: none"> <li>Degree from a recognized University</li> <li>Bachelor/Diploma in O&amp;M</li> <li>3 years experience of imparting training in O&amp;M.</li> <li>Valid CRR No.</li> </ul>	@Rs. 28,000/- p.m.	11 Months

## **GENERAL CONDITIONS:**

- 1. This engagement will be purely on temporary basis and only for a period mentioned against the posts and the engagement will cease after the said period without any notice; renewal of engagement for further period is subject to project need and performance of the individual consultant. The candidates applied for the above posts advertised vide this Institute Advertisement No. 5-2/2022-0002 dated 25<sup>th</sup> April 2022 has been cancelled.**
2. Demand Draft of **Rs. 500/- (nonrefundable)** [Rs.250/- for SC/ST candidates] drawn in favour of the Director, NIEPVD, payable at Dehradun must accompany with the application without which the application will not be considered. The Demand Draft should not be drawn before the date of issue this advertisement. Candidate must write their name and post applied for on the reverse of the demand draft. Persons with Disability (Divyangjan) are exempted from fee.
3. Applications must invariably be accompanied with self attested copies of certificates, degrees, marksheets, testimonials in support of qualifications, age and experience failing which application will be rejected straightway. No query will be entertained after receipt of application.
4. Mere fulfilling the qualification does not entitle a candidate to be necessary considered or called for the written test/Interview/selection process.
5. The NIEPVD reserves the right to: (a) Conduct written and/ or trade test for the post wherever the circumstances so warranted or may fix a criterion after taking into the qualification and experience of the applicants (b) not to fill any or all the advertised positions (c) fill up consequential vacancies including additional post arising at the time of selection for available candidate by direct recruitment (d) reject any or all the applications without assigning any reasons thereof (e) any edition/deletion and changes in matter of terms and conditions given in this notification of recruitment (f) Increase/ Decrease the number of posts without giving any reason. The number of position is thus open to change.
6. Incomplete application or without relevant supporting enclosures (self-attested clear copies of degree/certificates/mark sheets/experience certificate/application fee, caste certificate (if any) etc.) will be rejected out-rightly. Experience and qualifications will be reckoned as on last date of submission of application form.
7. Application received through email/late/incomplete will not be considered and the Institute will not be responsible for any postal delay after the last due date or any other reason(s) thereof or incomplete in any form or without the application fee, shall be summarily rejected.
8. Person employed in Government /Semi Government Organization/ Autonomous Bodies should submit their application through proper channel with Vigilance clearance. However, they may send an advance copy of the application. Those who are unable to process their application through proper channel may submit **NO OBJECTION CERTIFICATE (NOC)** mentioning clearly regarding vigilance clearance from their present employer during the time of interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of interview. Direct application from such candidates without undertaking will not be entertained.
9. No correspondence will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of test/Interview, reasons for not being called etc.

10. Applicants must super scribe the envelope with ~~Application~~ Application for the post of \_\_\_\_\_.
11. Canvassing in any form on behalf of any candidate will disqualify such candidate.
12. The engagement is purely contractual in nature and does not confer any right for regularization or permanent absorption. The appointee will not be entitled to any allowances, financial benefits or concession as admissible to government employees. Statutory deduction will be made according to rules.
13. The candidate should not have been convicted by any court of law.
14. NIEPVD strives to have a workforce who reflects gender balance and women candidates are encouraged to apply.
15. In case any mistake in selection process is detected, the Institute reserves the right to modify/ withdraw/cancel any communication made to the candidates.
16. **The application duly completed in all respect should reach the Officer In-charge, National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan), Regional Centre, Chennai 522, Trunk Road, Poonamallee, Chennai - 600056 on or before The last date for receipt of application is on or before 21 days of publication of this advertisement in Employment News/रोजगार समाचार.**
17. Corrigendum, if any shall be posted on the Institute website only. ([www.nivh.gov.in](http://www.nivh.gov.in))
18. Any dispute with regard to the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Dehradun.

**Director, NIEPVD, Dehradun**

## APPLICATION FORM

To,

The Director,  
National Institute for the Empowerment of  
Persons with Visual Disabilities (Divyangjan)  
116, Rajpur Road, Dehradun 248 001

Paste a recent  
passport size  
photo

1. Applied for the post :
2. Details of Demand Draft :
3. Name (in block letters) :
4. Father's Name :
5. Gender :
6. Date of Birth :
7. Nationality :
8. Education Qualification :
9. Address
  - a. Permanent :
  - b. Present :
10. Category :  
(PwD/OBC/ST/SC/Ex. Servicemen. Etc.)
11. Experience, if any :

Name of the Organization	Post held/ Designation	From	To	Pay Scale/ Salary drawn	Nature of Duties

**12. Contact Details**

**a. Mobile Number :**

**b. Email Id :**

**13. Proficiency in Computer if any :**

*(Please specify the level of accomplishment & attach certificate)*

**Only for faculty position (Professor Spl. Ed. (VI) Consultant), Associate Professor Spl. Ed. (VI) (Consultant), Lecturer (Spl. Education) (VI) (Consultant) (Sl. 14 to 20)**

**14. Research Experience (Other than the period spent for obtaining M.Phil/Ph.D Research degree:- Enclose a separate sheet**

**15. Details of books publication (self authored/co-authored/edited):** Enclose a separate sheet.

**16. Chapters contributed in edited books:** Enclose a separate sheet

**17. Research/Articles/Papers published in Journals/Periodicals/Conference proceedings/Newspapers:** Enclose a separate sheet

**18. Research projects undertaken (Other than that for a research degree):** Enclose a separate sheet.

**19. Papers presented in Regional/National and International seminars conferences/workshop/symposium. Indicate whether the conference proceedings are published: Enclose a separate sheet**

**20. Membership/Fellowship of other institutions/professionals societies: Enclose a separate sheet.**

**21. Any other relevant information, if not given above: Enclose a separate sheet**

**22. CRR No. \_\_\_\_\_**

## DECLARATION

I hereby declare that in the event of information or part thereof being found incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated without any notice to me and action can be taken against me.

Place:

Date:

Signature of the applicant