Composite Regional Centre for Persons with Disabilities (CRC) - Kozhikode
[Under administrative control of National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD)- Chennai, an Autonomous body under Dept. of Disability Affairs, Ministry of Social Justice & Empowerment, Govt. of India]
ECR, Muttukadu, Kovalam(PO), Chennai – 603 112.
Phone: 044-27472113, 27472046 Fax: 044-27472389
www.niepmd.tn.nic.in
Email: niepmd@gmail.com

Employment Notice: 1/2013

Applications are invited from the Indian Nationals who are eligible for appointment to the following posts at CRC-Kozhikode, established to serve as Resource Centre in disability rehabilitation for all categories of disabilities. The application form strictly as per the prescribed format given in our website shall be downloaded and submitted neatly filled up either typed or handwritten and containing the complete details attached with certified/attested copies of proof of age, caste, qualification, experience from current employer etc., and a latest passport size photo affixed on the application form.

The application should accompany with the recruitment fee of Rs.500/- in case of general/OBC candidates in the form of Demand Draft from any Nationalized Bank drawn in favour of Director, NIEPMD payable at Chennai. No fee is prescribed for candidates belonging to SC/ST/PH category and female candidates. Application form duly supported with attested photocopies of the complete and upto date confidential reports for the last five years (if serving Central Govt. employee) shall be submitted within 30 (thirty) days of publication of our notification in Employment News.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Post</th>
<th>No. of Post</th>
<th>Scale of Pay</th>
<th>Age Limit</th>
<th>Qualifications</th>
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<tbody>
<tr>
<td>1</td>
<td>Director</td>
<td>1</td>
<td>15600-39100</td>
<td>50 years</td>
<td>Essential: (1)Post Graduate Degree(Full Time course) in any discipline of rehabilitation (Recognized by RCI/MCI). (2) 10 years experience in related field. (3) 2-5 years of Experience in Administration. Desirable: Ph.D in related field of Rehabilitation of Persons with Disabilities</td>
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<tr>
<td>2</td>
<td>Assistant Professor (PMR)</td>
<td>1</td>
<td>15600-39100</td>
<td>45 years</td>
<td>Essential: (1) MBBS with PG/ Diploma (Full Time Course) from a MCI recognized Institute. (2) Minimum 5 Years experience in teaching/research in the field of Rehabilitation. Desirable: Ph.D in related field of Rehabilitation of Persons with Disabilities</td>
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<tr>
<td>3</td>
<td>Assistant Professor (Speech and Hearing)</td>
<td>1</td>
<td>15600-39100</td>
<td>45 years</td>
<td>Essential: (1) Post Graduate Degree(Full Time Course) in Speech and Hearing (Recognised by RCI). (2) Minimum 5 years experience in teaching/research in the field of Rehabilitation. Desirable: Ph.D in related field of Rehabilitation of Persons with Disabilities</td>
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<tr>
<td>4</td>
<td>Assistant Professor (Clinical Psychology)</td>
<td>1</td>
<td>15600-39100</td>
<td>45 years</td>
<td>Essential: (1) M.Phil in Clinical or Rehabilitation Psychology (Full Time course) from a RCI recognized Institute. (2) Minimum 5 years experience in teaching/research in the field of Rehabilitation. Desirable: Ph.D in related field of Rehabilitation of Persons with Disabilities</td>
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<tr>
<td>5</td>
<td>Assistant Professor (Special Education)</td>
<td>1</td>
<td>15600-39100</td>
<td>45 years</td>
<td>Essential: (1) Masters Degree with M.Ed (Special Education) in any category marks (Full Time course) from a RCI recognized Institute with minimum of 55% of marks (Full Time course) (2) Minimum 5 years experience in teaching/research in the field of Rehabilitation. Desirable: Ph.D in related field of Rehabilitation of Persons with Disabilities</td>
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<td>6</td>
<td>Lecturer (Physiotherapy)</td>
<td>1</td>
<td>15600-39100</td>
<td>35 years</td>
<td>Essential: (1) Masters in Physiotherapy from a recognized Institute. (2) Minimum 3 years of experience teaching/research in the field of Rehabilitation.</td>
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<td>7</td>
<td>Lecturer (Occupational Therapy)</td>
<td>1</td>
<td>15600-39100</td>
<td>35 years</td>
<td>Essential: (1) Masters in Occupational Therapy from a recognized Institute. (2) Minimum 3 years experience teaching/research in the field of Rehabilitation.</td>
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<td>8</td>
<td>Administrative Officer</td>
<td>1</td>
<td>15600-39100</td>
<td>40 Years</td>
<td>Essential: (1)Post Graduate Degree/MBA from recognized University (2) Minimum 3 years of experience in Establishment/Administration matters in a Government organization in the G.P of Rs.4800/- (or) 5 years experience in the G.P of Rs.4600/- (or) 8 years experience in the G.P of Rs.4200/-</td>
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<td>9</td>
<td>Rehabilitation Officer (Social Work &amp; Placement)</td>
<td>1</td>
<td>9300-34800</td>
<td>35 Years</td>
<td>Essential: (1) Post Graduate Degree in Social Work/Rehabilitation work/Sociology/Psychology or equivalent from a recognized university (2) Minimum 4 years experience in Vocational training and guidance as Social Worker or in other related field of rehabilitation.</td>
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<td>10</td>
<td>Prosthetist &amp; Orthotist</td>
<td>1</td>
<td>9300-34800</td>
<td>40 Years</td>
<td>Essential: (1) Degree from a recognized institute in Prosthetics &amp; orthotics (2) Minimum 4 years experience of having worked in the related field.</td>
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<td>11</td>
<td>Accountant</td>
<td>1</td>
<td>9300-34800</td>
<td>35 Years</td>
<td>Essential: (1) Commerce Graduate from a recognized University with hands on knowledge of computers (2) Minimum 5 years experience in handling accounts/cash of which minimum 3 years experience in Govt or Semi Govt establishments.</td>
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12. **Special Educator**  
   - Post Code: 9300-34800 GP4200 (PB-2)  
   - Experience: Minimum of 5 Years experience in Teaching and training in the related field.

13. **Orientation & Mobility Instructor**  
   - Post Code: 9300-34800 GP4200 (PB-2)  
   - Experience: Minimum of 5 Years experience in Teaching and training in the related field.

14. **Vocational Instructor**  
   - Post Code: 9300-34800 GP4200 (PB-2)  
   - Experience: Minimum of 5 Years experience in conducting vocational training programs.

15. **Assistant**  
   - Post Code: 9300-34800 GP4200 (PB-2)  
   - Experience: Minimum of 5 Years experience in administrative works.

16. **Clinical Assistants**  
   - Post Code: 9300-34800 GP4200 (PB-2)  
   - Experience: Minimum of 5 Years experience in administrative works.

17. **Workshop Supervisor-cum-store Keeper**  
   - Post Code: 5200-20200 GP2400 (PB-1)  
   - Experience: Minimum of 5 Years experience in the concerned area as Store Keeper.

18. **Typist/Clerk**  
   - Post Code: 5200-20200 GP1900 (PB-1)  
   - Experience: Minimum of 2 Years experience.

**Mode of Recruitment:** Direct Recruitment or transfer on deputation from NIs/CRCs/other Institutes/centre/State Govt./UTs or Transfer from NIs/CRCs.

**Important notes and requirements:-**

1. The applicant must be a citizen of India.
2. Application form as per the prescribed format given in our website, duly supported with attested photocopies of the complete and upto date Confidential Reports for the last five years (in case of serving Central Govt. employees applying for Deputation/DR etc.) shall be submitted within 30 days. of publication of this advertisement addressed to “The Director, NIEPMD”, ECR, Muttukadu, Kovalam (PO), Chennai – 603 112. Applications received late will not be considered and the fee is forfeited to the organization.

3. The candidates selected on direct recruitment will be governed by the provisions of the New Pension Scheme introduced by the Government of India w.e.f. 01/01/2004.

4. The duration of Probation period for the all the above said post is 2 years from the date of Joining.

5. If the serving Govt. employee is appointed on Deputation, the appointment will be governed by the instructions issued by DOP&T, GOI, as applicable to Central Govt. departments/organizations. The tenure of deputation will be initially for two years that may be extended further but not exceeding 3 years. In case of appointment on Contract basis, relevant rules in this regard will be followed.

6. The applicants serving in Government/Central Autonomous Bodies/Public Sector Undertakings/Universities/Non-government organizations must send their applications through proper channel.

7. The applicants claiming experience should submit the latest Experience –cum- Service Certificate issued by the present employer (with date of issue of the certificate after publication of this advertisement), clearly stating the name of the post presently held in regular capacity, date of initial appointment and to the present post, scale of pay with grade pay, nature of duties presently dealing with and should enclose a NO OBJECTION CERTIFICATE clearly certifying that “the applicant is in possession of EQ, DQ, prescribed experience and presently holding the post etc., and is fully eligible for the post applied for” and “No Vigilance/Inquiry/Disciplinary case is either pending nor contemplated against the applicant” on the date of submission/forwarding of application. If the Experience-cum- Service Certificate and the certificate from the present employer, as asked above are not found enclosed, the application will be rejected.

8. 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, etc. Essential Qualification & Desirable qualifications are relax-able in case of Persons with Disabilities.

9. Separate application with prescribed fee should be submitted for each post. The envelope containing the application should be super scribed as “Application for the post of “______________” and sent to Director, NIEPMD in the above address by Speed / Registered post /Courier etc.

10. The Management reserves the right to call only those candidates who according to its decision rank high in term of eligibility criteria among the applications received and mere possessing the EQ / DQ and experience 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 short-listing of candidates by a duly constituted screening committee.

11. The management also reserves the right to restrict the number of applicants for interview depending upon the level of response for each post. The management also reserves the right not to fill up the posts or any of the advertised posts. It reserves the right to offer lower position to the candidate(s) depending upon nature of experience possessed by the candidate. It also reserves the right to reject any applicant, cancel the part or candidature without any assigning any reason(s) thereof.

12. The decision of the appointing authority will be final and binding in all aspects.

13. Bringing in any type of interference, influence, canvassing, other pressures in any form etc., will render disqualification of the candidature and action as deemed fit will be taken against such candidate.

14. No correspondence in this matter is entertained. Any interim correspondence will not be entertained and replied to.

-Sd/-

Director

NIEPMD
**APPLICATION FORMAT**

1. **Advt No:**  
   Advt. No. 01/2013

2. **Name in Full:** (Capital Letters) (as in Matric/Degree Certificate)

3. **Date of Birth:** (enclose copy of matric certificate)  
   **Day**  **Month**  **Year**

4. **Citizenship Status:**  
   **Citizen of India:**  By Birth/By Domicile (Pls tick)

5. **Member of Scheduled Caste (SC) / Tribe (ST) / Other Backward Class (OBC) / Person with Disability (PwD) etc.,**  
   Write SC or ST or OBC (Attach certificate)  
   Indicate if Ex-Serviceman (ES) or Person with Disability (PWD)

6. **Address for Communication**  (with contact Number & email id):

7. **Permanent residential Address**  (with contact Number & email id):

8. **Name of Father / Husband:**

9. **Details of Education starting from Matric (SSLC/X Std.,) onwards :-** (to give details Onlyon passed courses & where Degree/Certificates etc., are already awarded/issued):

<table>
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<tr>
<th><strong>Academic Qualification</strong></th>
<th><strong>Discipline</strong></th>
<th><strong>University/Inst/Board</strong></th>
<th><strong>Year &amp; Month of Entry</strong></th>
<th><strong>Year &amp; Month of Passed</strong></th>
<th><strong>Full Time/Part Time/Correspondence</strong></th>
<th><strong>Marks /Class /Division</strong></th>
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10. **Experience in chronological order upto the present post**

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<tr>
<th><strong>Organisation/Department/Office</strong></th>
<th><strong>Designation/Post held</strong></th>
<th><strong>From</strong></th>
<th><strong>To</strong></th>
<th><strong>Scale of Pay, Pay in the Pay band with Grade Pay / pre revised pay BP, DP, etc., drawn as on date (p.m) (also mention whether it is a regular scale of pay or Fixed Pay etc..) If Regular Pay scale the date of previous and next increment with date of incr shall also be mentioned</strong></th>
<th><strong>Nature of Work presently dealing with (attach proof/experience certificate – see note below)</strong></th>
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Recent Passport size Photograph (5 cm X 4.5 cm) to be affixed & attested.
IMPORTANT NOTE :-
1. If space is insufficient, shall enclose in separate sheet in the above format.
2. The applicants claiming experience should submit the latest Experience–cum-SERVICE CERTIFICATE issued by the present employer (with date of issue of the certificate after publication of this advertisement), clearly stating the name of the post presently held in regular capacity, date of initial appointment and to the present post, scale of pay with grade pay, nature of duties presently dealing with and should also enclose a separate NO OBJECTION CERTIFICATE clearly certifying that “the applicant is in possession of EQ, DQ, prescribed experience and presently holding the post etc., and is fully eligible for the post applied for” and “No Vigilance/Inquiry/Disciplinary case is either pending nor contemplated against the applicant” on the date of submission/forwarding of application. If the Experience-cum-SERVICE Certificate and the certificate from the present employer, as asked above are not found enclosed, the application will be rejected.

11. Additional Qualification / Certificate Courses if any (Training, Apprentice programs attended, refresher courses completed etc.,)

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Certificate/Organisation</th>
<th>Whether Govt authorized/recognized</th>
<th>Class/Mark/details</th>
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12. Details of Demand Draft (Rs. 500) attached : No.____________________ dt._______ for Rs.500/- Issued by Bank & branch :

(Drawn in favour of ‘The Director, NIEPMD’ payable at CHENNAI)

13. (a) Details of Present Employment with complete :

(Mention Details as whether on Regular or on Deputation or on Contract basis etc.)

(b) Nature of present work & responsibility held :

(* please refer to the Important Note at Sr.10 above)

(c) Time required to join if offered the post :

14. Explain how you are suitable for the post

Applied for and why do you like to join NIEPMD : Attach a one page write up

15. References :-

Names, Designation and Address with email ID & contact details of three Referees / references (with whom you have interaction during your work or study period)

(a)

(b)

(c)

16. Any other relevant information the applicant want to mention, if any (attach additional sheets if necessary)

DECLARATION OF THE APPLICANT

I hereby declare that the information given above is correct to the best of my knowledge and belief and I fully understand that if it is found at a later date that any information given in the application is incorrect / false or if I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled / terminated.

Place :
Date :
Signature of the Applicant With full name in Block letters
Endorsement of the Present Employer

(* please refer to the Important Note at Srl.10 above & the detailed advertisement for the post applied for)

The application and the details & records of Shri/Smt/Ms./Dr. ______________________________
(serving in this office in Regular capacity / On Contract Basis in the scale of pay Rs. ___________ GP
Rs._________ /- in PB_____ (Name and Designation of applicant), applied for the post of
_________________ at CRC, Kozhikode are verified and found correct. As it is found that the applicant
Shri/Smt/Ms./Dr._______________________ fulfils the eligibility criteria and is eligible for the post applied
for and that no vigilance/Inquiry case is either pending or contemplated against the applicant and
nomajor/minor penalty has been imposed on him/her during the entire service, the application with
records
and attested copies of ACRs,(APARs) etc., is forwarded herewith duly recommended to :-

The Director,
National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD),
(Dept.of Disability Affairs, Ministry of Social Justice & Empowerment, Govt. of India),
East Coast Road (ECR), Muttukadu,
Kovalam Post, Chennai – 603 112. (Tamil Nadu).

Station :
Dated :

Signature of the Head of the Organization / Authorized signatory with office Seal

Enclosures: __________ Number of Sheets & DD for Rs._________/- (if applicable)