



राष्ट्रीय गतिशील दिव्यांगजन संस्थान

National Institute for Locomotor Disabilities (Divyangjan)

(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)

(Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India)

बी.टी. रोड बनहुगला, कोलकाता-700090 / B.T. Road, Bon-Hooghly, Kolkata-700090

Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: mail@nioh.in and web: www.niohkol.nic.in

No. Recruit -Contract/CDS/2018/NILD/626

Date:25-06-2018

EMPLOYMENT NOTIFICATION

Applications are invited from eligible Indian Citizens to fill up the following vacant posts, purely on contract basis for Centre for Disabilities Studies situated at Mizoram University Campus, Aizwal under the administrative control of NILD, Kolkata.

No.	Name of posts/ No. of vacancy/Remuneration	Essential Qualification and Experience
01	Administrative Officer-(01) Rs.50,000/- per month	1) Bachelor in any discipline with 55% marks in aggregate with minimum five years working experience in the establishment/administrative matters in a Govt. or reputed organizations. 2) Working knowledge in Computer.
02	Office Assistant-(01) Rs.40,000/- per month	1) Any Graduate from a recognized university with hands on knowledge of computers. Minimum three years experience in handling Office Communication. 2) Any course in computer application.
03	Multi Tasking Staff (MTS)-(01) Rs, 20,000/- per month	Class XII passed with working knowledge of computer.

GENERAL CONDITIONS:

1. Applications duly completed in all respects and signed by the candidates in the prescribed format along with self attested photocopies of relevant enclosures in respect of qualifications, age proof, experience etc. should reach to the Director, National Institute for Locomotor Disabilities (Divyangjan), B.T. Road, Bon-Hooghly, Kolkata-700090 **within 01-08-2018 (21 days from the date of the advertisement in the News paper)**
2. Applications should neatly typed/hand written on A/4 size plain paper as per the prescribed format. All Columns of the application form should fill up and no column should be left blank.
3. Applications received through e-mail/late/incomplete will not be considered and the Institute will not be responsible for any postal delay.
4. Applications incomplete in any respect and not accompanied by copies of mark sheets / certificates / proof of age, experience (present & previous) / other relevant documents, photograph, unsigned and not in the prescribed format will be summarily rejected.
5. The prescribed essential qualifications & experience are the minimum and mere possession of the same does not entitle a candidate to be called for written test/skill test/interview.
6. Candidates must ensure before applying that they are eligible according to criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process he / she will be disqualified and their candidature cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
7. The decision of the competent authority in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection. The Institute reserves the right to reject any or all applications without giving any reason whatsoever.
8. Candidates are advised to submit all relevant copies (Mark sheets & Certificates) in support of their Academic/Technical/ Professional qualifications and experience.
9. The Institute does not undertake any responsibility for sending or replying to the candidates not selected or not called for Written Test / Skill Test / Interview, however important and relevant information will be display on website (www.niohkol.nic.in)
10. The Institute reserves the right for any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving any notice. The decision of the competent authority in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.
11. Canvassing and/or bringing influence in any form will disqualify the candidature.
12. Relaxation, if any will be applicable as per Govt. of India rules.
13. The engagement will be purely on contract basis initially for six months & will be renewed based on the performance of the employee & subject to extension of the project by the Ministry.
14. Selected candidates will be posted at Centre for Disabilities Studies at Aizwal, Mizoram. However they are liable to be transferred to offices anywhere in India under administrative control of NILD, Kolkata.
15. Candidates should submit complete separate applications, if applying for more than one post.
16. Candidate should write the '**Name of the Post**' applied for and Advertisement Number on the top of the envelope and separate envelopes should be used if applying for more than one post.

Director

FORMAT OF APPLICATION

Advertisement No.	:					
Position Applied for	:					
1	Name in full (in Block Letters)	:				Affix self attested recent passport size photograph
2	Father's/Husband's Name	:				
3	Gender & Marital Status	:				
4	Permanent Address including Pin code	:				
5	Correspondence address including Pin code	:				
6	Contact details (Phone No. & Email ID)	:				
7	(a) Date of Birth (Attested copy of proof of age to be attached)	:	Date	Month	Year	
	(b) Age as on last date of receipt of application	:	Year	Months	Days	
8	Nationality	:				
9	Religion	:				
10	(a) State your category (Gen/SC/ST/OBC/Ex-Serv) (attached certificate)	:				
	(b) Whether belongs to PwD (Yes/No) (If yes, attach copy of certificate)	:		If yes, VH/HH/OH With % of disability		
11	Whether Registered with any Council (If yes, attach copy of certificate)	:	Date of Reg.	Reg. No.	Name of Council	
		:				

12 Educational Qualifications beginning with 10th std. onwards (Attached copies of mark sheet & certificates)

Examination Passed	Year of passing	Marks details		% of marks	Div/ Class	Board / University	College/Institution	Subject Taken
		Max marks	Marks obtained					

13 Professional / Technical Qualifications (Attached copies of mark sheet & certificates)

Examination Passed	Year of passing	Marks details		% of marks	Div/ Class	Board / University	College/Institution	Subject Taken
		Max marks	Marks obtained					

14 Work Experience (Latest first and certificate of each experience to be attached)

Name and address of Organization	Designation & Job Type (Regular/ Contract)	Scale of pay & Grade Pay /Consolidated	Period of Service				Nature of work and level of responsibilities
			From	To	Year	Month	

15	Professional training undergone, if any, and details thereof	:			
16	Any other relevant information that you may like to furnish	:			

I hereby declare that I have read the provisions given in the advertisement and all the statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect or suppressed before or after the test/interview or during the appointment period, my candidature/appointment shall automatically stands cancelled/repatriated/ terminated without any notice or compensation.

Date:-
Place:-

Signature of the Candidate