



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 बनहुगली, कोलकाता-700090 / B.T. Road, Bon-Hooghly, Kolkata-700090
Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: mail@nioh.in /web: www.niohkol.nic.in



No. RECRUIT-2022/ESTT./NILD/192

Date: 09-05-2022

EMPLOYMENT NOTIFICATION

Applications are invited from eligible Indian Nationals for filling up the following posts (Direct/Deputation) of this Institute. The details of the posts are as under: -

No.	Name of the Posts/ No. of Posts/Category/Mode of Recruitment/ Pay Matrix/ Age limit/ Educational Qualification & Experience.
01	Lady Medical Officer-01 (UR) (Anticipated Vacancy) By Direct/Deputation Pay Matrix Level-10, Age below 35 years. Educational qualifications: - MBBS from any recognized University/Institute. Experience:- 3 years experience Hospital/Institute
02	Staff Nurse-01(UR) By Direct/Deputation. Pay Matrix Level-07, Age below 30 years. Educational qualifications & Experience:- 1) Diploma in General Nursing & Midwifery from a recognized University / Institution with three years experience. 2) Registered as Nurse and Midwife under Indian Nursing Council Act 1947 / any State Nursing Council. Preference: - B. Sc. (Nursing) / Post Basic Diploma in Ortho. & Rehab. Nursing. Deputation:- Deputation Officers of the Central/ State Govt./Autonomous bodies. (1) Holding analogous posts on regular basis in a recognized Institution/College/University.
03	Stenographer Grade-III -01 (UR) By Direct/Deputation Pay Matrix Level-04 , Age below 27 years. Educational qualifications: - Graduate with 80 wpm in Shorthand and 30 wpm in typing. Or Graduate with 100/40 wpm in shorthand and typewriting respectively. Experience: - Two years experience as steno-typist. Desirable :- Computer Application Deputation:- Deputation Officers of the Central/ State Govt./Autonomous bodies. (1) Holding analogous posts on regular basis.
04	Upper Division Clerk-01 (UR) By Direct/Deputation Pay Matrix Level-04, Age below 27 years. Educational qualifications: - Degree of a recognized University or equivalent. Experience: - Three years experience administration/accounts and knowledge of computer applications. Deputation: - Officers of the Central/State Govt./Autonomous bodies. 1. Holding analogous posts on regular basis or 2. With 08 years regular service in the grade of Lower Division Clerk or equivalent.
05	Typist-01 (UR) By Direct Pay Matrix Level-02, Age:- 18-25 years. Educational qualifications: - Matriculation or Higher Secondary with typewriting speed 30 WPM

GENERAL CONDITIONS:

1. The Applications duly completed in all respects and signed by the candidates in the prescribed format along with self attested photocopies of relevant enclosures and other testimonials in respect of qualifications, age proof, category, experience, salary drawn, etc. should reach to the **Director, National Institute for Locomotor Disabilities (Divyangjan), B.T. Road, Bon-Hooghly, Kolkata-700090 within 30 days from the date of advertisement in the Employment News.**
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 filled 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.

Contd...2/-

4. **Rs.300/- (Rupees Three Hundred Only)** is payable by candidates (No fees for SC/ST/Persons with Disabilities) towards non-refundable application fees in form of account payee demand draft drawn in favour of **National Institute for the Orthopaedically Handicapped**, payable at Kolkata and should be sent along with Applications Form.
5. Applications incomplete in any respect and not accompanied by copies of mark sheets / certificates / proof of age, experience (present & previous) / other relevant documents, photograph, without fee, unsigned and not in the prescribed format will be summarily rejected.
6. Recruitment of Group- 'B' (Non-gazetted) and 'C' post(s) shall be done on the following procedure:-

<u>No.</u>	<u>Particulars</u>	<u>Weightage of Total Marks</u>
01	Written Test (Objective/ Multiple Choice Questions)	80%
02	Desirable Qualification	10%
03	Desirable Experience	<u>10%</u>
	Total	100%

7. In case where no desirable qualification and desirable experience is required as per respective RRs, 100% weightage will be given to Written Test and in case where either desirable qualification or desirable experience is required as per RRs, 90% weightage will be given to Written Test.
8. Candidates should write their Name, Name of the Post applied for, on the reverse of the bank draft.
9. Reservation/Age Relaxation to candidates belonging to different categories shall be as per Government of India Rules.
10. Deputation will be governed by standard terms & condition of deputation as prescribed by Government of India from time to time. Candidates applying on deputation, maximum age limit is 56 years as on closing date of receipt of the applications.
11. Candidates must ensure before applying that they are fulfilling the eligibility criteria. Essential Educational Qualification, experience, desirable qualification, age etc. will be reckoned on the last date of submission of application. 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.
12. Candidates working in Government / Autonomous bodies / PSU should apply through proper channel.
13. 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.
14. 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.
15. 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.
16. 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.
17. All correspondences regarding selection process (Date, venue and time etc) will be intimated to the eligible candidate only through E-mail / Speed Post. The Institute shall not be responsible for any non-receipt of any communication on any account whatsoever.
18. Canvassing and/or bringing influence in any form will disqualify the candidature.
19. 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.
20. The Institute reserves the right to reject any or all applications without giving any reason whatsoever.
21. The candidates selected on direct recruitment will be governed by the provisions of the New Pension Scheme introduced by the Government of India with effect from 01-01-2004.
22. No interim enquiries/correspondence/communication of any sort will be entertained on the matter.
23. The applicants are advised to follow institute web site regularly for any amendments/updates.
24. Selected candidates may have to work in Kolkata or elsewhere at the centers of this Institute.
25. The candidate should not have been convicted by any Court of Law.
26. Any dispute arising out of this Advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Kolkata only.
27. 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.

FORMAT OF APPLICATION

Advertisement No.			:			
Position Applied for			:			
Application Mode [Direct / Deputation]			:			
Details of Demand Draft			:	Amount Rs.		
DD No.		DD Date		Drawn on Bank		

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 (Self attested copy for 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 self attested 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** & proof of each experience to be attached)

Name and address of Organisation	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:-

Signature of the Candidate

Place:-