



COMPENDIUM

NATIONAL INSTITUTE FOR THE VISUALLY HANDICAPPED
(Under Ministry of Social Justice and Empowerment, Govt. of India)
116, Rajpur Road, Dehradun - 248 001
(Uttarakhand)

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सामाजिक न्याय और अधिकारिता मंत्रालय
निःशक्तता कार्य विभाग
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Government of India
Ministry of Social Justice and Empowerment
Department of Disability Affairs
Shastri Bhawan, New Delhi -110 001



FOREWORD

National Institute for the Visually Handicapped (NIVH), Dehradun has made noteworthy progress from St. Dunstons Hostel for the War Blind in 1943 to what it is now in 2014. Its transformation has been gradual and steady.

This Compendium is a rare treasure for those people who want to apprise themselves of the history, aims and objectives, structure, field, set up, functions, bye laws, rules and regulations and citizen charter of the National Institute for the Visually Handicapped (NIVH).

The necessity of such a publication was strongly felt by the Government as poor access to information; crucial for decision making can adversely affect the pace of progress of any organization. This ready reckoner will unquestionably help NIVH in making informed decisions for the advancement and functioning of the Institute.

I congratulate the Director and Staff of the National Institute for the Visually Handicapped in their endeavour in publishing the Compendium. A Braille and Audio Version will further facilitate effective participation of visually impaired employees of the Institute.

STUTI KACKER
Secretary, Department of Disability Affairs
Ministry of Social Justice & Empowerment,
Government of India

New Delhi, dated 11th August, 2014

संयुक्त सचिव
Joint Secretary



भारत सरकार
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GOVERNMENT OF INDIA
MINISTRY OF SOCIAL JUSTICE
AND EMPOWERMENT
SHASTRI BHAWAN, NEW DELHI -110115.



Preface

The National Institutes under the Department of Disability Affairs are important tools for making the Rights Real for Persons with Disabilities. The Department, which is just about 2 years old, has taken substantive steps for increasing the service delivery, encourage new rehabilitation courses and promote Research and Development in the National Institutes. In this environment of heightened awareness of rights and duties of various authorities, it was felt necessary to empower NIVH with tools and systems for greater efficiency, transparency and accountability. It is with this end in view, the Ministry encouraged NIVH to put together a Compendium comprising crucial information for making well informed decisions with regard to Persons with Disabilities.

I would like to congratulate the team of officials who worked diligently in compiling this publication. Somewhere Helen Keller rightly said '*Alone we can do so little; together we can do so much*'. I would also like to commend the professionalism with which Institute's recently established Large Print Unit has brought out this publication. It is my sincere hope that NIVH is transformed into an 'Institute of National Importance' under the leadership of its Director, Smt. Anuradha Mohit Dalmia.

(Awanish Kumar Awasthi)
Joint Secretary to the
Government of India

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CHAPTER I

HISTORY AND EVOLUTION OF NIVH



AIMS AND OBJECTIVES



ORGANOGRAM



FIELD SET UP

1.1 HISTORY AND EVOLUTION OF NIVH

In order to provide equal opportunities of education, training, work and participation in cultural and political life, the Government of India, State Governments and UT administrations have introduced a number of affirmative action schemes and programmes. The Government has also put in place an impressive legal framework, ensuring better protection and promotion of rights of persons with disabilities. The institutional arrangement put in place for training of special education teachers and rehabilitation workers, in the shape of seven national institutes, is of great importance. Apart from undertaking HRD activities, these national institutes are the major research bodies on disability issues. They have contributed numerous techniques and technologies for providing equal opportunities of participation by persons with disabilities, in all walks of life.

The National Institute for the Visually Handicapped (NIVH) at 116, Rajpur Road, Dehradun is one of the seven national institutes established by the Ministry of Social Justice & Empowerment, Government of India. It owes its origin to St. Dunstan's Hostel for the War Blind established in 1943, which offered a basic set of rehabilitation services to the soldiers and sailors blinded in the World War II. In 1950, the Government of India took over the St. Dunstan's Hostel and entrusted the Ministry of Education with the responsibility of developing comprehensive services for the rehabilitation of blind persons. Subsequently, services for the blind witnessed remarkable expansion. In the same year, the Government established the Training Centre for the Adult Blind to ensure reintegration of blind soldiers including other persons in the field of work. In 1951, the Government established Central Braille Press (CBP); in 1952, workshop for the Manufacturing of Braille Appliances (MBA); in 1954, Sheltered Workshop; in 1957 Training Centre for the Adult Blind Women (TCAB) and in 1959, Model School for the Visually Handicapped (MSVH), in 1963, National Library for the Print Handicapped NLPH) was established.

On integration of all these units in 1967, the Government established the National Centre for the Blind (NCB). This Centre was further upgraded as National Institute for the Visually Handicapped in the year 1979 and finally in October 1982, it was registered under the Societies Registration Act, 1860 and acquired the status of an autonomous body. The NIVH has its headquarters at 116, Rajpur Road, Dehradun. The campus at Dehradun is spread across 1,74,150 sq. meters (43 acres) of land area. There are 14 office buildings having plinth area of 19,000 sq. meters, 119 residential quarters having plinth area of 7,800 sq. meters, 3 hostel buildings having plinth area of 13,500 sq. meters and a dispensary building of 350 sq. meters plinth area. It has 11,700 sq. meters of roads, water supply lines, sewerage lines, electrical supply lines etc.

EVOLUTION OF THE INSTITUTE AT A GLANCE

1943	St. Dunstan's Hostel was established for rehabilitation of the War blinded personnel.
1950	Training Centre for the Adult Blind (Men) was established after taking over St. Dunstan's Hostel by the Ministry of Education.
1951	The Central Braille Press was set up.
1952	The Workshop for Manufacturing Braille Appliances (M.B.A.) was set up.
1954	The Sheltered Workshop was set up. It was shut down in 1987.
1957	The Training Centre for the Adult Blind (Women) was set up.
1959	Model School for the Visually Handicapped was founded.
1963	National Library for the Print Handicapped was established.
1967	All the units were integrated and brought under the National Centre for the Blind.
1979	National Centre for the Blind was renamed as National Institute for the Visually Handicapped (NIVH)
1982	NIVH was registered under the Societies Registration Act 1860 as an autonomous body.
1988	Regional Centre, Chennai was established.
1990	National Talking Book Library was carved out of National Library for the Print Handicapped.
1997	Regional Chapters were established at Kolkata and Secunderabad.
2000	Initiated establishment of District Disability Rehabilitation Centres.
2001	Composite Regional Centre for Persons with Disabilities (CRC) was established at Sundernagar in H.P.
2006	Touch and smell garden was established at the Headquarters.
2007	National Braille Press Forum was formed.
2007	National Braille and Talking Book Libraries Forum were founded.
2008	Department of Special Education & Disability Studies was established at the Headquarters and Regional Centre, Chennai.
2008	Regional Braille Press, Chennai was set up at Regional Centre, Poonamallee, Chennai.
2008	Braille Council of India was formed.
2008	Initiated establishment of Extension Library and Sales Counters.
2009	Small Scale Braille Printing Units were established at Shillong; Meghalaya and Aizawl; Mizoram.
2009	NIVH was declared an Auxiliary (Accessible) Polling Station by the Election Commission of India.
2010	The Talking Book Studios adopted DAISY standard for recording modern talking books.
2011	FM Community Radio Station was established.
2011	First Masters Degree Programme 'M.Ed. Special Education (V.I.)' was introduced at the NIVH Headquarters.
2012	Launched country's first online Braille Library on January 4, 2012.
2013	Established country's first Large Print Press at the Institute's Headquarters.
2013	Established fourth Small Scale Braille Printing Unit at Guwahati, Assam.

1.2 AIMS AND OBJECTIVES

The aims and objectives of the NIVH as stated in the Memorandum of Association are as follows:

- (i) To conduct, sponsor, co-ordinate and/or subsidise research in collaboration with other NGOs and research organizations including Universities into various dimensions of the education and rehabilitation of the visually impaired.
- (ii) To undertake, sponsor, co-ordinate or subsidise research into biomedical engineering leading to the effective evaluation of special appliances/instruments or suitable surgical or medical procedures or the development of new special appliances/instruments.
- (iii) To undertake or sponsor the training of trainees and various specialized professionals including teachers, employment officers, psychologists, vocational counsellors and such other personnel as deemed necessary.
- (iv) To distribute, promote, or subsidise the manufacture of prototypes and to manage distribution of any or all devices designed to promote any aspect of the education, rehabilitation or employment of the Visually Impaired.

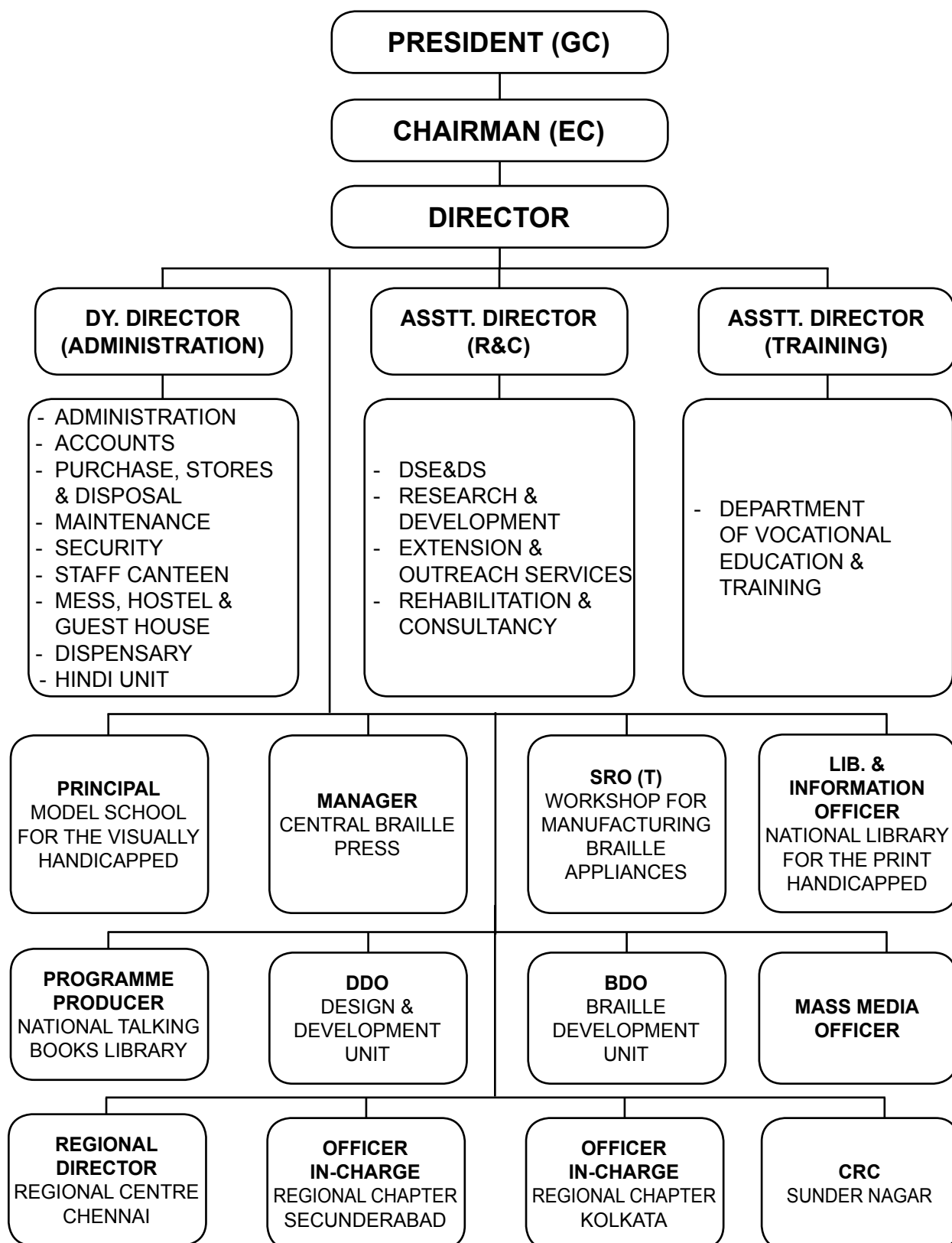
In order to achieve the aims and objectives, following functions are being performed by the Institute's various departments and units at the headquarters as well as its Regional Centre and Chapters:

S. No.	NAME OF THE DEPARTMENT	FUNCTIONS
1.	Department of Special Education & Disability Studies	-Trains teachers, mobility instructors, builds the capacity of field functionaries and other service providers. The department also undertakes research studies on various issues concerning education and rehabilitation of the visually impaired persons
2.	Department of Vocational Training/ Training Centre for the Adult Blind	-Designs and develops vocational courses. -Imparts vocational training to the visually impaired (men and women). - It also conducts adjustment programme for newly blinded persons.
3.	Rehabilitation and Consultancy Unit	-Coordinates outreach and extension services. -Plans need-based programmes for rehabilitation of diverse groups of visually impaired persons including those with additional disabilities -Provides assistance to the State Government in establishing DDRCs. -Implements ADIP Scheme of the Ministry of Social Justice & Empowerment. -Undertakes monitoring of grantee organisations in the States of Uttarakhand and Himachal Pradesh. -Provides guidance to field functionaries and service providers from mainstream institutions.
4.	Psychology Unit	-Provides guidance and counselling services to visually impaired individuals, their family members and service providers. -Conducts assessment and psychological testing of visually impaired persons seeking admission to various courses being offered by the Institute.
5.	Model School for the Visually Handicapped	-Imparts education to visually impaired children from nursery to class XII.

6.	Braille Development Unit	<ul style="list-style-type: none"> -Develops teaching-learning materials to promote Braille literacy both amongst visually impaired persons and sighted individuals. -Undertakes R&D projects to develop and revise Braille Codes for Indian languages, Music, Mathematics, Science and Computer. -Serves as the secretariat for the Braille Council of India (BCI).
7.	Design and Development Unit	<ul style="list-style-type: none"> -Undertakes designing of prototypes, so as to enable the visually impaired persons to carry out day to day functions of life independently, pursue education at all levels and participate in sports and recreational activities.
8.	Placement Unit	<ul style="list-style-type: none"> -Maintains register of visually impaired persons seeking employment in various sectors. -Sponsors candidates against the reserved vacancies. -Conducts training in interview techniques and personality development. -Identifies jobs in the Government and Private Sector Agencies. -Assists visually impaired candidates in securing jobs and for starting self-employment ventures.
9.	National Talking Book Library	<ul style="list-style-type: none"> -Produce talking books in Hindi, English, Punjabi, Urdu and Sanskrit. -Provides audio books to its members on CDs, Pen drive, mobile phone chip and some old classics on cassettes. -Enrolls members from the Hindi speaking belt. -Sends talking books to its members by registered post. -Conducts training in modern techniques of recording talking books. -Establishes library extension counters in the mainstream institutions providing higher education and in the schools for the blind children being run by NGOs.
10.	National Library for the Print Handicapped	<ul style="list-style-type: none"> -Houses Braille books, periodicals, reference materials, journals, reports and children's literature -Enrolls members from the Hindi speaking belt. -Sends Braille literature on demand by registered post to its members. -Facilitates scholars and researchers to consult reference section. -Establishes library extension counters in the mainstream institutions providing higher education and in the schools for the blind children being run by NGOs.
11.	Central Braille Press	<ul style="list-style-type: none"> -Provides Braille text books to V.I. children in school free of cost and on subsidized rates. -Provides braille text books on non profit basis to institutional customers. -Acts as a mentor and helps in establishing new braille presses. -Conducts training programmes in braille production. -Undertakes braille printing of ballot paper on behalf of Election Commission of India and the State Election Commissions. -Undertakes Braille printing of various reports, question papers, sample papers, information brochures, meeting agendas and minutes.
12.	Workshop for Manufacturing Braille Appliances	<ul style="list-style-type: none"> -Manufactures Braille appliances, communication, recreation, sports and mobility devices for visually impaired persons, looks after sale and distribution of these appliances. -It also services more than 32 extension sales counters established in various parts of the country.
13.	Mass Media Cell	<ul style="list-style-type: none"> -Projects the work of the Institute through print and electronic media. -Assists visitors wishing to see the activities conducted in the Institute.

NATIONAL INSTITUTE FOR THE VISUALLY HANDICAPPED
116, RAJPUR ROAD, DEHRADUN

ORGANISATIONAL STRUCTURE



1.4. FIELD SET UP OF THE INSTITUTE

NIVH REGIONAL CENTRE, CHENNAI

The Institute's Regional Centre was established at Poonamallee, Chennai in 1988 to cater to the training and rehabilitation needs of the visually impaired population in the southern region. The Centre plays a significant role in identifying new areas of vocational training and employment for the urban as well as rural blind persons. It also conducts research on an impressive range of issues including action research.

The NIVH Regional Centre, Poonamallee, Chennai has a total land area of 24,300 sq. meters (6 acres). Its Training Block measures 761.34 sq. meters plinth area, Administrative Block has 388.12 sq. meters plinth area, Hostel Block with Mess of 1000.47 sq. meters plinth area and Ladies Hostel Block has 715 Sq. meters plinth area.

NIVH REGIONAL CHAPTERS, SECUNDERABAD AND KOLKATA

The NIVH Regional Chapters at Secunderabad and Kolkata were established in the campus of NIMH, Secunderabad and NIOH, Kolkata respectively in the year 1997; initially to extend peripheral services to the visually impaired persons and to provide guidance and consultancy services to State and voluntary agencies. These Chapters conduct short-term training programmes like training in independent living skills, training in rural trades through community based rehabilitation programme, placement service and sale and distribution of assistive devices.

COMPOSITE REGIONAL CENTRE FOR PERSONS WITH DISABILITIES, SUNDERNAGAR (H.P.)

The Composite Regional Centre for Persons with Disabilities was established on 29th May, 2001 at Sundernagar, Himachal Pradesh with the objective to:

- Serve as Composite Regional Centre for rehabilitation and special education of persons with disabilities.
- Establish linkages with existing medical, educational, employment services, following the principle of community based rehabilitation and offer extension services in the rural areas.
- Stimulate growth of services by encouraging and supporting voluntary organizations, parent groups and self help groups.
- Undertake human resource development by training rehabilitation professionals, village level workers, multi-rehabilitation workers and other functionaries in government and non- government sector, required for providing services to persons with disabilities.
- Develop strategies for delivery of rehabilitation services suitable to the socio-cultural background of the region.
- Undertake research and development with specific reference to needs of diverse groups of people with disability, keeping in view the nature and severity of disability in the region.
- Undertake public education programme for creation of awareness in parents and the community.
- Undertake designing, fabrication and fitment of aids and appliances.
- Undertake services like education and skill development leading to enhancement of opportunities for employment, rehabilitation, mobility, communication, recreation and integration in the society.

CHAPTER II

VARIOUS AUTHORITIES OF NIVH AND THEIR FUNCTIONS

2.1 GENERAL COUNCIL

As per rule 3 of the Rules and Regulations of the Institute, the General Council is responsible for the overall management of the Institute. The composition of the General Council is:

- | | |
|--|------------------|
| a) Secretary, Ministry of SJ&E, G.O.I. | President |
| b) Joint Secretary concerned with the
Subject in the Ministry of SJ&E, Govt. Of India | Member |
| c) Financial Advisor to the Ministry of SJ&E, G.O.I. | Member |
| d) Director General,
Employment & Training, Govt. of India,
Ministry of Labour | Member |
| e) Six specialists/representatives of voluntary organisations/
Social Workers in the field (nominated by the G.O.I.) | Member |
| f) A nominee of the Ministry of Health, G.O.I. | Member |
| g) Two nominees from the Government of U.P.
(Secretary, Deptt. Of Social Welfare & Director,
Medical Health Services, Govt. Of U.P.) | Member |
| h) A nominee of the Ministry of Education, G.O.I. | Member |
| i) Director of the Institute | Member-Secretary |

ROLE AND FUNCTIONS OF THE GENERAL COUNCIL:

To consider the Annual Report

- a) To consider the Balance Sheet and the Audited Accounts for the previous year
- b) Receipt and consideration of budget proposals for the following year
- c) Such other matter or matters as the President may direct
- d) The President, General Council presides over all meeting and moves the Executive Council to take into consideration his views in regard to any matter, which is required to be considered by it

2.2 EXECUTIVE COUNCIL

As per rule 6 of the Rules and Regulation of the Institute, The Executive Council is responsible for the management and administration of the affairs of the Institute under the general control and direction of the General Council. The other functions assigned to it include:

- a) To lay down broad policy to carry out the purposes of the Institute
- b) To review and sanction budget estimates
- c) To sanction expenditure as defined in financial bye-laws
- d) To borrow on terms and conditions expedient
- e) To create posts and recruit and appoint staff

COMPOSITION OF THE EXECUTIVE COUNCIL IS:

1.	Joint Secretary to the Govt. of India, Ministry of Social Justice & Empowerment, New Delhi	Chairman
2.	Financial Advisor, Ministry of Social Justice & Empowerment, Govt. of India, New Delhi.	Member
3.	Two specialists/representatives of voluntary organisations / Member Social Workers in the field (to be nominated by the GOI)	Member
4.	Director, National Institute for the Visually Handicapped, Dehradun (Uttarakhand)	Member Secretary

2.3 Academic Council

The Academic Council renders advice and guidance on programmes of training, research and rehabilitation to be taken up by the Institute. The Council is headed by the Director and consists of 7 other specialists in the field of work for the visually impaired and representatives from leading organisations of and for the blind. The composition of the Council duly approved by the Chairman, Executive Council is as follows:

- | | |
|--|-------------|
| 1. Smt. Anuradha Mohit
Director,
National Institute for the Visually Handicapped,
Dehradun, Uttarakhand | Chairperson |
| 2. Dr. M.N.G. Mani,
CEO, International Council for Education of People with
Visual Impairment (ICEVI)
No. 3 Professors' Colony, Palamalai Road,
SRK Vidyalaya Post, Coimbatore, Tamil Nadu | Member |
| 3. Prof. S.R. Mittal,
Faculty of Education, (C.I.E.),
University of Delhi, Chaitanya Marg, Delhi | Member |
| 4. Prof. Sushama Sharma,
Department of Special Education,
Kurukshetra University, Kurukshetra | Member |
| 5. Prof. Anita Julka,
Department of Education of Group with
Special Needs (DEGSN), National Institute of Education,
NCERT, New Delhi | Member |
| 6. Dr. Namita Jacob,
Education Specialist,
Perkins Institute, C1-9-4, 13 th Cross,
I.I.T. Campus, Chennai-36 | Member |
| 7. Mrs. Sujata Bhan,
Professor, Department of Special Education,
SNDT Women's University, Sir Vitthaladas Vidyavihar,
Juhu, Tara Road, Santacruz (West), Mumbai | Member |
| 8. Shri K. Ramanshankar,
Deputy Director, NAB, Mumbai | Member |
| 9. Sh. A.K. Mittal,
President,
All India Confederation of the Blind,
New Delhi | Member |
| 10. Professor Smiriti Swaroop,
Former HOD, SNDT Women's University,
SNDT Women's University, Sir Vitthaladas Vidyavihar,
Juhu, Tara Road, Santacruz (West), Mumbai | |

2.4 RESEARCH ADVISORY COMMITTEE

The Institute has a Research Advisory Committee to advise on the research and developmental activities to be undertaken by the Institute. The Committee is required to fulfill the following specific objectives:a)

- To lay down priority areas for the Institute's R&D activities
- b) To provide the desired orientation to the Institute's research endeavours
- c) To consider new research projects to be taken up by the Institute and to recommend the same for the Institute's Executive Council
- d) To undertake a mid-term review of the progress of the selected projects and facilitate mid-course correction
- e) To ensure that the research findings directly contribute to the improvement of Institute's activities. For instance, education, vocational training, book production and manufacture of appliances etc.;
- f) To help the Institute undertake collaborative research and establish linkages with mainstream and specialised agencies and organisations engaged in meaningful research work
- g) To provide, wherever required, the NGO sector necessary guidance and technical support to undertake and execute need based research activities

Composition of the Committee is:

- 1) **Sh. A.K. Mittal**
President,
All India Confederation for the Blind
New Delhi
- 2) **Dr. S.R. Mittal**
Professor,
Faculty of Education, Jamia Millia Islamia University,
Jamia Nagar, New Delhi.
- 3) **Prof. Anita Julka**
NCERT, New Delhi
- 4) **Sh. R. Shah**
Scientist 'G', Advisor,
Dept. of Science & Technology, New Delhi
- 5) **Dr. Leena Kashyap**
School of Social Work
Tata Institute of Social Sciences,
Mumbai, Maharashtra
- 6) **Dr. M.N.G. Mani**
Secretary General
ICEVI & EFA-VI, Campaign ICEVI, Secretariat,
Coimbatore, Tamil Nadu
- 7) **Dr. Sushil Kumar Gupta**
Department of Special Education
Kurukshetra University, Kurukshetra

2.5 BRAILLE COUNCIL OF INDIA

The Braille Council of India, is an advisory body, its conclusions, guidelines and recommendations form the basis for Braille related activities in the country and is accorded due recognition by NIVH in planning its Braille related programmes. The other specific aims and functions of the Council include:

- a) To set Braille standards for the country and liaise internationally on Braille standards and developments with similar bodies in other countries
- b) To review the present situation with regard to the existing Bharati Braille Code and its limitations
- c) To reconsider the existing Braille Mathematics and Music Codes in the light of the experience gained during the last about two decades
- d) To set out specific guidelines with regard to the use and introduction of Braille contractions and abbreviations in different Indian languages
- e) To suggest areas requiring immediate R&D initiatives for Braille Development in the country
- f) To consider ways and means for enhancing efficiency in the use of Braille by teachers as well as learners
- g) To consider in detail the possibility and modalities for establishing an advanced National Centre for Braille Development at NIVH
- h) To formulate specific expenditure proposals for the development activities and submit these proposals to the Director, NIVH before commencement of each financial year

The BCI is composed of 10 representatives of the Braille Presses, five Braille experts from leading Universities and Research Departments, five eminent linguists possessing expertise in various Indian languages, Director NIVH as Convener, Braille Development Officer as Coordinator, and three expert members co-opted by the Director.

The Chairman and members of the BCI is nominated by the Director NIVH with prior approval of the Chairman, Executive Council, NIVH and Joint Secretary (DD) to the Government of India, Ministry of Social Justice & Empowerment.

CHAPTER III

MEMORANDUM OF ASSOCIATION

1. NAME OF THE SOCIETY:

1.1 The name of the society shall be **National Institute for the Visually Handicapped.**

2. The registered office of the Society shall be situated in the State of U.P. and at present it is at the following address:

“ 116 Rajpur Road, Dehradun”

Aims and objects of the Society:

3. The aims and objects for which this Society is established are as under:

- i) To conduct, sponsor, co-ordinate or subsidize research into all aspects of the education and rehabilitation of the Visually Handicapped.
- ii) To undertake, sponsor, co-ordinate or subsidize research into biomedical engineering leading to the effective evaluation of aids or suitable surgical or medical procedures or the development of new aids.
- iii) To undertake or sponsor the training of trainees and teachers, employment of officers, psychologists, vocational counsellors and such other personnel as may be deemed necessary by the Institute for promoting the evaluation, training and rehabilitation of the visually handicapped.
- iv) To distribute or promote or subsidize the manufacture of prototypes and distribution of any or all aids designed to promote any aspects of the education, rehabilitation or therapy of the Visually Handicapped.

3.1 For the realisation of its objectives the Institute will undertake:-

- i) To establish, administer, manage or take over or subsidize the management and administration of schools, training centres, workshops or any other activity the Institute considered essential or desirable for applied or fundamental research in any aspect of the education and rehabilitation of the visually handicapped.
- ii) To undertake, promote or subsidize the production and distribution of literature, tests such as educational or rehabilitation tests or other instructional materials concerning the education and rehabilitation of the visually handicapped.
- iii) To operate any national or regional level services for the education and rehabilitation of the visually handicapped.
- iv) To conduct examinations and award diploma and certificates for the courses conducted by it.
- v) To serve as a clearing house of information on the education and rehabilitation of the visually handicapped.
- vi) To collaborate with other institution having similar objects in this country or abroad, through the exchange of literature, experts, equipment or in any other manner the Institute considers appropriate.
- vii) To promote the integration of visually handicapped children in school and adults in society in general.

- viii) To undertake, sponsor, co-ordinate or subsidize experimental programmes for the education, training and rehabilitation of visually handicapped children and adult with associated disorders.
- ix) To undertake, sponsor, co-ordinate or subsidize parent or other public education programmes.
- x) To offer technical assistance to individuals or organisations in developing research projects or establishing institutional or non-institutional programme for the education, training and rehabilitation of the visually handicapped.
- xi) To organize, co-ordinate or support financially or otherwise centres providing documentation on all aspects of the education training and rehabilitation of the visually handicapped.
- xii) To organise, sponsor and finance seminars, workshops study circles, working groups and conferences for promoting and utilization of research in the education, training and rehabilitation of the visually handicapped.
- xiii) To undertake, sponsor or financially assist the production, writing or publication of books, pamphlets, films, slide-tapes or others materials bearing on the education, training and rehabilitation of the visually handicapped.
- xiv) To advise the Government of India on such matters concerning the education, training and rehabilitation of the visually handicapped as may be referred to it.
- xv) To do all such other lawful deeds as are conducive of incidental to the attainment of the objects of the Institute.

4. Executive Council.

- 4.1 The names, address, occupations and designations of the present members of the Executive Council, to whom the management of the affairs of the Institute is entrusted as required under Section 2 of the Societies Registration Act XXI, 1860 and according to the Rules of the Institute are as follows:

S. No.	Name	Designation & Addresses	Description
1.	Shri M.C.Narasimhan	Joint Ministry of Social Welfare, Govt. of India New Delhi.	Chairman
2	Shri P.G.Muralidharan	Financial Adviser Ministry of Education & Social Welfare, Govt. of India, New Delhi.	Member
3	Shri Tej Prakash	Deputy Scretary Ministry of Social India, New Delhi.	Member-Secretary (till the Director Welfare,Govt. of is appointed).

5. SIGNATORIES TO THE MEMORANDUM OF ASSOCIATION:

- 5.1 We the undersigned are desirous of forming a society namely National Institute for the Visually Handicapped under the Societies Registration Act of 1860 as applicable to the State of U.P. in pursuance of this Memorandum of Association of the Society:-

S. No.	Name	Occupation & Addresses	Signature
1.	Smt. Serla Grewal	Secretary Ministry of Social Welfare, Govt. of India, New Delhi.	Sd/-
2.	Shri M.C. Narasimhan	Joint Secretary Ministry of Social Welfare, Govt. of India, New Delhi.	Sd/-
3.	Shri P.G. Muralidharan	Financial Adviser Ministry of Education & Social Welfare, Govt. of India, New Delhi.	Sd/-
4.	Shri S. Venkataramani	Director General of Employment & Training, Ministry of Labour, Govt. of India, New Delhi.	Sd/-
5.	Shri S. Sathyam	Joint Secretary Ministry of Education, Govt. of India, New Delhi.	Sd/-
6.	Dr. Madan Mohan	Advisor (Ophthalmology) Ministry of Health & Member Family Welfare (Deptt. of Health) Govt. of India, New Delhi.	Sd/-
7.	Shri Tej Prakash	Deputy Secretary Ministry of Social Welfare, Govt. of India, New Delhi.	Sd/-

Witness to the above signatures:

Shri L.D. Trikha

Deputy Director,
National Institute
for the Visually Handicapped,
Rajpur Road, Dehradun.

Dated the day of 1982

CHAPTER IV

RULES AND REGULATIONS

1. DEFINITIONS:

In these rules unless there is anything repugnant to the subject or context:

- a) The 'Institute' means the National Institute for the Visually Handicapped.
- b) The 'President' means the President of the General Council.
- c) The 'General Council' means the General Council of the Institute.
- d) The 'Executive Council' means the Executive Council of the Institute.
- e) The 'Chairman' means the Chairman of the Executive Council.
- f) 'Memorandum' means the Registered Memorandum of Association and Rules of the National Institute for the Visually Handicapped, as may be amended from time to time by the society.
- g) The 'Rules' means rules registered along with the Memorandum of Association and as may be amended by the society from time to time.
- h) 'Society' means the society forming the Institute.
- i) 'Office Bearers' means the President or Chairman, Member Secretary or any others who may be designated by the President or the Chairman.
- j) 'Government' means the Central Government.
- k) 'Year' means the financial year of the Central Government.

2. AUTHORITIES OF THE INSTITUTE

2.1 The following shall be the Authorities of the Institute:

- 2.2 General Council.
- 2.3 Executive Council.
- 2.4 Such other Authorities as may be prescribed from time to time by the General Council.

3. GENERAL COUNCIL

3.1 The Composition of the General Council shall be:

- | | | |
|----|--|-------------------|
| a) | Secretary
Ministry of Social Welfare, Govt. of India | -President |
| b) | Joint Secretary concerned with the subject
in the Ministry of Social Welfare,
Govt. of India. | -Member |
| c) | Financial Adviser to the Ministry of
Social Welfare, Govt of India | -Member |
| d) | Director General Employment & Training
Govt. of India, Ministry of Labour | -Member |
| e) | Six Specialist/representatives of voluntary
organisations/social workers in the field
(to be nominated by the Govt. of India) | -Member |
| f) | A nominee of the Ministry of Health,
Govt. of India. | -Member |
| g) | Two nominees from the Govt. of U.P.
(Secretary, Deptt. of Social Welfare,
& Director, Medical Health Services,
Govt. of U.P.) | -Member |
| h) | A nominee of the Ministry of Education,
Govt. of India. | -Member |
| i) | Director of the Institute. | -Member Secretary |

3.2 The General Council will have the power to co-opt from time to time for such period as they deem fit representative or representatives of such other organisations or institutions and individuals as they deem desirable in the interest of the Institute. The co-opted member shall have the right to participate in the discussion but not to vote.

4. TERM OF OFFICE

- 4.1 The tenure of office of the Members and office Bearers of the General Council except that of the President shall be two years or until their successors are nominated, whichever is later, and they shall be eligible for re-nomination.
- 4.2 The tenure of office of the members of the General Council shall be at the pleasure of the Central Government. It can be reduced or extended at the pleasure of the Central Government.
- 4.3 An Ex-officio member shall automatically cease to be member of General Council on vacating office

5. MEETINGS OF THE GENERAL COUNCIL.

- 5.1 The Annual General Meeting of the General Council shall be called by the President every year after giving at least 21 days written notice of the date, time, place and Agenda and at such meeting it shall transact the following business.
 - a) Consideration of the Annual report.
 - b) Consideration of the Balance Sheet and the Audited Accounts for the previous year.
 - c) Receipt and consideration of budget proposals for the following year, and
 - d) Such other matter or matters as the President may direct.
- 5.2 The President may convene a special meeting of the General Council whenever he/she thinks it necessary to do so, by giving not less than 14 days notice and indicating the purpose of the meeting.
- 5.3 At such special Meeting of the General Council convened by the President no business other than the business included in the notice of the meeting shall be conducted.
- 5.4 Powers and duties of the President of the General Council shall include:
 - i) Calling and presiding over all meetings of the General Council, and
 - ii) Moving the Executive Council to take into consideration his views in regard to any matter which is required to be considered by it.

6. THE EXECUTIVE COUNCIL.

6.1 The composition of the Executive Council shall be:

- | | | |
|-----|---|--------------------|
| (a) | Joint Secretary concerned with the Subject in the Ministry of Social Welfare, Govt. of India. | - Chairman |
| (b) | Financial Adviser, Ministry of social Welfare Govt. of India. | - Member |
| (c) | Two Specialists/representatives of Voluntary Organisations/Social Workers in the field (to be nominated by the Govt. of India). | - Member |
| (d) | Director of the Institute | - Member Secretary |

6.2 The Chairman of the Executive Council may invite any person to attend any particular meeting or meetings as he/she thinks it desirable.

6.3 Powers and duties of the Chairman of the Executive Council:

- i) To preside over the meetings of the Executive Council.
- ii) To take emergent action whenever exigencies of the situation demand it in the interest of the Institute and to have the same ratified by the Executive Council at its next meeting.

7. TENURE OF OFFICE

- 7.1 Member nominated under clauses 3.1(e) and under clause 6.1(c) shall hold office for a period of two years from the date of nomination. The members shall be eligible for re-nomination.
- 7.2 Where a member of General Council/Executive Council becomes such member by reason of the office he holds, his membership shall be terminated when he ceases to hold that office.
- 7.3 If a member of the General Council/Executive Council changes his address, he may notify to the Member Secretary his new address; but if he fails to notify such address his address as recorded on the rolls of the members shall be deemed to be his address.

8. CESSATION OR TERMINATION OF MEMBERSHIP.

- 8.1 Member of the General Council or Executive Council shall cease to be such a member if he (a) dies, or (b) resigns his membership, or (c) becomes of unsound mind, or (d) becomes insolvent, or (e) is convicted of a criminal offence involving moral turpitude, or (f) is removed by the Central Government from the membership or (g) except in the case of Director of the Institute, accepts a full time appointment in the Institute or (h) fails to attend three consecutive meetings without the leave of the President of the General Council or Chairman of the Executive Council as the case may be.
- 8.2 A member of the General Council or Executive Council (other than ex- officio member or a member representing the Central Government) may resign office by a letter addressed to the President of the General Council or to the Chairman of the Executive Council whatever the case may be and such resignation shall take effect from the date it is accepted by the concerned President/chairman.

9. CASUAL VACANCY

- 9.1 Any casual vacancy in the General Council or in the Executive council shall be filled by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination and the member appointed or nominated to fill such casual vacancy shall hold office for the remainder of the term, if any, if the member in whose place he has been appointed or nominated.
- 9.2 The General Council or the executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members, and no act or proceedings of the General Council or Executive Council shall be called in question merely by reason of the existence of any vacancy therein or of any defect in the appointment or nomination of any of its members.

10. MEETING OF THE EXECUTIVE COUNCIL

- 10.1 The Executive Council of the Institute shall meet at least once in every three months.
- 10.2 The meeting of the Executive Council may be convened by the Chairman of the Executive Council or any other member of the Executive Council who may be authorised by him in this behalf.
- 10.3 The meetings of the Executive Council shall be presided over by the Chairman of the Executive council and in his absence a member elected by the members present shall function as Chairman for that particular meeting.

11. POWERS AND FUNCTIONS OF THE EXECUTIVE COUNCIL

- 11.1 Subject to general control and directions of the General Council the Executive Council shall be responsible for the management and administration of the Affairs of the Institute in accordance with the Memorandum of Association, the rules and bye-laws made there under for the furtherance of the objects and shall all powers which may be necessary or expedient for the purpose including.
- a) To lay down broad policy to carry out the purposes of the Institute.
 - b) To review and sanction budget estimates.
 - c) To sanction expenditure as defined in financial bye-laws.
 - d) To invest the funds of the Institute.
 - e) To borrow on terms and conditions expedient.
 - f) To create posts and recruit and appoint staff.
- 11.2 The appointment of the Director shall be made by the Executive Council with the prior approval of the Govt.
- 11.2 (a) Creation and appointment to all such posts as carry an initial monthly pay of Rs. 1600 or above shall be done with prior approval of the Government.
- 11.3 Creation and appointment of other posts shall be made by the Executive Council.
- 11.4 The Director of the Institute shall be In-charge of the Management of the Institute and shall exercise such powers in respect of the Institute as may be delegated to him by the Executive Council from time to time.
- 11.5 The Executive Council may, by resolution appoint one or more committee or committees or sub-committees for such purposes and with such powers as may be specified by it.
- 11.6 The Executive Council of the Institute may, by resolution delegate separately to the Chairman or the Director or jointly to both of them such of its powers as it may deem fit for the conduct of business.
- 11.7 The Executive Council may with prior approval of the Government alter or repeal or frame new rule.

12. FUNDS FOR THE INSTITUTE, ACCOUNTS AND AUDIT

- 12.1 The funds of the Institute shall consist of the following:
- (a) Grants made by or through the government of India or any state Government.
 - (b) Donations and contributions from other sources.
 - (c) Other income and receipts of the Institute.
- 12.2 The funds of the Institute shall be deposited in a bank to be named by the Executive Council. All funds received shall be paid into the Institute's account maintained in such a bank and shall not be withdrawn except on cheque signed by two persons designated by the Executive Council and authorised to function on their behalf.
- 12.3 The Institute shall maintain proper accounts including a balance sheet in such forms as may be prescribed under the bye-laws.
- 12.4 The accounts of the Institute shall be audited annually in such manner as the Central Govt. may direct and any expenditure incurred in connection with the audit of the accounts of the Institute shall be payable by the Institute. The auditors shall have the right to demand production of books, accounts, vouchers and other documents and papers and to inspect the office of the Institute.
- 12.5 Within six months after the close of every financial year, the Institute shall submit to the central Government the audited statement of accounts of the previous year.
- 12.6 The financial year of the Institute shall be from the first of April to the thirty first of March of the following year.

13. THE INSTITUTE SHALL INVEST AND DEAL WITH FUNDS AND MONIES OF THE SOCIETY AND SHALL HAVE THE RIGHT

- (a) to issue appeals and applications for money and funds in furtherance of the said objectives and to raise or collect funds by gifts, donations, subscriptions or otherwise, of cash and securities, and any property either movable or immovable and to grant such rights and privileges to the donors, subscribers and other benefactors, as the society may consider proper;
- (b) to acquire, purchase or otherwise own or take on lease or hire temporarily or permanently, buy any movable or immovable property necessary or convenient for the furtherance of the object of the society;
- (c) to borrow and raise money with or without security or on the security of a mortgage, charge or on the security hypothecation or pledge of all or any of the movable or immovable properties belonging to the society or in any other manner whatsoever, provided that prior approval in writing of the Government of India is obtained in that behalf;

- (d) to sell, assign mortgage, lease, exchange and otherwise transfer or dispose of all or any property movable or immovable or the society for the furtherance of the objects of the society provided prior approval of the Government of India, is obtained (in writing) for the transfer of the immovable property;
- (e) to enter into any agreement with any government authority municipal, local or otherwise, to obtain from such Government or authority any rights, privileges concessions, fiduciary or otherwise that the society may deem desirable to obtain and carry out, exercise and comply with such arrangements and rights, privileges and concessions;
- (f) to draw, make, accept, endorse, discount, execute, sign issue and otherwise deal with cheques, hundies, drafts, certificates, receipts, Govt. securities, promissory notes, bills of exchange or other instruments and securities whether negotiable or transferable or not;
- (g) to build, construct, maintain, repair, alter, improve or develop or furnish any buildings or works necessary or convenient for the purpose of the Society;
- (h) to undertake and accept management of any endowment or trust, fund or donation to further the objects of the Society;
- (i) to appoint, or employ temporarily or permanently, any person or persons that may be required for purposes of the society and to pay them or other persons in returns for services rendered to the Society, salaries, wages, honoraria, fees, gratuities, provident funds and pensions.
- (j) To mobilize available expertise in the field of the visually handicapped and to offer technical and consultancy services with or without payment of remuneration as necessary.
- (k) To establish a provident fund and other benefits for its employees of the Society.
- (l) To institute, offer, or grant prizes, awards scholarships, fellowships and stipends in furtherance of the objects of the Society.
- (m) Powers to receive and accept grant/donations and other contributions should be with Society.

14. Government of India may appoint one or more persons to review the work and progress of the Institute and to hold inquiries into the affairs thereof and to report thereon in such manner as the Govt. of India may stipulate, and upon receipt of any such report, the Govt. of India may take such action and issue such directions as it may consider necessary in respect of any of the matters dealt with in the report and the Institute shall be bound to comply with such directions.

- 14.1 The Govt. of India may give from time to time directives to the Institute as it deems fit and these shall be binding on the Institute.
- 14.2 The Institute shall be open to persons of either sex and of whatever race, creed, caste or class and no test or conditions shall be imposed as to religious belief

or profession in admitting trainees/students or appointing members, teachers and other technical/non-technical staff of the Institute.

- 14.3 No prefaction shall be accepted by the Society which in its opinion, involves condition or obligations opposed to the spirit and object of the Society.
- 14.4 In case the Govt. of India is satisfied that the Institute is not functioning properly, the Govt. of India shall have the power to take over the administration of the Institute and to appoint an administrator for this purpose. During the period such an order is subsisting the General Council and the Executive Council shall remain suspended and all the powers of the General Council and the Executive Council shall vest in the Administrator.

15. BYE-LAWS

- a. With the previous approval of the Govt. of India the Society shall have power to frame and amend bye-laws not inconsistent with the Memorandum of Association and these rules, for the administration and management of its affairs.
- b. Without prejudice to the generality of the foregoing provisions such regulations may provide for the following matters:
 - i. The preparation and sanction of budget estimates, the sanctioning of expenditure, making and execution of contracts, the investment of the funds of the Society and the sale or alteration of such investment and accounts and audit.
 - ii. Powers, functions and conduct of business of such Committees or advisory panels as may be constituted from time to time.
 - iii. The procedure, terms and tenure of appointments, emoluments, allowances, rules or discipline and other conditions of service of the officers and staff of the society.
 - iv. Terms and conditions governing scholarships, fellowships and deputations, grant-in-aid, research schemes and projects and establishment of data library and documentation centres, regional and other centres, and
 - v. Such other matters as may be necessary for the furtherance of the objectives and proper administration of the affairs of the Society.

16. QUORUM

- 16.1 25% members of the General Council shall constitute a quorum at a General Council meeting or a special meeting of the General Council.
- 16.2 50% members of the Executive Council, shall form the quorum at any meeting of the Executive Council.

COMPENDIUM

- 16.3 If at any meeting of the General Council or Executive Council there is no quorum, the meeting shall stand adjourned to a date to be fixed by the Presiding Officer. If at any adjourned meeting there is no quorum the members present shall constitute the quorum.
- 16.4 A written notice shall be sent to every member of the General Council or Executive Council, as the case may be, either personally or through post under certificate of posting at address mentioned in the latest roll of members.
- 16.5 Any notice so sent by post shall be deemed to have been duly served and in providing such services, it shall be sufficient to show that the cover containing such notice was properly addressed and put into the Post-office under a certificate of posting.
- 16.6 Non-receipt of the notice of any meeting of the General Council or Executive Council by any member shall not invalidate the proceedings of the meetings.
- 16.7 The minimum period of notice for meetings of the General Council/Executive Council shall be as follows:
- a. For the Annual General Meeting of the General Council-21 days.
 - b. For special meeting of the General Council-14 days.
 - c. For ordinary meeting of the Executive Council-14 days.
 - d. For extra-ordinary meeting of the Executive Council-7 days.
- 16.8 In case of difference of opinion among the members of the General Council or the Executive Council at any meetings, the opinion of the majority shall prevail. Each member other than co-opted members of the General Council or of the Executive Council as the case may be, including the President shall have one vote and if there be equality of votes on any question, the Presiding Officer shall in addition have a casting or second vote.

17. ROLL OF MEMBERS.

- 17.1 The Institute shall keep a roll of members and their addresses and occupations.

18. RESOLUTION BY CIRCULATION

- 18.1 Any business in respect of which the Chairman is satisfied that the matter is urgent and that it is not possible to hold a meeting of the Executive Council in the near future, may be carried out by circulation among all its members of the Executive Council and shall be effective and binding as if such resolution has been passed at a meeting of the Executive Council.

19. GENERAL

- 19.1 All contracts shall be executed on behalf of the Institute by the Director in consultation with the Chairman, as per rules defined in the financial bye-laws to be framed by the Society.
- 19.2 For the purpose of Section 6 of the Societies Registration Act, as applicable to the State of UP, the person in whose name the Institute may sue or be sued shall be the Director of the Institute.

20. INCOME AND PROPERTY

- 20.1 The income and property of the Society, however derived shall be applied towards the promotion of the objects thereof as set forth in the Memorandum subject nevertheless to the conditions the Govt. of India, may from time to time impose in respect of expenditure or grants made by them. No portion of the income and property of the Society shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise, however by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any person claiming through them or any of them provided that nothing therein contained shall prevent the payment in good faith of honoraria to a member thereof or remuneration to any officer in the Institute in return for any service rendered to the society or for travelling allowance, halting allowance or other similar charges. If, however, a member of the Society is a member of Parliament he shall be paid only the compensatory allowance as provided under the Parliament (Prevention of Disqualification) Act, 1959 until he ceases to be a Member of Parliament.

21. ALTERATION OF MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS.

1. Whenever it shall appear to the General Council of the Institute that it is advisable to alter, extend or abridge such purpose or for other purposes specified in Section 12 of the Registration of Societies Act. 1860, the General Council with the prior approval of Central Govt., may submit the proposition to the members of the Institute in a written or printed report, and may convene a special general meeting for the consideration thereof according to the rules and regulations. No such proposition shall be deemed to have been approved unless such report has been delivered or sent by registered post to every member of the Institute 10 days previous to the date of the special General Meeting convened by the General Council for the consideration thereof, and unless such proposition shall have been agreed to by the votes cast in

favour of the proposition by member who being entitled so to do, and such votes are not less than three fifth of the members delivered in person or by proxy so entitled and voting and confirmed by similar majority of votes at a second special general meeting convened by the General Council after an interval of one month after the former meeting.

2. Whenever it shall appear to the General Council of the Institute to alter, extend or abridge such purpose or for other purposes within the meaning of the Act or to amalgamate such society either wholly or partially with any other Society, the General Council may submit the proposition to the members of the Institute either a written or printed report and may convene a special meeting for the consideration thereof according to the rules and regulations. But no such proposition shall be carried into effect unless such report shall have been delivered or sent by post to every member of the Society ten days previous to the special meeting convened by the General Council for the consideration thereof, nor unless such proposition shall have been agreed to by the votes of three-fifths of the members delivered in person or by proxy and confirmed by the votes of three-fifths of the members present at a second special meeting convened by the General Council at an interval of one month after the former meeting.
22. Once in every year a list of the office bearers and members of the General Council/ Executive Council shall be filed with the Registrar of Societies, Lucknow, as required under Section 4 of the Societies Registration Act of 1860, as applicable to the U.P. State.
23. Any kind of amendment in the Memorandum of the Society shall be made as per provisions of Section 12 and 12(A) of the Societies Registration Act of 1860 as applicable to the State of U.P.
24. If the Society need to be dissolved it shall be dissolved as per provisions laid down under Section 13 and 14 of the Societies Registration Act of 1860 as applicable to the State of U.P.

25. WINDING UP

- 25.1 If on the winding up or dissolution of the Society there shall remain, after the satisfaction of all the debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them and shall be dealt within the manner provided by the registration of Societies Act, 1860. All the provisions of the Societies Registration Act, 1860 will apply to this Society.

Certified that the above is a true copy of the Rules and Regulations of the National Institute for the Visually Handicapped, Dehradun.

<u>Sl.No.</u>	<u>Name</u>	<u>Occupation & Addresses</u>	<u>Signature</u>
1.	Smt. Serla Grewal	Secretary, Ministry of Social Welfare, Govt. of India, New Delhi.	Sd/-
2.	Shri M.C. Narasimhan	Joint Secretary, Ministry of Social Welfare, Shastri Bhawan, New Delhi.	Sd/-
3.	Shri Tej Prakash	Deputy Secretary, Ministry of Social Welfare, Shastri Bhawan, New Delhi.	Sd/

Witness to the above signatures

Name: M.R. Khurana

Signature

Address: Desk Officer,
Ministry of Social Welfare,
Shastri Bhavan,
New Delhi.

Dated: the 19 Day of 10 1982

CHAPTER V

BYE-LAWS

BYE-LAW FOR ADMINISTRATION AND MANAGEMENT OF NATIONAL INSTITUTE FOR THE VISUALLY HANDICAPPED, DEHRADUN

In exercise of the powers conferred by Rule 15 (a) of Rules and Regulations of National Institute for the Visually Handicapped, the Executive council of the Institute is pleased to make the following Bye-Laws:-

1. SHORT TITLES & COMMENCEMENTS:

- (I) These bye-laws may be called the National Institute for the Visually Handicapped Bye-laws 1987.
- (II) These Bye-laws shall come into force with immediate effect from the date these are approved by the Government of India.

2. DEFINITIONS:

2.1 In these Bye-laws unless there is anything repugnant to the context,

- a. The 'Institute' means the National Institute for the Visually Handicapped, 116, Rajpur Road, Dehradun.
- b. The 'President' means the President of General Council of the Institute.
- c. The 'General Council' means the General Council of the Institute.
- d. The 'Chairman' means the Chairman of the Executive Council of the Institute.
- e. The 'Executive Council' means the chairman of the Institute.
- f. The 'Member' means a Member of General Council/Executive Council of the Institute.
- g. The 'Director' means the Director of the Institute.
- h. 'Government' means the Government of India.
- i. 'Year' means Financial Year from April to March.
- j. 'Society' means a society registered under Societies Registration Act XXI of 1860.
- k. 'Fund' means funds of the Institute.
- l. 'Employee' means a Person serving in the Institute in any Post.
- m. 'Old Employee' means a person serving in the Institute in any Post before 21.10.1982.
- n. Words and expressions used here in not defined but defined in the Rules and Regulations of the Institute shall have the meanings respectively assigned to them in the Rules there in.

3. POWERS AND FUNCTIONS OF GENERAL COUNCIL AND EXECUTIVE COUNCIL:

The General council and Executive Council shall exercise the powers as are laid down in memorandum of Association and rules & Regulations of the Institute.

4. POWERS AND FUNCTIONS OF THE DIRECTOR:

The Director shall be In-charge of the management and administration and shall exercise such powers as are delegated by the Executive Council in respect of the affairs of the Institute and give directives for implementing Rules and Regulations and Bye-laws of the Institute with a view to achieving its aims and objects.

5. The Director as Head of the Institute shall be responsible to organise the Institute on modern scientific lines with focus on education, training and rehabilitation research for visually handicapped. As the Administrative Head of the Institute, he shall assume full responsibility for any other duty assigned by the Institute. He shall exercise financial and administrative powers in accordance with schedule of powers delegated to the Director.

The director may re-delegate certain powers to his subordinate officers as per the delegation of power rules of the Government of India. All such re-delegation should, however, be brought to the notice of the Executive Council.

6. COMPOSITION AND FUNCTIONS OF VARIOUS COUNCILS & COMMITTEES OF THE INSTITUTE:

- 6.1 The following Councils & Committees of specialists/representatives of voluntary organizations/heads of Institutions/social workers in the field and Institute's representative shall be constituted by the Executive Council for technical advice, selection, purchase, etc.

6.1.1. The Institute shall constitute an Academic Council to render advice and guidance on programmes of training, research and rehabilitation to be taken up at the Institute. The council shall be headed by the Director and shall consist of 7 other specialists in the field of work for the visually handicapped and representatives from leading organizations of and for the blind. The precise composition of the council shall be decided by the chairman, Executive council on the recommendation of the Director.

6.1.2. The Institute shall constitute book selection committee to help in identifying titles to be taken up for production at the Institute's Central Braille press or for manual transcription into Braille or for recording on Cassettes. The committee shall be headed by the Director and shall consist of 6 other specialists in the field of preparation of books and representatives of leading Institutions for the blind in the country. The exact composition of the committee shall be decided by the chairman, Executive council on the recommendation of the Director.

- 6.1.3. The Institute shall constitute a technology research committee to ensure proper harnessing of appropriate technologies for promoting educational requirements of the visually handicapped. The committee shall also aid and advice on various aspects of production of aids and appliances and books at the Institute. The committee shall be headed by the Director and shall consist of 6 other technological experts and representatives from voluntary organizations of the blind. The precise composition of the committee shall be decided by the chairman on the recommendation of the Director
- 6.1.4. The Institute shall constitute a purchase committee consisting Dy. Director (A), Deputy Director(T), the heads of Departments and the Accounts Officer. This committee will finalise purchases of equipment/instruments/ office equipments/furniture as well as other items of stationery etc involving an expenditure in excess of Rs.5000 in accordance with the provisions made in the budget.
- 6.2. The tenure of each of the above committee/councils shall be two years.
- 6.3. Each of these committees shall meet at least once every year, except purchase committee which shall meet more often as per requirement.
- 6.4. These committees shall regulate their own procedure.
- 6.5. Some other functional committees like canteen committee, accommodation allotment committee, mess committee, hostel management committee, etc. will be constituted by the Director as & when necessary.

7. GENERAL SERVICE CONDITIONS OF THE EMPLOYEES:

- 7.1 The Executive council shall frame the recruitment rules and adopt Govt. of India scales of pay or pay scales approved by Govt. of India, prescribed academic and professional qualifications, experience, age, etc. for various posts to be sanctioned for the Institute. The Executive Council shall also suitably amend recruitment rules for existing posts, wherever required.
- 7.2 Proposals relating to the emolument structure i.e. adoption of pay scales, allowances and revision there of all posts in the Institute would need the prior approval of the Government.
- 7.3 Creation, continuation and conversion of temporary posts into permanent posts in the Institute shall be done by the Executive council subject to observance of the ban orders issued by the Government from time to time except the posts the maximum of scale of pay of which exceeds Rs. 4500(Revised) will be created with the prior approval of the Government in consultation with the Ministry of Finance, Department of Expenditure.
- 7.3 (a) The reservation of posts for SC/ST/EX-servicemen/Disable etc. will be as per Govt. of India Rules. The Institute will prepare necessary rosters for implementation.
- 7.4 (b) Unless otherwise distinctly provided, the whole time of an employee of the Institute shall be at the disposal of the Institute and he may be employed in any manner

required by the competent authority of the Institute without claims for additional remuneration.

- 7.5** The posts in the service of the Institute shall be either a “ Permanent Post” that is a post carrying a definite rate of pay sanctioned without any limit of time or a “Temporary Post” that is a post carrying a definite rate of pay sanctioned for a limited time.
- 7.6** The medical facilities under the medical Attendance Rules as applicable to the Central Government employees shall be made available to the employees of the Institute.
- 7.7** An employee of the Institute shall be eligible for admission to the Institute General Provident fund scheme on completion of one year service or such period as may be prescribed for the purpose by the Govt. of India from time to time.
- 7.8** The employee shall be eligible to Travelling Allowance/Daily Allowance and leave Travel concession and Leave as admissible to him according to the central government rules.
- 7.9** The Institute will provide Insurance facilities to the employees under the Group Insurance Scheme of the L.I.C., India.
- 7.10. Procedures to be followed for Selection and Appointment of staff of the Institute:**
- 7.10.1** For all posts in the pay scale of Rs. 2000-3500 and above, advertisement should be issued in 4 leading dailies from Bombay, Calcutta, New Delhi and Madras giving time of at least 15 days after the appearance of the notice in newspapers for submission of applications. The advertisement notice should be circulated also among organisations likely to recommend suitable candidates for the posts in the above categories.
- 7.10.2** On receipt of the applications, the Director shall scrutinise them and fix a meeting of the selection committee in consultation with the chairman of the selection committee for selection of candidates.
- 7.10.3** All the applications, so scrutinised should be put up before the selection committee. The selection committee may make selection on the basis on the applications and other relevant records. In case it is considered necessary the selection committee may also call candidates for interview. It is not necessary that all candidates who have applied should be called for interview. The Director may make a short list of all the applications on the criteria approved by the chairman of the selection committee. Only short listed suitable candidates would be invited for interview.
- 7.10.4.** The proceedings of the selection committee should be put to the appointing authority for approval and there-after offer of appointment should be issued to the candidates giving 4 weeks time for joining. However joining time may be relaxed at the discretion of the Director. The matter should be reported in the Executive council meeting held immediately after the selection are made appointments are offered.

7.11 Constitution of Selection Committee and DPC

7.11.1 For all posts corresponding to group 'A' posts Chairman, Executive Council..... Chairman 2 Experts in the field..... to be nominated by the Chairman, Executive council.....members Director of the Institute..... Member Secretary.

7.11.1 For the purpose of selecting the experts, a panel of 5 names will be approved by the Executive council at the beginning of each year in each field.

7.11.2 For all others posts corresponding to groups B, C& D Director of the Institute..... Chairman Deputy Director (Technical) of the Institute..... Member. One outside expert to be nominated by the Director..... Member. Deputy Director (Administration) of the institute.....Member Secretary.

7.11.3 The Selection Committee for the posts of Director and Deputy Director shall be constituted by the President, General Council.

7.12. The candidates selected will be on probation for a period of two years, extendable for another year. Failure to complete the extended period satisfactorily shall result in the termination of services. In case of satisfactory completion of the probation period, the employee can be confirmed on the basis of existing Govt. of India rules.

7.13. The services of a temporary employee shall be liable to termination at any time by giving one month's notice from either side.

7.14. An employee may be appointed on contract for a limited period maximum of which may be five years.

7.15 Extension of services or re-employment after retirement shall be regulated by Govt. of India rules.

7.16 Age of retirement

7.16. a) Except as otherwise provided, every employee of the Institute will retire from services on the afternoon of the last date of the month in which he attains the age of 58 years.

7.16. b) An Institute's servant belonging class IV(Group D) will retire from service on the afternoon of the last date of the month in which he attains the age of 60 years.

7.16. c) The teaching staff of the Institute who are appointed w.e.f.1.4.89 shall retire on the afternoon of the last date of the month in which he/she attains the age of 58 years. However, in case of the existing teaching staff, they will retire from service on the afternoon of the last date of the month, in which he/she attains the age of 60 years.

7.17 No employee will be granted permission for private employment or private practices.

7.18 The holidays, vacations and working hours as admissible to Central Govt. employees, will be granted mutatis mutandis, to the employees of the Institute in general.

7.19 Deputation

- 7.19. a)** A Government Servant or an employee of a similar autonomous organisation may be taken on deputation on standard terms and conditions as are applicable in central Government.
- 7.19. b)** An employee of the institute may go over on deputation to another similar organisation/Government on the terms and conditions mutually acceptable between the Institute and the borrowing organisation. It shall be the liability of the foreign employer to pay Foreign Service contributions as stipulated.
- 7.19. c)** Chairman, Executive Council will be the competent authority for deciding the cases on deputation of Institute's employees.
- 7.20.** The Central Civil Service (Conduct) Rules and also the Classification, Control and Appeal Rules of the Government of India will mutatis matandis is apply to the employee of the Institute.
- 7.21.** A service book of each employee whose pay and allowances are drawn by the Head of Institute on establishment bills, shall be maintained by the Administration Branch. The Audit of accounts in respect of pay and allowances, shall, off course be watched by the Accounts Officer, who shall also watch the recovery of contribution in the case of an employee deputed on Foreign Service.
- 7.22. a.** The appointing authority in respect of Group 'A' posts will be the chairman Executive Council and same in respect of posts Group 'B', 'C' and 'D' shall be the Director.
- 7.22. b.** However appointment to the post of Director and such other posts as carry an initial monthly pay of Rs. 1600 (pre-revised) or above, shall be made with the approval of Govt. of India.
- 7.23** Grant of study leave etc. will be regulated by Govt. of India Rules on the subject.
- 7.24.** In the matter of various kinds of leave, the employees of the Institute shall be governed by the Leave Rules of the Central Govt.

8. BYE-LAWS RELATING TO MAINTENANCE OF ACCOUNTS AND AUDIT OF ACCOUNTS ETC.

- 8.1.** The Executive Council may authorise Vigilance commission of Govt. of India to exercise jurisdiction over the affairs of the Institute.
- 8.2.** The Director shall exercise financial powers as per the schedule of powers delegated by the Executive Council. The Director may further re-delegate powers to subordinate officers and bring such re-delegation to the notice of Executive Council.
- 8.3.** The Ministry is required to submit the Budget Estimates, plan as well as Non-Plan, to the planning Commission/Ministry of finance in October. The ministry would, therefore, expect these estimates to be submitted by 30th Sept. therefore the Institute should prepare the budget and submit it to the Chairman of the Executive Council

by September 15th and to the Executive Council by September 30th. Later these will be put up to the General Body at its Annual meeting for approval. The observations of the General Body if any, on the budget proposals will be communicated to the Ministry of Welfare. The estimate will be revised if the Ministry of Welfare do not agree to the allotment asked for. The Budget should contain the following details.

- 8.3. a The Institute shall give the plan & Non-plan estimates separately.
- 8.3. b It shall give Capital and Revenue Estimates.
- 8.3. c The Institute shall give previous years expenditure, current years budget and the next year's estimates in the budget.
- 8.3. d The budget should show a break-up of the various activities of the Institute and the allocation of funds proposed for each activity; in addition, it will show a general head indicating Salaries and Allowances, Contributions to Leave Salary, Provident fund etc. Expenditure on fixtures and furniture, office equipments, etc., expenditure on posts & telegraphs, telephones expenditure on rent, taxes, electricity, water charges, etc. and other contingencies like vehicle maintenance. In each activity area it should contain requirements of funds for capital equipments, consumable stores and non-consumable stores, stipend, etc.

The budget estimates should be accompanied by write-up giving following particulars:

- i) Requirements of funds for current Programmes.
- ii) Requirements of funds for new Programmes.
- iii) Physical targets achieved during the previous year, proposed to be achieved in current year, and in the next year.
- iv) The comparison of the past performance with the current performance, reasons for short-fall in achievements, if any ultimate action taken or proposed to be taken.
- v) The funds of the Institute shall consist of:
 - (a) Grant made by Govt. of India or State Govt.
 - (b) Donation and contributions from other sources.
 - (c) Other income and receipts.
- vi) The schemes which have not been administratively approved by the competent Authority shall not be included in the budget estimates.
- vii) For any new scheme, likely to be introduced for development of original scheme, which has not been included in the estimates for that year, a proposal

with financial implication be made to the Executive Council for financing it by means of supplementary grant or by re-appropriation within sanctioned estimates.

- viii) The grants received from Govt. of India and /or from any other source shall be entered into the relevant register which will show the expenditure on specific heads and specified items.
- ix) The funds of the institute shall be deposited into a nationalised bank as per the resolution passed by the Executive council of the institute.
- x) The proper books of accounts will be maintained by the institute to show receipt and its source; as well as expenditure and sanction accorded therefore.
- xi) The accounting year of the institute shall be from the first of April to the thirty first of March of the following year.
- xii) At the close of the financial year a balance sheet covering assets and liabilities with due considerations of receipts and expenditure will be prepared.
- xiii) The Balance sheet indicating assets and liabilities receipt and expenditure etc. should be prepared and submitted to the executive council.
- xiv) The institute would make available the books of accounts register vouchers and other documents and papers together with one copy of final sanctioned budget to the Auditor who will also have the right to inspect the office of the institute or any work under construction.
- xv) The audited statement of accounts of the previous year shall be submitted to Govt. within eight months after the close of financial year. If the submission is delayed beyond stipulated period the reasons be communicated to Executive council and the Govt.
- xvi) The Director of the institute shall have the power to appropriate and/or re-appropriate for valid reasons the funds from one primary or secondary unit to another and to have the same ratified by the Executive council in its next meeting.
- xvii) The funds of the institute may be invested in short term fixed deposits to yield better return if feasible after keeping sufficient balance at the disposal of the institute.
- xviii) In exercise of the powers delegated by the executive council the director shall sign and execute all agreements contracts, transfer deeds deed of conveyance and other documents in connection with the affairs of the institute with due consultation and advice of the legal adviser appointed/engaged by the institute.

- xix) No contract shall be made by the subordinate authority which has not been directed or authorized by competent Authority.
- xx) The Director shall sue or be sued in all matters of dispute arising out of any contract.
- xxi) The Director shall have powers to dispose of serviceable and obsolete articles.
- xxii) The Director shall keep watch over expenditure and accord sanction to the payments, not exceeding the grants sanctioned. he will be assisted by officers authorized in this behalf.
- xxiii) The funds will be drawn from the Bank by cheque to meet the expenditure.
- xxiv) The cheque books will remain in the personal custody of the Director or any other officer as may be authorized by the Director on his behalf.
- xxv) The Director will be assisted in respect of receipt and expenditure by the Accounts Officer who shall maintain proforma accounts and submit all claims in respect of pay and allowances traveling allowances etc. and contingent bills in the prescribed forms which will be counter signed by the Director or by the officer authorized in his behalf before those are passed for payment by means of demand drafts/cheques or cash as the case may be, The Accounts officer will apply a check of a nature of pre audit to all payment from the funds of the institute.
- xxvi) The director shall have power to hire accommodation for office/hostel premises with the approval of the Executive council, whenever necessary at rates not exceeding those prescribed by the Government for similar purpose and or in the absence of such prescribed rates with the approval of the Government as laid down in the entry 16 of Annexure to schedule V of the Delegation of the Financial Powers Rules, 1978. In the matter of construction work of Institute own building the Director will be assisted by the Institute's Civil Engineer who will supervise the work on the site and report progress from time to time.
- xxvii) The balance sheet and the audit accounts together with annual report shall be submitted to the General Council for consideration.
- xxviii) The results of the Audit together with Auditor's Report shall be communicated to the Ministry of Welfare, New Delhi.

MAINTENANCE OF REGISTER

The following books and registers will be maintained

1. Register of Grants.
2. Funds shall be kept in banks authorized by the Executive Council, all money to be drawn by cheques as authorized by the Executive Council
3. Register of assests shall be maintained
4. Register of outstanding dues recoverable from parties other than employees of the institute shall be maintained
5. Register of loans and advances given to employees with recovery position
6. Register of rents
7. Register of fees recovered
8. Register of cheque books
9. Register of Receipt books.
10. Register of sanctioned post with authority of sanction
11. General Provident fund Accounts, ledger and balance sheets;
12. Service books
13. Register of selection Committees proceedings Academic Committee proceedings etc.
14. Register of library books.
15. Acquaintance rolls and register of periodical increments.
16. Cash books and imprest cash book
17. Bank reconciliation register if possible to be maintained with the cash books.
18. Bill control Register
19. Ledger for control of expenditure.
20. TA/DA Register
21. Pay bill Register
22. Contingent Bill Register
23. Foul Account Register
24. Stamp Account Register
25. T.A Bill Register
26. Stock Register
27. Stationery Register
28. Miscellaneous Expenditure Register
29. Note : Under the overall supervision of Director, the Officers of the Institute shall maintain proper accounts in the relevant registers and forms as mentioned above, with detailed instructions for maintenance of these registers.

10. FINANCIAL POWERS OF AUTONOMOUS BODIES RESTRICTION REGARDING

- 10.1** Proposal relating to the emoluments structure i.e. adoption of pay-scales, allowance and revision thereof and creation of posts of a specified pay level would be sent to the Govt. of India to decide the matter in consultation with the Ministry of Finance, Department of Expenditure.
 - 10.2** A representative of the Ministry of Finance/Integrated Finance/Division of the Ministry concerned should be nominated to the Executive council of the autonomous organisation i.e. National Institute for the Visually Handicapped.
 - 10.3** In the event of disagreement between representatives of the Ministry of finance and the chairman of the Governing Body of the Autonomous organisation i.e NIVH, Dehradun, on the financial matter beyond the delegated powers of the Ministry/ Deptt. of the Govt. of India, the matter shall be referred to the Minister of the Administrative Ministry concerned and the Finance Minister for a decision.
- 11** Any alteration in the bye-laws or addition there-to, shall require prior approval of the General council of the Institute.
- 12** F.R, S.R, G.F.R and instruction issued by Govt of India from time to time will be followed unless otherwise stated specifically in these bye-laws.
- 13** If any doubt arises about the interpretation of these bye-laws, the matter would be referred to Govt of India Whose decision there-on shall be final.

CHAPTER VI

DELEGATION OF POWERS

SCHEDULE OF POWERS VESTED IN THE DIRECTOR, NATIONAL INSTITUTE FOR THE VISUALLY HANDICAPPED, DEHRADUN.

S.N.	Powers	Extent
I. GENERAL:		
1.	Re-delegation of powers to subordinate authorities DFPR 13(3)	To re-delegate to subordinate authorities the power up to the limit of those vested in Director in all matters except the following:- (i) Write-off losses (ii) Creation of posts.
2.	Powers to incur capital expenditure DFPR G.I.D.(4) below Rule 10.	Up to Rs. 50,000/-
3.	Declaring a Class II Officer as head of Office DFPR 14	Full Powers.
4.	Declaring an officer as Controlling Officer, G.F.R. 2(x)	Full Powers.
5.	Declaring an officer as Disbursing Officer G.F.R. 2(xii)	Full powers in respect of any Gr. A & Gr. B Officer.
II BUDGET AND CONTROL OF EXPENDITURE:		
6.	Appropriation and Re-appropriation DFPRs- Schedule IV Rule No.13)	Full powers subject to Rule 10 of DFPR.
III CREATION OF POSTS AND OTHER ESTABLISHMENT MATTERS:		
7.	Creation of temporary posts DFPR- Schedule 3 (Rule-ii)	<p>Posts in Group B, Group C and Group D service.</p> <p>Remarks: These powers (Sl.No. 7) are subject to the following restrictions.</p> <ul style="list-style-type: none"> i. The posts should not be created in excess of standard scales where laid down by the Institute. ii. Posts cannot be created retrospectively. But this does not apply to the continuance of existing posts. iii. Posts requiring connection with schemes can be sanctioned by the authority concerned only after the scheme as a whole has been approved by the competent authority. iv A temporary post cannot be sanctioned beyond the financial year in which it is created.

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8.	Conversion of temporary posts into permanent posts DFPRs.	Full powers in respect of such posts which he has power to create provided conversions is in accordance with the general percentage and principles as may laid down by the Standing Committee. Remarks: This power is subject to general restrictions as per Sl. No. 7.
9.	Alteration of date of birth as recorded in history of service book or other service record DFR 79 and GID there under.	Full powers to permit (i) alteration of date of Birth provided a request for such alteration is received before the preparation of the service book of the Institute employee concerned and in any event not later than the completion of the probation period (ii) correction at any time for bonafied clerical mistake in recording date of birth.
10.	Investigation of arrear claims of employees of the Institute as well as of persons not in Institute service, GFR 83 & 87	To order investigation by the Audit/ Accounts Office of a claim to arrears which has been allowed to be remain in abeyance for a period not exceeding 3 yrs.
11.	Delegation of powers to order investigation of arrear claims GFR 84 & 87.	To delegate the powers at S.No-10 to a subordinating authority which appoints a institutes employee by whom the claim is made.
IV CONTINGENT AND MISCELLANEOUS EXPENDITURE :		
12.	Authorising a class I officer subordinate to a Head of office to incur contingent and miscellaneous expenditure on behalf of the Head of Office DFPRs-10A.	Full Powers Remarks: i). This power is subject to such rules may be prescribed by the Standing Committee. ii) The Head of office will continue to be responsible for the correctness, regularity and propriety of expenditure incurred by the officer by the authorised.
13.	Miscellaneous expenditure DFPRs- Schedule VI	Maximum amount that can be sanctioned on each individual item recurring = Rs. 500/- a year & non-recurring Rs. 200/- a year.
14.	Sanction of permanent advance, GFR 90(i)	Full powers.

15.	Sanctioning legal and financial assistance to employees of the Institute involved in legal proceedings of the following types:- i) Proceedings initiated by the Institute in respect of matters connected with the official duties or position of the Institute employees. ii) Proceedings instituted by a private party against an employee of the Institute in respect to matters connected with the official's duties or position iii) Proceedings instituted by an employee of the Institute on his being required by the Institute to indicate his official conduct.	Full powers.
	iv) On the Institute being empleaded on grounds of vicarious liability in a civil suit where an employee of the Institute is sought to be made liable for damages for acts or negligence in the discharge of his duties of a civil nature. GFRs-GID below Rule 95.	Full powers.
16.	<u>Execution of works:</u> Petty works and repairs GFRs 136 & 137.	Up to Rs. 50, 000/-
V WRITE OFF OF LOSSES:		
17.	To write off irrecoverable losses of stores: a) Not due to theft, fraud or negligence b) Other cases DFPRS- SCHEDULE XII	Up to Rs. 10, 000/- Up to Rs. 2,500/-
18.	To write off loss of revenue of irrecoverable loans and advances DFPRS-SCHEDULE VII	Upto Rs. 2,500/-
VI INSURANCE OF INSTITUTE'S PROPERTIES		
19.	Insuring materials and equipments received on loans or as aid from international or other organisations. DFPR 15(a)	Full powers, if assurance is necessary then terms of the relevant contracts or agreement, otherwise Rs. 10, 000/- in each case.
20.	Incurring expenditure on insurance by booking goods at Railway risk, where an alternative railway risk rate is provided DFPR 15 (b)	To incur additional expenditure up to Rs each case over and above the charges booking goods at owner's risk.
VII EXPENDITURE ON SCHEMES:		
21.	Sanctioning expenditure on schemes DFPR 18	Up to Rs. 10, 000/- in each case. REMARKS: A quarterly report in all such cases be made to the standing committee.
VIII INVESTMENT, GRANTS AND LOANS:		
22.	Sanctioning grants-in-aid for the provision of amenities or recreational or welfare facilities to the staff in the Institute. GFRs-GID (i). Below Rule 153	Full powers subject to the conditions laid down by the Ministry of Home Affairs in this regard from time to time.

IX INDENTS, CONTRACTS AND PURCHASES:		
23.	Purchase of stores including office furniture/ office equipment. DFPR 21 and Department of Supply MP III-6(8)/ 66/1 dt. 11.8.1971.	Full powers.
X ADVANCE TO INSTITUTE'S SERVANTS:		
24.	Sanctioning an advance for the purchase of a conveyance to an employee of the Institute GFRS-191(1) (2) GID (2) below it and 192.	Full powers.
25.	Extending the time limit with in which purchase of payment for conveyance should be completed. GFRS-NOTE i. Below rule 106 read with Rules 210&211 and below rule 214	To extend in exceptional cases the prescribed time of one month to two months from the date of drawal of advance.
26.	Grant of advance for the purchase of table fan GFR 221-A	Class IV employee of the Institute.
27.	Extending the time limit within which a table fan should be purchased GFRS-GID(2) below Rule 221-D.	To extend, in exceptional cases, the prescribed time limit of one month to two months from the date of drawal of advance.
28.	Sanctioning pay and T.A. advances to a employees of the Institute who while on duty or on leave is required to proceed on:	Full powers.
29.	Transfer to foreign service	Full powers
30.	Transfer excluding transfer to foreign service. GFR 22 and Notes 1 & 2 below it.	Full powers
31.	Sanctioning T.A. advances to a retiring employee of the Institute to enable him, during leave preparatory to retirement or refused to leave to the place where he intends to reside permanently. GFR 224.	Full powers
32.	Fixing the rate at which advance of pay should be recovered from subsistence allowance. GFRS-GID below 225	Full powers
33.	Sanctioning advance of pay to an employee of the Institute who is required to proceed on deputation outside India GFR 227.	Full powers
34.	Sanctioning advance to an employee of the Institute to cover T.A. and contingent expenditure in connection with tours (including official journeys performed in response to summons from a court of law.)	i. i) T.A. advance to cover expenses for a period not exceeding 6 weeks. ii. Contingent advance –Full powers.
35.	Sanctioning advances in connection with leave travel concession GFR 235.	Controlling officers, for traveling allowance e purposes, can sanction such advance. Those who are their own controlling officers can sanction advances to themselves.
36.	Sanctioning festival advances GFR 236	Full powers.
37.	Fixing festival occasions on which festival advances will be allowed. GFRS-GID (i) below rules 236.	Full powers

38.	Sanctioning advances in connection with natural calamities GFR 247 & GID (i) there under.	Full powers Remarks: The Institute employee property should have been substantially affected or damaged in area declared by the Govt. as affected by a natural calamity.
39.	Sanctioning an advance in connection with a law suit to which the Institute is a party GFR 255.	Full powers.
40.	Sanctioning a special advance for payment of a security deposit to a State Govt. or a statutory organization like a State Electricity Board, a corporation etc., as a safeguard against delay/default in payment of its dues. GFRs-GID(3) below rule 258.	Full powers. Remarks: Before sanctioning, the Director, should satisfy that letter of guarantee in lieu of the deposit will not be acceptable to the authority concerned.
41.	Sanctioning an advance in lieu of leave salary to an employee of the Institute GFR 259.	Full powers subject to condition the employee will proceed on leave for a period not less than one month/30 days.
42.	Sanctioning an advance to the family of an employee of the Institute who dies while in service. GFR 262.	Full powers for the family of a group II, III & IV Institute employee who dies while in service. REMARKS: Director should be of the opinion that the family of the deceased group II, III & IV employee has been left in indigent circumstances upon the death of the employee on whom it was dependent and is in immediate need of financial assistance.
43.	Sanctioning an advance to the family of an employee of the Institute who dies while in service to meet the travel expenses admissible under the rules. GFRs-265	Full powers.
44.	Sanctioning an advance to an employee of the Institute involved in local proceedings to meet the expenses of his defense in the following circumstances: i) Proceedings instituted by a private party against an employee of the Institute in respect of matters connected with his official duties or position when the employee proposes to conduct his defense himself. ii) Proceedings instituted by an employee of the Institute of his being required by the Institute to vindicate his official conduct. iii) In deserving cases where proceedings are instituted by an employee of the Institute suo moto, with previous sanction of the Institute to vindicate his conduct arising out of or connected with his official duties or position. GFRs-GID below Rule 267-A. iv) Sanctioning advances of TA to non-official members of committees/ commissions GFR 268(1)	To sanction an interest free Advance up to Rs. 1000/- or three months pay whichever is greater. Full powers. REMARKS: Advance should be sanctioned where it is considered that it will be difficult for the members to meet the cost of long & expensive journey.

IX OTHER PROVISION		
45.	Prescribing the amount of security deposit to be furnished by an employee of the Institute entrusted with the custody of cash or stores. GFR 270.	Full powers to prescribe according to circumstances and local conditions in each case.
46.	Exempting an employee of the Institute appointed to officiate in a short term vacancy from furnishing security deposit. GFR 271	Full powers. REMARKS: i. The exempting authority should satisfy itself that there is no risk involved. ii. No such exemption should be granted except in the case of a permanent or quasi permanent institute employee. iii. The period of officiating arrangement should not exceed four months.
47.	Determining the quantum of security deposit from contractors. GFRs-GID(1) below rule 273.	Full power subject to minimum 5% maximum of 10% of the amount of the contract. REMARKS: In case other than one relating to “works” a security deposit should be demanded only if required under the relevant contract.
48.	Authorising a Institute authority to accept security deposit. GFR 275	Full powers to authorize a institute authority not lower in rank than that of a Head of Office to accept security deposit.
49.	Determining the form of the security bond to be executed at the time of furnishing security. GFR 276.	Full powers.
XII CONTINGENT EXPENDITURE DFPRS RULE 10(3)		
50.	Bicycle DFPRS-Schedule V	Full powers.
51.	Conveyance hire: i. Reimbursement of taxi or other conveyance charges to class I officers. ii. Hiring of taxis for inter state/ international conference. iii. Other items (eg. Conveyance hire for class II, III & IV employees, casual departmental use etc.) DFPRS-Schedule V	Full powers. Full powers. Full powers. REMARKS: This power is subject to the condition that the total amount of conveyance reimbursed to an employee in any month should not exceed Rs. 100/- or other as decided by the standing committee from time to time.
52.	Electric, gas and water charges.	Full powers.

53.	Fixtures and furniture, purchase and repairs.	Full powers. REMARKS: The exercise of this power shall be subject to such conditions and restrictions as may be prescribed by the Ministry of works and Housing
54.	Weight and Demurrage/Wherefage charges	Full powers.
(i)	Uplifting of stores	Full powers
(ii)	Other freight charges	Full powers
(iii)	Demurrage/ Wharrfage charges DFPRs-scheduleV	Full powers.
55.	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells.	Full powers
56.	Vehicles: Maintenance, upkeep and repairs	Full powers
57.	Principal rates and taxes DFPRs-Schedule V	Full powers.
(i) (ii) (iii)	Repairs and alterations to hired and requisitioned buildings Non-recurring Recurring	Rs. 25, 000/- Rs. 2, 500/- REMARKS: Such expenditure may be incurred only if the land lord has refused to meet the charges himself.
	Postal & Telegraph charges	Full powers
	Commission on money orders.	Full powers
	Remittance of stipend	Full powers
	Remittance of money due to contractors etc. other remittances DFPRs-Schedule V	Full powers
59.	Printing and binding	Full powers
60.	Purchase of publications DFPRs-Schedule V	Full powers
61.	Rent: i. Ordinary office accommodations: a) Where the accommodation is entirely utilized for the office. b) For residential or other purposes DFPRS-Schedule V	Rs. 15, 000/- per annum at Bombay, Calcutta & Madras. Rs. 1,000/- p.m at other places. Rs. 1, 500/- p.m (b)
62.	Repairs to and removal of a machinery (where the expenditure is not of a capital nature)	Full powers.
63.	Rewards, fees, etc. (other than fees or honorarium granted to employees of the Institute under the service rules)	Rs. 1, 000/- in each case.
64.	Staff paid from contingencies.	Full powers.
65.	a) Purchase of stationery b) Local purchase of rubber stamps and office seals.	Full powers. Full powers
66.	Supply of uniforms, badges and other articles of clothing etc., and washing allowance DFPRs-Schedule V	Full powers

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67.	Telephone charges DFPRs-Schedule V	Full powers
68.	All office equipment including Typewriters, calculating machines, intercom equipment, electronic stencial cutters, photo copies, filing and indexing systems.	Full powers. REMARKS: The expenditure on these items shall be incurred subject to general or special orders issued in this behalf.
B. UNDER FUNDAMENTAL RULES & SUPPLEMENTARY RULES:		
69.	Allowing an officer to make over or resume charges of office else where then at headquarters. GID below FR 17	Full powers.
70.	Treating a period of training or instruction in India of an employee of the Institute as “duty GID(10) below FR9 (6)	Full powers.
71.	Treating as “duty” a period of enforced halt occurring enroute on a journey connected with a temporary transfer or training GID(28) below FR 92(6)	Full powers.
72.	Declaration as to relative degree of responsibility of two posts. GID(5) below FR 22	Full powers.
XIV APPOINTMENT, TERMINATION OF APPOINTMENT (FRs)		
73.	Making appointments to posts under the Institute	Group B, C & D – Full powers.
74.	Dispensing with a medical certificate of fitness before appointment to Institute service in individual cases FR 14(Sl. No- 4)	Full powers
75.	Suspending a lien FR. 149(Sl. No - 5)	Full powers, provided he is authorized to make appointments to the post in question.
76.	Transferring a lien. FR. 148(Sl. No- 6)	Full powers, provided he is authorized to make appointments to both the posts in question.
77.	Transferring an Institute employee from one post to another.	Full powers.
78.	i. Accepting the resignation of a Institute employee ii. Permitting withdrawal of resignation GID(1) & (4) below FR. 17	Full powers in respect of posts for which he is appointing authority. Full powers in respect of the posts for which he is the appointing authority.
79.	Sanctioning an officiating promotion in a short term vacancy. GID(3) below FR 21 & OM. No. F. 10(20) E (coord)/ 71, dated 18.11.1971	Full powers to fill a vacancy, the duration of which exceeds 45 days.
80.	Appointing the Institute employees to officiate in more than one post and fixing (a) his pay in subsidiary posts and (b) the amount of compensatory allowance to be drawn by him. FR 49 (Sl. No. 20)	Full powers provided he has power to make appointment to each post.

81.	<p>i. Retiring the Institute employee in the public interest after he has attained the age of 50 years or 55 years as the case may be.</p> <p>ii. With holding permission to the Institute employee under suspension who seeks to retire FR. 56</p>	<p>Full powers in respect of employees for which he can make appointment.</p> <p>Full powers in respect of employees for which he can make appointment.</p>
82.	Institute employees other than a employee in service after the age	Full powers provided the extension is limited to a period of one year at a time up to the age of 62 years.
83.	Ministerial employee in service after years	Full powers provided the extensions are limited to one year at a time up to the age of 60 years
84.		<p>To dispense with the procedure of recruitment to class II and IV posts through employment exchange where: I) A near relation of a deceased employee is to be employed, as a measure of immediate assistance to the family or II) a temporary employee is to be re-appointed to a post, as he failed to resume duty at the end of the maximum period of extraordinary leave admissible to him and hence ceased to be in service.</p> <p>III) a retrenched employee of the Inst. is to be appointed.</p>
FEE AND SUBSISTENCE ALLOWANCE		
87.	Fixing the pay and allowance of the Institute employee treated as on duty. FR 20 Sl. No.7	Full powers. Authority competent to make appointment to which pay and allowances are to be fixed is empowered.
88.	<p>Fixation of pay on:</p> <p>a) Promotion/transfer from one officiating post to another:</p> <p>b) Re-appointment after retrenchment; and</p> <p>c) On transfer from one post to another of a temporary Institute employee.</p> <p>ii) Protection of special pay drawn in one post on promotion to another</p> <p>iii) Grant of benefit under the “next below rules” GID(40) below FR. 22</p>	<p>Full powers, subject to the observance of the principles as may be laid down by the Standing Committee.</p> <p>-do-</p> <p>-do-</p>
89.	Fixing of pay of retired Institute employee reemployed in a post carrying a sanctioned scale of pay. GID (1) & (2) FR. 22	Full powers to fix the pay in accordance with the principles as may be laid down by the Institute.
90.	Sanctioning the fitness to across the efficiency Bar prescribed in a timescale GID(3) below FR. 22	Full powers.

91.	Allowing a Institute employee to count for increments a period of extraordinary leave taken otherwise than on medical certificate FR. 26(Sl. No. 8 A)	Full powers.
92.	Issuing a certificate of continued officiation on a post during a period of i. leave ii. Deputation out of India iii. Officiation in a higher post GID (2) & (3) FR. 26	i. If no officiating arrangements is made in the leave vacancy and the employee returns to the same post after the expiry of the leave, the leave sanctioning authority may issue the certificate. ii. The authority competent to make appointment to the post -do-
93.	Granting premature increments in the time scale FR. 27	Full powers
94.	(a) Granting premature increments in the time scale on initial appointments except for retrenched employees of the Institute. (b) Granting premature increments in the time scale in case of employment of retrenched employees of the Institute.	A) Full powers, provided i.. Not more than five stages/ increments are granted. ii. The candidate's age, previous experience, qualifications, employments last drawn, etc. taken into account, and iii. If the appointment is made in consultation with duly constituted selection committee the grant of higher initial pay should be based on its recommendations. Full powers REMARKS: i. This power is not applicable to the case if re-employed pensioners. ii. Reasons for the grant of higher initial pay should be recorded on the file.
95.	i. To fix, in respect of a combatant clerk who is appointed as LDC or Junior clerk after his release/ retirement from the Armed forces, his pay at a higher initial stage ii. To ignore an amount of Rs. 50/pm.m or a smaller amount out of his pension and pension equivalent of gratuity in determining his pay in the scale of LDC/ Junior Clerk. GID (7), (8), (9) & (15) below FR. 27.	To fix the pay at a stage above the minimum equal to the number of completed years of service as a combatant clerk. Full powers.
96.	To fix the pay of an ex-combatant store-man on appointment as a store-man in the Institute. GID (13) below FR. 27	Full powers as mentioned against Sl. No. 95
97.	Restricting the pay of an officiating employee of the Institute FR 35 (Sl. No. 12)	Full powers in respect of employees whom they can appoint.

98.	Sanctioning the undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium. FR-46(B) Sl. No. 19 B)	Full powers up to a maximum of Rs. 500/- in each case. REMARKS: In the case of recurring honorarium, those limits apply to the total of the recurring payments in a year.
99.	Fixing the amount of subsistence allowance for the period beyond the first 6 months of suspension . FR. 53.	The authority which made it is deemed to have made the order of suspension under the bye-laws.
100.	Determining in the case of an employee of the Institute who has been dismissed, removed or compulsorily retired and is re-instated on appeal or review. a) What pay and allowance should be paid to him during his absence from duty including the period of suspension. b) Whether... said period should be treated as duty, leave or otherwise FR-54.	Full powers
101.	Determining the matters referred to at (a) and (b) in column 2 against Sr. No. 102. in respect of an employee of the Institute reinstated at the end of a period suspension. FR. 54-B.	Full powers
102.	Counting any past period of officiation in service towards the prescribed probation period to be undergone on promotion to the service. GID (1) (vii) below SR2(15)	Full powers
103.	Sanctioning the undertaking of work for which a fee is offered and the acceptance of a fee. SR. 11(Sl. No. 1)	Full powers up to maximum of Rs. 1200/- in each case. REMARKS: In case of recurring fees these limits apply to the total of the recurring payments made to an individual in a year.
104.	Exempting from the purview of SR.12 allowances like traveling conveyance daily and subsistence allowance received as “fees” GID (6) below SR.12	Full powers REMAKRS: The allowance should not be a source of profit to the Institute employees.
XVI LEAVE		
105.	Permitting an employee of the Instt. on leave to take up any service/ employment in India. FR. 69	Full powers in respect of Group B, C and D employees only.
106.	Requiring a medical certificate of fitness before return from leave. FR. 73(Sl. No-24)	Full powers in respect of employees whom he can grant leave.
107.	Extending leave. FR 73(Sl. No 25)	Full powers in respect of employees whom he can grant leave.
108.	Permitting a n employee of the Instt. on leave to return to duty before the expiry of the leave. FR 72	Full powers in respect of employees whom he can grant leave.

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109.	Granting special disability leave. FR. 83& 83-A (Sl. No 26 & 26a)	Full powers
110.	Sanctioning study leave to an employee of the Instt. FR. 84 & Rules 4 & 11(4). Study leave Rules 1962	Full powers
111.	Granting compensatory leave after one month of its becoming due. GID (10) below FR. 85.	To grant two days of compensatory leave at a time after one month of its becoming due provided serious dislocation of work is apprehended if granted within a month.
112.	Granting special casual leave to an employee of Institute GID (3) (4) (5) (9) (11) (14) (15) & (17) BELOW FR. 85.	To grant special casual leave for: i) Participating (in a representative and not in his personal capacity) in shorting events of national or international importance. ii) Participating in a mountaineering expedition which has the approval of the India Mountaineering Foundation. iii) Attending a Court of Law as juror or Assessor. iv) Participating in cultural activities of an all India or Interstate character organized by the Central Secretariat Sports Control Board or on its behalf. v) Appearing at a departmental promotion examination. vi) Undergoing vasectomy or salpi, negetomy operation on or IUCD insertion and vii) Attending scientific conferences.
113.	Refusing leave preparatory to retirement applied for by an employee of the Institute. GID (2) below FR. 86.	Full powers in respect of Class II, III and IV employees subject to such restriction as may be imposed by the Govt. of India in this regard.
114	Granting leave to a Institute employee who is not in foreign service	Full powers
115.	Waiving provision (a) to SR. 209. (Under SR 209 and provision there to an employee may prefix-affix holidays, days to his leave, provided his transfer of assumption of charge does not involve the handling/ taking over of security or of moneys excluding a permanent advance. SR 210 (Sl. No. 58)	Full powers
116.	Authorising departures from SR. 211 (SR. 211 lays down that where holidays are prefixed or affixed to leave, leave takes effect from the first day after the holidays prefixed and ends on the day preceding the holidays affixed) SR. 211(Sl. No. 59)	Full powers

117.	Accepting a certificate signed by any registered medical practitioner as evidence of the fitness of a Class II, III and IV employee of the Institute to return to duty. (SR. 213 (Sl. No. 60))	Full powers
118.	Waiving production of medical certificate if an employee of the Instt. takes leave on medical grounds for a period not exceeding 3 days. GID below SR. 222& GID (4) (iv) below SR. 229.	Full powers in respect of employees whom he can grant leave.
119.	Dispensing with the condition (vide SRs 223 & 224) that a class I officer requiring leave or extension of leave should obtain the prescribed certificate from a medical committee. SR. 226(2)	The authority competent to sanction leave may dispense with the procedure in SRs 223 and 224 if: i) the leave recommended does not exceed 2 months and according to the medical certificate, appearance before a medical committee is unnecessary: or ii) the officer of appropriate rank in charge of the hospital where the applicant is an indoor patient recommends leave for hospitalization/ convalescence.
120.	To secure a second medical opinion from a civil surgeon the case of a class II, III or IV employee of the Instt. who has applied for leave on medical certificate. SR. 229(b)	Full powers in respect of employee whom he can grant leave.
121.	To prescribe the type of medical certificate to be produced and the authority from whom it should be obtained by a class IV employee of the Instt. applying for leave or extension of leave on medical grounds. SR. 231.	Full powers
122.	Granting leave to an employee of the Instt. in respect of whom a medical committee has reported that there is no responsible prospect that he will ever be fit to return to duty. SR. 233. (Sl. No. 61)	Full powers in respect of Group II, III and IV employee only.
123.	Granting maternity leave. SR. 267 (Sl. No. 64)	Full powers
124.	Granting hospital leave to Class II to IV employee SR. 269 (Sl. No. 65)	Full powers
125.	Allowing an employee of Instt, on appointment to carry forward the leave previously earned after rendering temporary service under. i) Institute ii) Central Government iii) A body corporate owned or controlled by Government. iv) A State Government, GID (3) (4) below SR. 285	Full powers provided the employee did not resign his former employment and the break in service does not exceed 30 days. a) the employee did not resign his former employment and there is no break in his service. b) The Central Govt. the body corporate or the State Govt. agrees to bear the leave salary charges in respect of the leave carried forward.

XVII JOINING TIME:		
126.	Treating as “duty” the period of taking over charge of a new post by a relieving officer. GID (6) (8) below FR. 105.	Full powers
127.	Condonation of the period between the date of discharge of a temporary employee of an Institute of the date of expiry of his terminal leave and the date of re-appointment in another office of the Institute. GID (13) below FR. 105.	Full powers to condone the break by converting it into joining time without pay, provided: i) The Instt. employee joins the new post without delay; ii) He has rendered not less than 3 years continuous service on the day of discharge and, iii) The period of break does not exceed 30 days.
128.	Reducing the period of joining time admissible under SR. 294.	The authority sanctioning the transfer is empowered.
129.	Permitting the calculation of joining time by a route other than that which travelers ordinarily use. SR. 296 (Sl. No. 68)	Full powers
130.	Extending the joining time admissible under the rules beyond the maximum of 30 days. SR. 301 (Sl. No. 69)	Full powers
131.	Extending joining time on certain conditions within a maximum of 30 days. SR. 302 (Sl. No. 70)	Full powers
XVIII FOREIGN SERVICE		
132.	Sanctioning transfer to foreign service in India. FR. 110 (b) Sl. No. 29)	Full powers
133.	Fixing pay in foreign service. FR. 114 (Sl. No. 30)	Full powers
134.	Deciding the date of reversion of an employee of the Institute rejoining after leave from foreign service. FR. 125 (Sl. No. 31)	Full powers
135.	Permitting an employee of the Institute to proceed on duty to any part of India. GID below FR. 17.	Full powers
XIX TRAVELLING ALLOWANCE		
136.	Declaring the grade in which part time or fee paid employee of the Instt. shall rank. (SR. 20) Sl. No. 8)	Full powers
137.	Granting a conveyance allowance.	Full powers
138.	Sanctioning motor car/ conveyance allowances GID (i) below SR. 25 & note there under.	Full powers
139.	Sanctioning cycle allowance GID (3) below SR. 25	Full powers

140.	Deciding the shortest of two or more routes SR. 30 (b) (Sl. No. 12)	Full powers
141.	Allowing mileage allowance to be calculated by a route other than the shortest or cheapest. SR. 31 (Sl. No. 13)	Full powers provided selection of the route is in the Instt. interest.
142.	To permit an employee of the Instt. accompanying a foreign delegations/ VIP as liaison officer to avail of the same mode of travel and/ or same arrangement at outstations for boarding/ lodging as provided to the delegation/ VIP. GID (13) below SR. 36.	Full powers
143.	Reimbursing an employee of the Instt. the reservation fee in respect of a railway ticket for an official journey that gets cancelled for official reasons. GID (15) below SR. 36.	Full powers
144.	Allowing an employee of the Instt. to travel by a higher class than the one in which he is entitled. SR. 37.	Full powers
145.	Sanctioning travel by air in machines of public air transport companies regularly playing for hire. SR. 48-B (ii) Sl. No. 17-A)	Full powers
146.	Permitting an employee of the Institute who is no ordinarily entitled to travel by air, SR. 48 & GID (10) there under.	Full powers
147.	Refunding of cancellation charges paid by employees of the Institute on air ticket on account of the relevant journey being cancelled for unavoidable reasons. GID (5) below SR. 36	Full powers
148.	Reimbursement of actual cost of travel by special means of conveyance in lieu of payment of daily allowance or mileage allowance. SR. 57.	Full powers as controlling officer is empowered to pass the claims, provided a superior authority of the Instt. employee concerned certificates that the special means conveyance was absolutely necessary and specifies the circumstances rendering it necessary
149.	Prescribing an employee's headquarters (Sl. No. 59) SR. 19	Full powers
150.	Defining the limits of an employees sphere of duty. SR. 60 (Sl. No. 20)	Full powers
151.	Deciding whether particular absence is absence on duty. SR. 62 (Sl. No 21)	Full powers
152.	Restructing the frequency and duration of journey SR. 63 (Sl. No. 22)	Full powers
153.	Declaring that the pay of a particular employee of the Instt. has been so fixed as to compensate for all journeys by roads within his sphere of duty. SR. 64 (Sl. No. 23)	Full powers

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154.	Sanctioning Daily Allowance for a Sunday or holiday when an employee is forced to stay while on tour at a place other than the place of duty. GID (8) below SR. 72.	Full powers
155.	Granting exemptions from the rule limiting a half on tour to 30 days. SR. 73.	Full powers
156.	Permitting a Instt. employee thrown out of employment owing to reduction of establishment or abolition of post to draw T.A. to join post on re-appointment. SR. 107.	Full powers
157.	Extending the time limits of six months and one month within which the member of the family of an employee of the Institute may be treated as accompanying him in individual cases attendant with special circumstances. SR. 116 (b) (III) Sl. No. 39-A)	Full powers
158.	Deciding whether in respect of a point to which an Instt. employee is transferred the possession of a conveyance is advantageous from the point of view of his efficiency	Full powers
159.	Disallowing traveling allowance for a journey to attend on obligatory examination if the authority exercising the power considers that the candidate has capably neglected the duty of preparing for it. Provision (2) (i) to SR. 130 (Sl. No. 44)	Full powers
160.	Granting T.A. to an employee of the Instt. for a journey to attend and examination if the examination is cancelled at the last moment and intimation regarding cancellation does not reach him in time. GID (2) below SR. 130.	Full powers subject to due verification of facts.
161.	Permitting recovery of traveling allowance for a journey attend and examination other than those mentioned in SR. 130 and 131 (Sl. No. 45)	Full powers
162.	Sanction traveling allowance for journey on tour to Instt. employee who is required while on leave in India to perform any public duty at a place other than one where he is spending his leave. SR. 135 (Sl. No. 46-A)	Full powers. T.A. may not be granted for a journey while proceeding on leave or while returning from leave.
163.	To permit an employee of the Institute to undertake journey(s) for obtaining a medical certificate of a further opinion there on such permission entitling him to draw T.A. for the journey(s). SR. 158.	Full powers

164.	Allowing the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension. SR. 160 (b). Sl. No. 48)	Full powers
165.	Deciding the rates of traveling allowance admissible to an employee of the Institute deputed to undergo: a course of training. SR. 164. (Sl. No. 49)	Full powers provided that daily allowance for halt at training headquarters is regulated as follows a) Full powers if the period of training does not exceed one month. b) In other cases full powers provided daily allowance on the actual sliding scale. c) Class II , III & IV employee full powers to grant daily allowance in case of those officers whose pay or allowances have not been increased to meet expense of training
166.	Fixing amount of hire or charge when an employee of the Institute is provided with means of locomotion at the expense of the state etc. but pays all the cost of its use or propulsion SR. 183. (Sl. No. 50)	Full powers
167.	To allow actual expenses for carriage or personal effects by road between stations connected by rail.	Full powers
168.	Waiving recovery from the T.A. to which a retiring employee of the Instt. is entitled for the journey to his home town, the amount reimbursed on account of leave travel concessions of by him during the immediately proceeding year GID (2) below SR. 187	Full powers to waive recovery in deserving cases of invalidment from service.
169.	Granting traveling allowance to a person not in service of the Institute, attending commission of enquiry etc. or performing public duties in an honorary capacity and to dispatch declare the grade to which such persons shall be considered to belong. SR. 190 (a) & (b) (Sl. No. 52)	Full powers
170.	Allowing a non official other than a member of a parliament or state legislature of High Court or Supreme Court Judge appointed to a committee or commission of Enquiry: i. ACC travel by rails ii. Full road mileage, when a journey between two places connected by rail is performed by road, iii. Travel by air iv. Daily allowance at a rate exceeding the highest rate admissible to an employee of the Institute. v. Daily allowance to be drawn for a continuous halt of more than 30 days. GID (2) below SR. 190.	Full powers Full powers Full powers Full powers to grant DA up to a maximum limit to be prescribed by the Institute. Full powers

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171.	Countersigned TA bills of non-official members (including Members of Parliament, and State Legislature) of Committee Commissions of Enquiry GID (2) below SR. 190.	Full powers
172.	Declaring who shall be controlling officer. SR. 191 (Sl. No. 54)	Full powers
173.	Making rules for the guidance of controlling officers. SR. 195 (c) (Sl. No. 55)	Full powers
XX MISCELLANEOUS		
174.	Powers to countersign his own travelling allowance	Full powers
175.	Authorising drawl of pay and allowances for a period not exceeding two months for a fresh recruit to Instt. service without medical certificate of health. GID below FR. 10.	Full powers
176.	Sanctioning provisional payment of pay to a Class II, III or IV officer, pending receipt of his last pay certificate. GID (2) below FR. 72.	Full powers to sanction provisional payment of pay for a period of 6 months.
177.	Authorising provisional payment of pay to a re-employed pensioner pending final fixation of pay GID (19) & (59) below FR. 22	Full powers to authorize provisional payment for a maximum period of 6 months.
178.	Powers to order destruction of records.	Full powers
179.	Delegating to a subordinate officer the duty of examining and attesting entries in the service book of class II, III or IV staff. GID(1) below SR. 199.	Full powers
180.	To order sale, by auction or otherwise, in the interest of the Institute of Unserviceable Stores or perishable articles.	Full powers
181.	Powers to employ outsiders in an officiating capacity in vacancies caused by the grant of leave to incumbents of class II, III or IV posts for which there is no leave reserve.	Full powers
182.	Powers to insure vehicles of the Institute.	Full powers.

CHAPTER VII

SANCTIONED POSTS AND RECRUITMENT RULES

STATUS OF POSTS IN NIVH DEHRADUN

S. No.	Group	Name of the Post, Pay Scale & GP	No of Post Sanctioned
1.	A	Director 37400-67000 [8700]	1
2.	A	Dy. Director 15600-39100 [7600]	1
3.	A	Library & Information Officer 15600-39100 [6600]	1
4.	A	Sr. Medical Officer 15600-39100 [6600]	1
5.	A	Sr. Research Officer (T) 15600-39100 [6600]	1
6.	A	Principal 15600-39100 [6600]	1
7.	A	Asstt. Director (Trg.) 15600-39100 [6600]	1
8.	A	Asstt. Director (R&C) 15600-39100 [6600]	1
9.	A	Asstt. Professor (C.P) 15600-39100 [6000]	1
10.	A	Asstt. Professor (O&M) 15600-39100 [6000]	1
11.	A	Asstt. Professor 15600-39100 [6000]	4
12.	A	Braille Development Officer 15600-39100 [5400]	1
13.	A	Civil Engineer 15600-39100 [5400]	1
14.	A	Medical Officer 15600-39100 [5400]	1
15.	A	Mass Media Officer 15600-39100 [5400]	1
16.	B	Accounts Officer 9300-34800 [4800]	1
17.	B	Sr. P. A 9300-34800 [4600]	1
18.	B	Trg. & Placement Officer 9300-34800 [4600]	1
19.	B	Section Officer (Admn) 9300-34800 [4600]	1
20.	B	Section Officer (Purchase) 9300-34800 [4600]	1

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21.	B	Manager CBP 9300-34800 [4600]	1
22.	B	Programme Producer 9300-34800 [4600]	1
23.	B	IT & AT Educator 9300-34800 [4600]	1
24.	B	Design & Development Officer 9300-34800 [4600]	1
25.	B	Vice Principal 9300-34800 [4800]	1
26.	B	Asstt. Audit Officer 9300-34800 [4600]	1
27.	B	PGT 9300-34800 [4600]	3
28.	B (NG)	Statistical Asstt. 9300-34800 [4200]	1
29.	B (NG)	Research Asstt. 9300-34800 [4200]	1
30.	B (NG)	Asstt. Producer 9300-34800 [4200]	1
31.	B (NG)	Accountant 9300-34800 [4200]	1
32.	B (NG)	O & M Educator 9300-34800 [4200]	1
33.	B (NG)	PEI 9300-34800 [4200]	1
34.	B (NG)	Asstt. Manager CBP 9300-34800 [4200]	1
35.	B (NG)	Supervisor Voc. Trg. 9300-34800 [4200]	1
36.	B (NG)	Braille & Edu. Supervisor 9300-34800 [4200]	1
37.	B (NG)	Documentation Asstt. 9300-34800 [4200]	1
38.	B (NG)	Stenographer Grade II 9300-34800 [4200]	2
39.	B (NG)	Office Asstt. 9300-34800 [4200]	4
40.	B (NG)	Lecturer Primary Level Trg. Centres 9300-34800 [4200]	6
41.	B (NG)	Teachers TGT 9300-34800 [4200]	8
42.	B (NG)	Music Teacher 9300-34800 [4200]	2
43.	B (NG)	SUPW Teacher 9300-34800 [4200]	1

44.	B (NG)	Asstt. Audit 9300-34800 [4200]	1
45.	B (NG)	Braille Editor 9300-34800 [4200]	1
46.	B (NG)	Foreman MBA 9300-34800 [4200]	1
47.	B (NG)	Foreman MED 9300-34800 [4200]	1
48.	B (NG)	Foreman Elcl. 9300-34800 [4200]	1
49.	B (NG)	Teacher Low Vision 9300-34800 [4200]	1
50.	B (NG)	Teacher Home Management 9300-34800 [4200]	1
51.	B (NG)	Teacher in Braille Dev. 9300-34800 [4200]	1
52.	B (NG)	Narrator Artist 9300-34800 [4200]	2
53.	B (NG)	Braille Shorthand Inst 9300-34800 [4200]	1
54.	B (NG)	O & M Instr. 9300-34800 [4200]	3
55.	B (NG)	Computer Operator 9300-34800 [4200]	1
56.	B (NG)	Sr. H. Instr. Cane 9300-34800 [4200]	1
57.	B (NG)	Lib. & Inf. Asstt 9300-34800 [4200]	2
58.	B (NG)	Sr. Music Instr. 9300-34800 [4200]	1
59.	B (NG)	Hindi Translator 9300-34800 [4200]	1
60.	B (NG)	Craft Instr. Light Engg. 9300-34800 [4200]	2
61.	B (NG)	Instructor-Japanese Medical Massage 9300-34800 [4200]	1
62.	B (NG)	Jr. Engineer 9300-34800 [4200]	1
63.	B (NG)	Catering Officer 9300-34800 [4200]	1
64.	B (NG)	Typing Instructor 9300-34800 [4200]	1
65.	B (NG)	Computer Instructor 9300-34800 [4200]	1
66.	B (NG)	Draughtsman 9300-34800 [4200]	1

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67.	C	Hostel Warden 5200-20200 [2800]	1
68.	C	Sound Recordist 5200-20200 [2800]	1
69.	C	Mechanic CBP 5200-20200 [2800]	1
70.	C	Security Supervisor 5200-20200 [2800]	1
71.	C	Electronic Instructor 5200-20200 [2800]	1
72.	C	Lady Supervisor 5200-20200 [2800]	1
73.	C	Typing Instructor 9300-34800 [4200]	2
74.	C	Computer Instructor 9300-34800 [4200]	1
75.	C	Handicraft Instr. (Cane) 5200-20200 [2800]	2
76.	C	Telephone Operator cum Instructor 5200-20200 [2800]	1
76. (a)	C	Handicraft Instr. (Misc) 5200-20200 [2800]	2
77.	C	Master Craftsman 5200-20200 [2800]	1
78.	C	Braille Instructor 5200-20200 [2800]	4
79.	C	Music Instr. 5200-20200 [2800]	2
80.	C	Primary Teacher 5200-20200 [2800]	4
81.	C	Stereotype Operator 5200-20200 [2400]	5
82.	C	Tool & Die Fitter 5200-20200 [2400]	1
83.	C	UDC 5200-20200 [2400]	8
84.	C	Dispensar cum Clerk 5200-20200 [2400]	1
85.	C	Asstt. Placement Officer 5200-20200 [2400]	1
86.	C	Sr. Store Keeper 5200-20200 [2400]	1
87.	C	Driver cum Auto Mechanic 5200-20200 [2400]	1
88.	C	Copy Holder 5200-20200 [2400]	5

89.	C	Braille Transcriber 5200-20200 [2400]	2
90.	C	Proof Reader 5200-20200 [2400]	5
91.	C	Stenographer 5200-20200 [2400]	6
92.	C	Inspector Braille App. 5200-20200 [2400]	2
93.	C	Catering Asstt. 5200-20200 [2400]	1
94.	C	Technician Gd. I 5200-20200 [2400]	5
95.	C	Transcriber cum Thermoform Operator 5200-20200 [2400]	1
96.	C	Asstt. Lady Supervisor 5200-20200 [2000]	1
97.	C	LDC 5200-20200 [1900]	13
98.	C	Store Keeper 5200-20200 [1900]	4
99.	C	Lady Nurse 5200-20200 [1900]	1
100.	C	Tech. AC 5200-20200 [1900]	1
101.	C	Record Keeper 5200-20200 [1900]	1
102.	C	Meson 5200-20200 [1900]	1
103.	C	Pressman 5200-20200 [1900]	2
104.	C	Plumber 5200-20200 [1900]	1
105.	C	Driver 5200-20200 [1900]	1
106.	C	Packer cum Despatch Rider 5200-20200 [1900]	1
107.	C	Tech. Gd. II 5200-20200 [1900]	10
108.	C	Manager cum Salesman 5200-20200 [1900]	1
109.	C	Counter Clerk 5200-20200 [1900]	1
110.	C	Asstt. Halwai 5200-20200 [1900]	1
111.	Multi Skilled Worker	Painter cum Polisher 5200-20200 [1800]	1

COMPENDIUM

112.	Multi Skilled Worker	Cook cum water carrier 5200-20200 [1900]	15
113.	Multi Skilled Worker	Ward Attendant 5200-20200 [1800]	1
114.	Multi Skilled Worker	Hostel Attendant 5200-20200 [1800]	1
115.	Multi Skilled Worker	Asstt. Pressman 5200-20200 [1800]	1
116.	Multi Skilled Worker	Gestetner Operator 5200-20200 [1800]	1
117.	Multi Skilled Worker	Binder Gd.I 5200-20200 [1800]	2
118.	Multi Skilled Worker	Workshop Attendant 5200-20200 [1800]	1
119.	Multi Skilled Worker	Tailor 5200-20200 [1800]	2
120.	Multi Skilled Worker	Binder –II 5200-20200 [1800]	6
121.	Multi Skilled Worker	Asstt. Binder 5200-20200 [1800]	1
122.	Multi Skilled Worker	Dafttri 5200-20200 [1800]	1
123.	Multi Skilled Worker	Head Mali 5200-20200 [1800]	1
124.	Multi Skilled Worker	Head Chowkidar 5200-20200 [1800]	1
125.	Multi Skilled Worker	Head Safaiwala 5200-20200 [1800]	1
126.	Multi Skilled Worker	Pump Operator 5200-20200 [1800]	1
127.	Multi Skilled Worker	Store Attendant 5200-20200 [1800]	2
128.	Multi Skilled Worker	Mali 5200-20200 [1800]	7
129.	Multi Skilled Worker	Chowkidar 5200-20200 [1800]	15
130.	Multi Skilled Worker	Packer 5200-20200 [1800]	3
131.	Multi Skilled Worker	Messenger 5200-20200 [1800]	11
132.	Multi Skilled Worker	Khalasi 5200-20200 [1800]	5
133.	Multi Skilled Worker	Aya 5200-20200 [1800]	5
134.	Multi Skilled Worker	Guest House Attendant 5200-20200 [1800]	1

135.	Multi Skilled Worker	Female Attendant 5200-20200 [1800]	1
136.	Multi Skilled Worker	Talking Book Attendant 5200-20200 [1800]	1
137.	Multi Skilled Worker	Barber cum Attendant 5200-20200 [1800]	2
138.	Multi Skilled Worker	Weaving Asst. 5200-20200 [1800]	1
139.	Multi Skilled Worker	Wash Boy 5200-20200 [1800]	1
138.	Multi Skilled Worker	Bearer 5200-20200 [1800]	2
139.	Multi Skilled Worker	Safaiwala 5200-20200 [1800]	14
TOTAL			311

SANCTIONED POSTS OF NIVH REGIONAL CENTRE, CHENNAI

S. No.	Group	Name of the Post, Pay Scale & GP	No of Post Sanctioned
1.	A	Regional Director 15600-39100 [6600]	1
2.	A	Research Officer 15600-39100 [5400]	1
3.	A	Asstt. Professor 15600-39100 [6000]	1
4.	B	Vocational Training & Placement Officer 9300-34800 [4600]	1
5.	B (NG)	Office Superintendent 9300-34800 [4200]	1
6.	B (NG)	Braille Shorthand Instructor 9300-34800 [4200]	2
7.	-B (NG)-	Electronics Instructor 9300-34800 [4200]	1
8.	B (NG)	Craft Instructor (Misc.) 9300-34800 [4200]	1
9.	B (NG)	O&M Instructor 9300-34800 [4200]	1
10.	B (NG)	Coordinator Braille Press 9300-34800 [4200]	1
11.	C	Warden 5200-20200 [2800]	1
9.	C	Typing Instructor 5200-20200 [2800]	1
9.	C	Stenographer 5200-20200 [2400]	2
14.	C	LDC 5200-20200 [1900]	2
15.	C	Store Keeper 5200-20200 [1900]	2
16.	C	Driver 5200-20200 [1900]	1
17.	C	Electrician cum Pump Operator 5200-20200 [1900]	1

18.	C	Operator-Braille Press 5200-20200 [1900]	1
19.	C	Technician-Braille Press 5200-20200 [1900]	1
20.	Multi Skilled Worker	Watchman 5200-20200 [1900]	2
21.	Multi Skilled Worker	Cook 5200-20200 [1800]	2
22.	Multi Skilled Worker	Sweeper 5200-20200 [2000]	2
23.	Multi Skilled Worker	Khalasi 5200-20200 [1800]	3
24.	Multi Skilled Worker	Peon 5200-20200 [1800]	1
TOTAL:			33

THE SCHEDULE

1	Name of the Post	DIRECTOR
2	No. of Post(s)	One
3	Classification	Group 'A'
4	Scale of Pay	Rs. 14300-18300 (37400-67000 GP-8700)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	Not exceeding 50 years but relaxable as per Govt. Rules as admissible & for otherwise exceptionally qualified & experienced candidates
7	Educational and other qualifications required for direct recruits	<p>Essential: Master's Degree in Ophthalmology or Special Education or any other discipline with experience in the field of Rehabilitation of the Visually Handicapped for at least ten years.</p> <p>Desirable: 1) Ph.D. in Ophthalmic Sciences or Special Education of related area or published work of equivalent standard. 2) Experience of research in the field of rehabilitation work.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	2 years for direct recruits
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment through Selection Committee of the Ministry of Social Justice & Empowerment/ Transfer on deputation.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Candidates possessing the educational qualifications and experience prescribed for direct recruitment as mentioned in para 7. The period of deputation will initially two years extendable upto five years (on transfer on deputation).
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	DEPUTY DIRECTOR
2	No. of Post(s)	One
3	Classification	Group 'A'
4	Scale of Pay	Rs. 3700-5000 (15600-39100 GP-7600)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	45 years (Relaxable in case of SC& ST candidates and Govt. servants and Ex- Servicemen as per Govt. of India Rules)
7	Educational and other qualifications required for direct recruits	Essential: Bright academic record with degree Arts, Science, Commerce, Management etc. At least 10 years experience in personnel matters, office management, establishment work, recruitment, purchase of stores etc. out of which 5 years in a senior administrative position in a Govt., Semi Govt., Corporate Sector with knowledge of Government practices and procedures.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	2 years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment failing which by deputation .
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Transfer on deputation: Officers under the Central/ State Government a. Holding analogues posts OR With three years service in posts in the pay scale of Rs. 2200-4000 or Rs. 3000-4500. OR With 5 years service in posts in the pay scale of Rs. 2375-3500. b. Candidates possessing the educational qualifications and experience prescribed for direct recruitment as mentioned in para 6. The period of deputation will not exceed three years.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	LIBRARY AND INFORMATION OFFICER
2	No. of Post(s)	One
3	Classification	Group 'A'
4	Scale of Pay	Rs. 2000- 3500 (Revised: 3000-4500) (15600-39100 GP 6600)
5	Whether selection post or non selection post	Selection post
6	Age limit for direct recruits	40 years
7	Educational and other qualifications required for direct recruits	i) Graduate in II class from a recognized university. ii) Degree or equivalent diploma in Library Science from a recognized university or Institute. iii) Five years experience in a responsible capacity in a library of standing.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Not Applicable
9	Period of probation, if any	2 years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct recruitment
11	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Librarian with 5 years service in the grade.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	N.A.

THE SCHEDULE

1	Name of the Post	SENIOR MEDICAL OFFICER
2	No. of Post(s)	One
3	Classification	Group 'A'
4	Scale of Pay	Rs. 1100- 1600 (Revised : 3000-4500) (15600-39100 GP 6600)
5	Whether selection post or non selection post	Selection post by Direct Recruitment
6	Age limit for direct recruits	50 years
7	Educational and other qualifications required for direct recruits	MBBS Degree with at least six years experience of working in a Hospital or Dispensary after completion of the compulsory internship OR 3 years of working experience in a Hospital/ Dispensary after completing MD (General Medicine)
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	2 years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	In case of deputation / Short term contract the incumbent should have put in at least 8 years service in the scale of Rs. 700-1300 or equivalent or two years service in the scale of Rs. 1100-1600 or equivalent in any hospital under State Govt./ U.T. Administration.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	N.A.

THE SCHEDULE

1	Name of the Post	ASSISTANT DIRECTOR (MATERIAL DEVELOPMENT) Post re-designated as Senior Research Officer (Tech) vide minutes of selection committee meeting for the post of A.D.(M.D.) held on 23-4-1987
2	No. of Post(s)	One
3	Classification	Group 'A'
4	Scale of Pay	Rs. 1100- 1600 (PRE REVISED) (15600-39100 GP 6600)
5	Whether selection post or non selection post	Selection post to be filled by direct recruitment or deputation.
6	Age limit for direct recruits	40 Years (relaxable for Govt. servants and for exceptionally qualified / experienced persons)
7	Educational and other qualifications required for direct recruits	1. Degree in Engineering from a recognized university. (Mechanical, Electrical/ Electronics) or Diploma in Engineering from a recognized Institution (Mechanical, Electrical/ Electronics) 2. 5years experience of supervision/Technical work in an Institute of repute preferably in an organisation for the blind persons having a degree in Engineering. OR 10 years experience of Supervision/Technical work in an Institute of repute, preferably in an organisation for blind persons having Diploma in Engineering.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	1. Direct Recruitment 2. Deputation
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Deputation from amongst Govt. Servants or others employed in autonomous bodies, having 5 years experience in the scale of Rs. 650-1200 or equivalent and possessing qualifications as per column No. 6.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	NA

THE SCHEDULE

1	Name of the Post	PRINCIPAL
2	No. of Post(s)	One
3	Classification	Group 'A'
4	Scale of Pay	Rs. 10,000-325-15,200 (15600-39100 GP 6600)
5	Whether selection post or non selection post	Selection post
6	Age limit for direct recruits	35- 50 years Relaxation applicable as per Govt. of India rules.
7	Educational and other qualifications required for direct recruits	Essential i) Master's Degree from recognized university with at least 45% marks in aggregate. ii) B.Ed in Special Education for Visually Impaired or B.Ed in General Education with Diploma in Visually Impaired. iii) Experience in Teaching the Visually Handicapped. a. 5 years as Lecturer in the scale of Rs. 8000-13,500 or b. 8 years as Vice Principal/ PGT in the scale of Rs. 7,500-12000 or 6500-9000 or c. 10 years as TGT in the scale of Rs. 5,500-9000 or d. Regardless of pay scales other conditions being same , candidates having experience of teaching at TGT level and of serving as Vice Principal or Principal in a Private/ NGO run schools will be eligible. Desirable: Knowledge of Computer operation/ application.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct recruitment OR on deputation basis.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Rules prescribed by Govt. of India will be applicable
12	If a DPC exists, what is the composition	As per Bye Laws of the Institute.

RRs revised and approved vide Item No. 17 of 68th E.C. held on 18.12.2006 and Item No. 2 of 69th E.C. held on 19.02.2007.

THE SCHEDULE

1	Name of the Post	ASSISTANT DIRECTOR (TRAINING) Redesignated as Asstt. Director (Trg.) vide 11 th EC held on 5-8-1987 item No. 7
2	No. of Post(s)	One
3	Classification	Group 'A'
4	Scale of Pay	Rs. 3000-4500 (15600-39100 GP 6600)
5	Whether selection post or non selection post	Selection post to be filled by Direct Recruitment
6	Age limit for direct recruits	40 years (Relaxable for Govt. servants)
7	Educational and other qualifications required for direct recruits	Essential i) A Degree from a recognized university with 5 years experience in the field of Employment of Handicapped. ii) Basic qualifications relaxable in exceptionally good/experienced persons.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By Direct recruitment By deputation
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	In case of Govt. Servants 5 years experience in the scale of Rs. 2000-3500 or equivalent scale is required
12	If a DPC exists, what is the composition	As per Bye Laws of the Institute.

THE SCHEDULE

1	Name of the Post	ASSISTANT DIRECTOR (REHABILITATION & CONSULTANCY)
2	No. of Post(s)	One
3	Classification	Group 'A'
4	Scale of Pay	Rs. 3000-4500 (15600-39100 GP 6600)
5	Whether selection post or non selection post	Selection post to be filled by Direct Recruitment
6	Age limit for direct recruits	40 years (Relaxable for Govt. servants)
7	Educational and other qualifications required for direct recruits	Essential i) A post-graduate degree in social sciences from a recognized university with at least 5 years of experience in rehabilitation preferably of the visually impaired.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By Direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye Laws of the Institute.

THE SCHEDULE

1	Name of the Post	ASSTT. PROFESSOR (C.P.)
2	No. of Post(s)	One
3	Classification	Group 'A'
4	Scale of Pay	Rs. 700-1300; 700-40-900-EB-40-1100-50=1800 Revised 2200-9000 (15600-39100 GP 6000)
5	Whether selection post or non selection post	Selection post to be filled by Direct Recruitment
6	Age limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	i) Master's Degree in Psychology and 2-3 years of experience on the blind people. ii) Basic qualification relaxable in exceptionally good/highly experienced person.
	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye Laws of the Institute.

THE SCHEDULE

1	Name of the Post	ASSTT. PROFESSOR
2	No. of Post(s)	Four at NIVH & one at RC Chennai
3	Classification	Group 'A'
4	Scale of Pay	Rs. 8000 -275-13500 (15600-39100 GP 6000)
5	Whether selection post or non selection post	Selection Post
6	Age limit for direct recruits	40 years Relaxation applicable as per Govt. of India rules.
7	Educational and other qualifications required for direct recruits	<p>Essential :</p> <p>i) Master's Degree from a recognized university not less than 50% marks and M.Ed Degree in the specific disability area with not less than 55% marks or an equivalent grade of B in 7 point scale or an equivalent degree from a foreign university recognized by RCI.</p> <p>Desirable:</p> <p>a) Ph.D/M.Phil in Education with research emphasis on Special Education.</p> <p>b) Experience for a period of at least 3 years as a teacher or researcher in the area of specific disability or 3 years of teaching experience at the Diploma level.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye Laws of the Institute

RRs revised and approved Item No. 31 of 69th EC meeting on 19-02-07

THE SCHEDULE

1	Name of the Post	BRaille DEVELOPMENT OFFICER
2	No. of Post(s)	ONE
3	Classification	Group 'A'
4	Scale of Pay	(15600-39100 GP 5400)
5	Whether selection post or non selection post	Direct Recruitment
6	Age limit for direct recruits	35 years (Relaxable for Govt. servants) The crucial date for determining the age limit shall be closing date for receipt of applications from candidates.
7	Educational and other qualifications required for direct recruits	1. A Graduate in Arts/Science/Commerce etc 2. Sufficient knowledge of Braille Codes and Transcription rules etc. 3. 5 years experience in teaching the blind. Note: Basic qualifications and age limit relaxable in the case of highly experienced and exceptionally persons.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Not Applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Transfer on Deputation(including Short term contracts/ Transfer/ Direct Recruitment)
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	From the Grade of Rs. 1600-2660 with 5 years experience or Grade of Rs. 1400-2600 with at least 7 years experience.
12	If a DPC exists, what is the composition	As per Bye Laws of the Institute

THE SCHEDULE

1	Name of the Post	CIVIL ENGINEER
2	No. of Post(s)	ONE
3	Classification	Group 'A'
4	Scale of Pay	(15600-39100 GP 5400)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	Essential: <ol style="list-style-type: none"> 1. B.E. in Civil Engineering. 2. Minimum 3 years experience in the field of civil engineering in Govt./Semi Govt./Autonomous/Pvt. Organisation. Desirable: <ol style="list-style-type: none"> 1. M.E. in Civil Engineering/ MBA Degree. 2. Experience of Estate Management. 3. Knowledge of contract management, measurements and calculations.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Yes. However, age relaxation applicable as per rules.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion failing which through direct recruitment or transfer on deputation.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	<u>Grades for Promotion:</u> Jr. Engineer having the educational qualifications and experience as in column 7. <u>Grades for Transfer on deputation:</u> Persons having essential qualifications /experience and holding analogous posts or Jr. Engineer in the scale of pay Rs. 6500-10500 with 8 years experience.
12	If a DPC exists, what is the composition	As per the bye-laws of the Institute.

Original RRs revised vide agenda item 8(i) of 56th EC held on 20-11-02

THE SCHEDULE

1	Name of the Post	MEDICAL OFFICER
2	No. of Post(s)	ONE
3	Classification	Group 'A'
4	Scale of Pay	Rs. 2200-4000 (15600-39100 GP 5400)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	40 years (Relaxable as per rules)
7	Educational and other qualifications required for direct recruits	Essential: 1. M.B.B.S. Degree from a recognized University. 2. Three years experience in OPD clinical Medicine/ Family planning and child health care. 3. Experience in Obstetrics and Gynecology is essential. (2 and /or 3 relaxable at the discretion of the selection committee). Desirable: Candidates having D.G.O. qualification will be preferred.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per the bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	MASS- MEDIA OFFICER
2	No. of Post(s)	ONE
3	Classification	Group 'A'
4	Scale of Pay	Rs. 2200-4000 (15600-39100 GP 5400)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	Not exceeding 40 years (Relaxable as per Govt. of India rules)
7	Educational and other qualifications required for direct recruits	Essential: <ol style="list-style-type: none"> 1. Degree from a recognized University. 2. Diploma in Mass Communication from a recognized Institution. 3. 2 to 3 years experience in Supervisory position in the field of public relations/audio visual publicity/ Documentation. Desirable: Diploma in Journalism .
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per the bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	ACCOUNTS OFFICER
2	No. of Post(s)	ONE
3	Classification	Group 'B'
4	Scale of Pay	Rs. 840-1200 9300-34800 GP 4800
5	Whether selection post or non selection post	Selection post to be filled by direct recruitment
6	Age limit for direct recruits	45 years. Relaxable for Govt. Servants.
7	Educational and other qualifications required for direct recruits	1. Graduate/ B.Com preferency to Candidate with S.A.S. or higher qualification and about 5 years experience in maintaining accounts in an Institution of repute. 2. Age and qualification relaxable in exceptional cases. 3. Basic qualifications relaxable in exceptionally good/highly experienced persons.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	1. Direct recruitment 2. Deputation of short term contract can be given.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Period of deputation/contract shall ordinarily not exceed 3 years.
12	If a DPC exists, what is the composition	As per the bye-laws of the Institute.

Original sent to Ministry in Dr. Ratnesh Case.

THE SCHEDULE

1	Name of the Post	SR. P.A.
2	No. of Post(s)	ONE
3	Classification	Group 'B'
4	Scale of Pay	Rs. 2000-3500 9300-34800 GP 4600
5	Whether selection post or non selection post	Non selection post
6	Age limit for direct recruits	N.A.
7	Educational and other qualifications required for direct recruits	N.A.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% promotion post failing which by deputation.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Grade II Stenographers or equivalent having at least 7 to 8 years of service in the grade and English Shorthand speed of 120 w.p.m. and English typing speed of 50 w.p.m.
12	If a DPC exists, what is the composition	As per the bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	TRAINING AND PLACEMENT OFFICER
2	No. of Post(s)	One
3	Classification	Group 'B'
4	Scale of Pay	Rs. 650-30-740-35-810-EB-35-880-40-1000-EB-40-1200 Revised (2000-3500) (9300-34800 GP-4600)
5	Whether selection post or non selection post	N/A
6	Age limit for direct recruits	35 Years Note: Crucial date for determining the age limit shall be the closing date for receipt of applications from candidates. Note: 2 Relaxable for Govt. Servants and those belonging to autonomous organisations.
7	Educational and other qualifications required for direct recruits	<u>Essential:</u> 1. Graduate 2. 3 Years experience in placement/rehabilitation of Handicapped preferably visually Handicapped. OR 3 years experience in their field. 2 years experience in Rehabilitation of Visually Handicapped. <u>Desirable:</u> Certificate in Employment and placement of the Blind. <u>Note:</u> Basic qualifications and age limit relaxable in the case of high experience persons.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Transfer on Deputation/Foreign Service (Including short-term contact/transfer). Failing which by Direct recruitment. The period of Deputation/Foreign Service will normally be 3 years but extendable by one year with deputation allowance.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Persons holding analogous posts or holding the posts in the scale of Rs. 550-900 and having 3 years of experience or having 8 years experience in the scale of Rs. 425-800.

12	Job requirements duties	<ol style="list-style-type: none"> 1. Organising various training course (inside and outside the Institute for Employment/ Placement Officer and other personnel engaged in placement services.) 2. Collecting compiling & disseminating occupational information. 3. Creating liaison with other placement agencies like Vocational Rehabilitation centers. Special Employment exchanges, voluntary organisations etc. to work out an effective placement programme in collaboration with these agencies. 4. Submission work again the jobs identified/ vacancies notified. 5. Assisting in conduct various studies/surveys etc. for developing effect placement service.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	N.A.

RRs approved vide Item No. 9(A) of 6th EC Meeting held on 12.03.85.

THE SCHEDULE

1	Name of the Post	SECTION OFFICER (ADMN)
2	No. of Post(s)	One
3	Classification	Group 'B'
4	Scale of Pay	2000-60-2300-EB-75-3200-100-3500 6500-10500 (9300-34800 GP 4600)
5	Whether selection post or non selection post	Selection Post to be filled by Direct recruitment.
6	Age limit for direct recruits	45 Years.
7	Educational and other qualifications required for direct recruits	i. Degree from a recognized University. ii. ii) Eight years Secretarial experience of which at least two years in a supervisory capacity in a Govt. Departmental/Autonomous Body or Educational Institution. iii. Knowledge of Govt. of India Rules relating to personnel matters and General Administration.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Not applicable
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	N.A.

THE SCHEDULE

1	Name of the Post	SECTION OFFICER (PURCHASE)
2	No. of Post(s)	One
3	Classification	Group 'B'
4	Scale of Pay	Rs. 2000-3500 (9300-34800 GP 4600)
5	Whether selection post or non selection post	To be filled on Selection basis, subject to fulfilling all qualifications.
6	Age limit for direct recruits	45 Years.
7	Educational and other qualifications required for direct recruits	i) Degree from a recognized University. ii) Eight years Secretarial experience of which at least two years in a supervisory capacity in the Govt. Departmental/Autonomous Body or Educational Institution. iii) Knowledge of Govt. of India Rules relating to personnel matters and General Administration.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By Promotion
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	N.A.

Approved in the XXV Meeting of the Executive Council held on 08.06.92 vide Item No. 16.

THE SCHEDULE

1	Name of the Post	MANAGER, CBP
2	No. of Post(s)	ONE
3	Classification	Group 'B'
4	Scale of Pay	Rs. 6500-200-10,500 9300-34800 GP 4600
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	40 years
7	Educational and other qualifications required for direct recruits	Essential: 1. Graduate Degree from a recognized university. 2. Five years experience in a Printing Press preferably in a Braille Press. 3. Knowledge of Standard English and Bharati Braille. 4. Proficiency in Computer Applications.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Education – yes Age – No
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Assistant Managers in the scale of pay of Rs. 5500-9000 with five years experience and having requisite qualifications.
12	If a DPC exists, what is the composition	As per bye-laws of the Institute

Recruitment Rules approved vide item no. 18 of 61st Executive Council meeting held on 7-7-04

THE SCHEDULE

1	Name of the Post	PROGRAMME PRODUCER
2	No. of Post(s)	ONE
3	Classification	Group 'B'
4	Scale of Pay	Pay band Rs. 9300-34800 Grade pay 4600
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	40 years
7	Educational and other qualifications required for direct recruits	Essential qualifications: <ol style="list-style-type: none"> 1. Graduate or Diploma in mass communication from a recognized university/ reputed institute. 2. Minimum five years experience in making, presenting, editing and writing scripts for various types of programmes , features, talks, interviews etc in AIR/Doordarshan or any other equivalent Organisation. 3. Approved voice of AIR/ Doordarshan. Desirable: <ol style="list-style-type: none"> 1. 2 years experience in management and supervision of a broadcasting unit, programme of any other related work 2. Knowledge of arts, literature ad culture of India.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per bye-laws of the Institute

RRs approved/ revised vide item no.18 of 77th EC Meeting held on 5-5-09

THE SCHEDULE

1	Name of the Post	INFORMATION TECHNOLOGY AND ASSISTIVE TECHNOLOGY EDUCATOR
2	No. of Post(s)	ONE
3	Classification	Group 'B'
4	Scale of Pay	Rs.6500-200-10500 (9300-34800 Grade pay 4600)
5	Whether selection post or non selection post	Selection Post
6	Age limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	Essential qualifications: 1. Bachelors Degree in Arts/ Commerce/ Science/Law/Management from a recognized university with at least 50% marks in aggregate. 2. 2 years experience of work in the field Computer applications for the Blind. 3. Knowledge of working with JAWS, hardware and software maintenance. Desirable : 1. Proficiency in Braille reading, writing and in use of Braille writing devices.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per bye-laws of the Institute

Approved by 69 EC vide item No. 9 held on 19-2-2007

THE SCHEDULE

1	Name of the Post	DESIGN AND DEVELOPMENT OFFICER
2	No. of Post(s)	ONE
3	Classification	Group 'B'
4	Scale of Pay	Rs.2000-3500 (9300-34800 Grade pay 4600)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	45 years Note: 1. Crucial date for determining the age limits shall be the closing date for receipt of application from candidates. Note 2. Relaxable for Govt. servants and those belonging to autonomous or semi Govt. organisations.
7	Educational and other qualifications required for direct recruits	1. Diploma in Mechanical Engineering with 5 years experience. OR Trade certificate in Engineering with at least 10 years experience in a production division engaged in devising designing & development of tools and gadgets for the use of the visually handicapped.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per bye-laws of the Institute

THE SCHEDULE

1	Name of the Post	Vice Principal
2	No. of Post(s)	ONE
3	Classification	Group 'B'
4	Scale of Pay	PB Rs.9300-34800 GP 4800
5	Whether selection post or non selection post	Selection Post
6	Age limit for direct recruits	N.A.
7	Educational and other qualifications required for direct recruits	N.A.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion on Selection method basis.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	From amongst TGTs possessing the following qualifications: 1. At least second class Master's Degree in one of the subjects taught. 2. B.Ed (VI) or Diploma in Special education with Gen. B.Ed. 3. At least 8 years subject teaching experience in respect of classes XI & XII (PGT level)
12	If a DPC exists, what is the composition	As per bye-laws of the Institute

RR approved vide item No. 17 of 82nd EC meeting held on 27-12-2011

THE SCHEDULE

1	Name of the Post	ASSISTANT AUDIT OFFICER
2	No. of Post(s)	ONE
3	Classification	Group 'B'
4	Scale of Pay	Rs.6,500-200-10, 500 PB Rs.9300-34800 GP 4600
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	40 years
7	Educational and other qualifications required for direct recruits	Essential: Graduate from a recognized University. 1. SAS or Cash & Accounts/equivalent course from ISTM or other recognized institution. 2. Knowledge of Govt. of India rules related to finance & audit. 3. Five years experience in handling accounts/ audit matters in the scale of pay of Rs. 5500-9000. Desirable: Knowledge of computer application related in finance & accounts.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Age – No Educational Qualifications - yes
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Promotion failing which by direct recruitment .
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Persons having requisite qualification and Five years experience in the pay scale of Rs. 5,500-9,000 Or 8 years experience in handling accounts/audit matters in the scale of pay of Rs. 4,000 – 6,000.
12	If a DPC exists, what is the composition	As per bye-laws of the Institute

Original R/Rs.....

Post created in the 60th E.C Meeting vide Agenda Item No. 11, held on 19-2-2004

THE SCHEDULE

1	Name of the Post	POST GRADUATE TEACHER
2	No. of Post(s)	03
3	Classification	Group “B” Non Gazetted
4	Scale of Pay	Rs. 9300-34800 with Grade Pay of Rs. 4600/- (Entry Scale) Rs. 9300-34800 with Grade Pay of Rs. 4800/- (Senior Scale) Rs. 15600-39100 with Grade Pay of Rs. 5400/- (Selection Scale)
5	Age limit for direct recruitment	40 years. No age bar in the case of internal promotions. Age relaxation for SC/ST/PWDs and other categories as applicable under the Govt. of India rules would be applicable.
6	Educational and other qualifications required for direct recruits	Essential Qualification: (a) Two years integrated Post Graduate M.Sc. course of Regional; College of Education of NCERT in the concerned subject OR Master’s Degree from a recognized University with at least 50% marks in aggregate in the concerned subject- i) PGT (English) ii) PGT (Hindi) iii) PGT (History) iv) PGT (Political Science) v) PGT (Sociology) vi) PGT (Music) (b) B.Ed Special Education (V.I.) or B.Ed (General) with Diploma in Special Education (Visual Impairment) (c) Proficiency in teaching in English, Hindi and Braille. Desirable Qualification: Knowledge of Computer application.
7	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Age – No Educational Qualifications - yes
8	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	a) 50% by direct recruitment b) 50% by promotion
9	If a DPC exists, what is the composition	As per existing bye-laws of the Institute

THE SCHEDULE

1	Name of the Post	STATISTICAL ASSISTANT
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	550-25-750-EB-30-900 Revised (1640-2900) (9300-34800 GP 4200)
5	Whether selection post or non selection post	Selection post to be filled by direct recruitment
6	Age limit for direct recruits	35 years & below
7	Educational and other qualifications required for direct recruits	1. Second class Master's degree in Statistics or equivalent. 2. 2 years experience of statistical work in a reputable estt. 3. Basic qualification relaxable in exceptionally good/highly experienced persons.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	RESEARCH ASSISTANT
2	No. of Post(s)	ONE
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 550-900 550-25-750-EB-30-900 (Revised 1640-2900) (9300-34800 GP-4200)
5	Whether selection post or non selection post	Selection post to be filled by direct recruitment
6	Age limit for direct recruits	35 years and below
7	Educational and other qualifications required for direct recruits	1. A second class Master's Degree in one of Social Sciences. 2. 2 years research experience in a reputable establishment. 3. Basic Qualification relax-able in exceptionally good/highly experienced persons.
8	Period of probation, if any	Two years
9	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct recruitment 100%
10	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Not applicable
11	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	ASSTT. PRODUCER
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	1640-2900 (9300-34800 GP-4200)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	1. Graduate with 2-3 years experience in the field of Audio recording.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	ACCOUNTANT
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 1640-60-2600-38-75-2900 (9300-34800 GP-4200)
5	Whether selection post or non selection post	Non-Selection
6	Age limit for direct recruits	N.A.
7	Educational and other qualifications required for direct recruits	N.A.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	From Jr. Accountant/Office Assistant having 4 years experience in the grade of Rs. 1400-2600.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	N.A.

THE SCHEDULE

1	Name of the Post	ORIENTATION & MOBILITY EDUCATOR
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 5500-9000 (9300-34800 GP-4200)
5	Whether selection post or non selection post	Not applicable
6	Age limit for direct recruits	35 years Relaxation applicable as per Govt. of India Rules.
7	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. Graduate Degree from recognized University. 2. Degree/Diploma in O&M from a reputed Institute recognized by RCI New Delhi. 3. One year experience for Degree holder and two years experience for Diploma holders in Teaching/Training in the field of Orientation and Mobility. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Specialization in Physical Education and knowledge of computer. <p>Note: Basic qualification, age can be relaxed for exceptionally good/highly experienced persons.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Not applicable.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

Revision approved vide Item No. 12 of 72nd EC Meeting held on 20.12.07.

THE SCHEDULE

1	Name of the Post	PHYSICAL EDUCATION INSTRUCTOR
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	(9300-34800 GP-4200)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	30 years
7	Educational and other qualifications required for direct recruits	<u>Essential:</u> 1. A Degree from recognized University. 2. A Degree or Diploma in Physical Training. 3. Good working knowledge of Hindi. <u>Desirable:</u> 1. Experience in similar capacity in an Institute for the blind.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Not applicable.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	ASSTT. MANAGER CBP
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	(9300-34800 GP-4200)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	40 years
7	Educational and other qualifications required for direct recruits	<u>Essential:</u> 1. Graduate Degree from a recognized University. 2. Five years experience in a printing press preferably in Braille Press. 3. Knowledge of Standard English and Bharati Braille. 4. Proficiency in Computer Applications.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Education-Yes Age-No
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	From amongst post of Stereotype Operators, Transcriber cum Thermoform Operator in the scale of pay of Rs. 4000-6000 with eight years experience and having requisite qualifications.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

RRs approved vide Item No. 18 of 61st E.C. meeting held on 07.07.2004.

THE SCHEDULE

1	Name of the Post	SUPERVISOR VOCATIONAL TRAINING
2	No. of Post(s)	One
3	Classification	Group "B" (Non Gazetted)
4	Scale of Pay	Rs. 5500-9000 (9300-34800 GP 4200)
5.	Whether selection post or non selection post	Not applicable
6.	Age limit for direct recruitment	35 years Relaxation applicable as per Govt. of India Rules
7.	Educational and other qualifications required for direct recruits	Essential Qualification: i) Graduate Degree from recognized University. ii) Minimum 3 years experience in Office Administration of which one year in the area of academic administration. Desirable: i) Two years work experience in an Organisation for the Visually Impaired. ii) Knowledge of Computers operations in Hindi and English. NOTE: Basic qualification, age can be relaxed for exceptionally good/highly experienced persons.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Not applicable
9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	Direct recruitment
11.	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/deputation/transfer to be made	Not applicable
12.	If a DPC exists, what is the composition	As per bye-laws of the Institute

Revision approved vide Item No. 11 of 72nd Executive Council held on 20-12-2007

THE SCHEDULE

1	Name of the Post	BRAILLE AND EDUCATION SUPERVISOR
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 5500-9000 (9300-34800 GP 4200)
5.	Whether selection post or non selection post	Not applicable
6.	Age limit for direct recruitment	Below 45 years Relaxation applicable as per Govt. of India Rules.
7.	Educational and other qualifications required for direct recruits	Essential Qualification: 1. Graduate from a recognized Indian or Foreign University (Relax-able in the case of blind candidates otherwise well qualified) 2. Sound knowledge of Bharati and Standard English Braille. 3. At least 5 years experience of an Instructor for the blind.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% promotion
11.	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	i) Braille Instructors with three years experience in the grade. OR Bharati Braille Instructors with 5 years experience in the Grade or higher post. OR ii) Music Instructors or Typing Instructor who fulfill the qualifications laid down in Col. 7.
12.	If a DPC exists, what is the composition	As per bye-laws of the Institute

THE SCHEDULE

1	Name of the Post	DOCUMENTATION ASSISTANT
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 1640-2900 (9300-34800 GP 4200)
5.	Whether selection post or non selection post	Selection post
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualifications required for direct recruits	i) Master's Degree in any discipline. ii) Degree/Diploma (of two years duration) in Library Science. iii) Two years experience in the line. OR i) Degree from a recognized University. ii) Degree/Diploma (of two years duration) in Library Science. iii) Five years experience in the line.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Director Recruitment
11.	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12.	If a DPC exists, what is the composition	As per bye-laws of the Institute

THE SCHEDULE

1	Name of the Post	STENOGRAPHER GRADE II
2	No. of Post(s)	Two
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 1400-2600 (9300-34800 GP 4200)
5.	Whether selection post or non selection post	Non-selection post
6.	Age limit for direct recruitment	N.A.
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion 100%
11.	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	To be filled from amongst Stenographers in the scale of 1200-2040 after departmental test or interview.
12.	If a DPC exists, what is the composition	As per bye-laws of the Institute

THE SCHEDULE

1	Name of the Post	ASSISTANT
2	No. of Post(s)	4
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 425-15-500-EB-15-560-20-700-EB-25-800 (1400-2600) (9300-34800 GP-4200)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	18-25 Years Note: 1 Crucial date for determining the age limit shall be the closing date for receipt of applications from candidates. Note: 2 Relaxable for departmental candidates upto 5 years.
7	Educational and other qualifications required for direct recruits	Graduate from a recognized University Institution.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Promotion failing which by Deputation.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Promotion from UDCs having 5 years regular service.
12	Job requirement	To examine the proposals relating to appointments service conditions disciplinary matter purchase of stores and other normal administration functions.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	LECTURER (TEACHER TRAINING CENTRE-PRIMARY LEVEL)
2	No. of Post(s)	6
3	Classification	Group "C"
4	Scale of Pay	Rs 5,500-9,000 (9300-34800 GP 4200)
5.	Whether selection post or non selection post	Not applicable
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualifications required for direct recruits	Essential: <ol style="list-style-type: none"> 1. M.A./M.Sc with B.Ed (Special Education) from a recognized University or Equivalent; OR M.A./M.Sc with B.Ed. from a recognized University or Equivalent; and Diploma in special Education in teaching visually impaired children (Recognized by RCI). 2. Minimum of three years experience of teaching the visually impaired. 3. Proficiency in Bharati and Standard English Braille (Grade II) and in use of special equipment and assistive devices required for the education of the visually impaired. Desirable: <ol style="list-style-type: none"> 1. Knowledge of Computer Application. 2. Experience of Teaching Visually Impaired Children with Additional Disabilities/Low Vision children.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Not Applicable
9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% by direct recruitment
11.	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Not applicable
12.	If a DPC exists, what is the composition	

Original R.Rs (R.Rs revised vide 53rd (Item No. 7) E.C. held on 6-5-2002

THE SCHEDULE

1	Name of the Post	TRAINED GRADUATE TEACHER
2	No. of Post(s)	8
3	Classification	Group “B” Non Gazetted
4	Scale of Pay	Rs 5,500-9,000 (9300-34800 GP 4200)
5.	Whether selection post or non selection post	Non Selection post
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. Second class Bachelor’s Degree with at least 50% marks in the concerned subject(s) and in aggregate including elective and language in the combination of subjects as under: <ol style="list-style-type: none"> a) For TGT (Sanskrit)-Sanskrit as an elective subject at Degree level. b) For TGT (Hindi)-Hindi as an elective subject at Degree level. c) For TGT (English) – English as an elective subject at Degree level. d) For TGT (Social Studies) – Any two of the following: History, Geography, Economics and Political Science of which one must be either History or Geography at Degree level. e) For TGT (Maths/Science)- Maths, Physics and Chemistry at Degree level. <p>AND</p> <ol style="list-style-type: none"> 2. Four years–integrated course in Special Education for Visual Impairment from a recognized University or equivalent with 50% marks in the concerned subject. <p>OR</p> <p>Diploma in Teaching the visually impaired (Secondary Level) or B.Ed. Special Education (Visual Impairment).</p> <ol style="list-style-type: none"> 3. Proficiency in Bharati and Standard English Braille Grade II. <p>Desirable</p> <ol style="list-style-type: none"> 1. Knowledge of Computer Application. 2. Two years teaching experience in teaching the Visually Impaired.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	<p>Age – No</p> <p>Educational Qualification – Yes, except that the requirement of 50% marks in Graduation will not apply in case of teachers who have rendered at least five years services in the MSVH.</p>

9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	a) 50% by direct recruitment b) 50% by promotion
11.	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	From amongst eligible Primary Teachers having five years of regular service with Bachelor's Degree in that subject/combination of subjects as prescribed for direct recruits. In case vacancies are not available in a particular subject cadre at the TGT level for which a Senior Primary Teacher is eligible, a Primary Teacher who may be Junior in the cadre may be promoted without promotion of his/her seniors, if vacancies are available in a different subject cadre at the TGT level, if the Junior is eligible for it.
12.	If a DPC exists, what is the composition	As per existing bye-laws of the Institute

R.Rs revised and approved vide Item No. 3 of 71st E.C. Meeting held on 3-10-2007

THE SCHEDULE

1	Name of the Post	MUSIC TEACHER
2	No. of Post(s)	02
3	Classification	Group 'B' (NG)
4	Scale of Pay	(9300-34800 GP 4200)
5.	Whether selection post or non selection post	Not Applicable
6.	Age limit for direct recruitment	Below 30 years (Relax-able in case of widow, deserted wives, Govt. servants and those teaching in University)
7.	Educational and other qualifications required for direct recruits	<p>B.A. Degree with Music as one of the subject from a recognized University.</p> <p style="text-align: center;">OR</p> <p>Higher Sec. with any one of the followings:</p> <ol style="list-style-type: none"> 1. Sangeet Visharad Examination of the Gandharava Mahavidyala Mandal, Bombay 2. Sangeet Vid. Examination of the Indira Kala Sangeet Vishwa Vidhalaya, Khairabad (M.P.) 3. The Sangeet Prabhakar Examination of the Prayag Sangeet Samiti (Academy of Music) Allahabad 4. Sangeet Visharad Examination of Bhatkhande Sangeet Vidhya Peeth, Lucknow (Previously, Norris College of Hindustani Music, Lucknow) 5. Final Examination of the Madhva Sangeet Mahavidyalaya, Leshkar, Gwalior 6. Highest Examination of Baroda State School of Music 7. The Final Examination of Shankar Gandharava Vidyalaya, Gwalior. 8. Sangeet Ratan Diploma awarded by the Director, Department of Education M.P. (or the new diploma/degree awarded by the concerned agencies/institutions in lieu thereof)
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9.	Period of probation, if any	One year
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	By direct recruitment

11.	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12.	If a DPC exists, what is the composition	N.A.
13.	Circumstance in which the Union Public/service commission is to be consulted in making recruitment	N.A.

Notes:

1. The age limit for direct recruitment will be relaxable in the case of scheduled Castes/ Tribes candidates and other Special categories of persons in accordance with the general orders issued from time to time by the Central Government.
2. Nothing in these Rules shall effect reservations and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and other Special Categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
3. No male candidate who has more than one wife living or no female candidate who has married a person already having a wife living shall be eligible for appointment in case of direct recruitment provided that the Administrator, Delhi may after being satisfied that there are Special grounds for doing so, exempt any such candidates from the operation of this Rules.
4. Where the Administrator is of the opinion that it is necessary or expedient so to do, he may be order for reasons to be recorded in writing relax any of the provisions of the rules with respect that a class or category of persons/posts.
5. The crucial date for determining the age limit mentioned in column 6 of the recruitment rules will in each case, be the closing date for receipt of applications from candidates in India (other than Andaman & Nicobar Islands and Lakshadweep In respect of post the appointments to which are made through the Employment Exchange, the crucial date for determining the age limit will in each case be the last date up to which the Employment Exchange are asked to submit the names.

THE SCHEDULE

1	Name of the Post	SUPW TEACHER
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 1400-2600 5000-8000 9300-34800 GP 4200
5.	Whether selection post or non selection post	Selection post
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualifications required for direct recruits	Essential:- 1. Bachelor Degree in any discipline from a recognized University with minimum one year Diploma in Computer Application and Programming Skills including knowledge of popular screen reading softwares and hardware for Braille Printing. 2. One year experience as Computer Instructor/ Teacher of Visually Handicapped. Desirable: Knowledge of Standard English Braille and Bharti Braille Hindi.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Age-No Educational Qualifications-Yes
9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment.
11.	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	From amongst eligible Primary teachers having five years of regular service with qualifications prescribed for direct recruitment.
12.	If a DPC exists, what is the composition	As per bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	ASSTT. (AUDIT)
2	No. of Post(s)	One
3	Classification	Group "B" Non Gazetted
4	Scale of Pay	Rs. 5500-175-9000 (9300-34800 GP-4200)
5	Age limit for direct recruitment	35 years
6	Educational and other qualifications required for direct recruits	Essential Qualification: <ol style="list-style-type: none"> 1. Degree in Commerce from a recognized University. 2. Three years experience in handling Accounts and audit matters in the scale of pay of Rs. 4000-6000. 3. Knowledge of Govt. of India Rules related to finance & audit. Desirable Qualification: <ol style="list-style-type: none"> 1. Cash and Accounts/equivalent course from ISTM or other recognized Institution. 2. Knowledge of Computer application related in Finance and Accounts.
7	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Not Applicable
9	Period of Probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment

THE SCHEDULE

1	Name of the Post	Braille Editor
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 5,500-175-9,000 (9300-34800 GP 4200)
5.	Whether selection post or non selection post	Selection post
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualifications required for direct recruits	Essential: 1. Graduate Degree from a recognized University. 2. Knowledge of Bharati and English Braille. 3. Knowledge of one Regional Language. Desirable: 1. Two years experience in a Braille Press.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Education – Yes Age - No
9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment.
11.	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	From amongst the posts of Proof Readers and Copy Holders in the scale of pay of Rs. 4000-6000 with eight years experience and having requisite qualification.
12.	If a DPC exists, what is the composition	As per bye-laws of the Institute

Recruitment Rules approved vide Item No. 18 of 61st Executive Council Meeting held on 7-7-2004

THE SCHEDULE

1	Name of the Post	FOREMAN
2	No. of Post(s)	Two
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 1600-2660 (9300-34800 GP 4200)
5.	Whether selection post or non selection post	Non Selection
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualifications required for direct recruits	N.A.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment.
11.	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Promotion from the post of Craft Instructor or Technical Assistants who have five years service in the respective grade.
12.	If a DPC exists, what is the composition	As per bye-laws of the Institute

THE SCHEDULE

1	Name of the Post	FOREMAN (ELECTRONICS)
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 1600-2660 (9300-34800 GP-4200)
5.	Whether selection post or non selection post	N.A.
6.	Age limit for direct recruitment	30 years (relaxable for Govt. Servants upto 35 years)
7.	Educational and other qualifications required for direct recruits	1. Matriculation or its equivalent Examination. 2. Diploma in Electronics Engineering 3. At least two years experience in handling tape recorders and other sound equipment.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct recruitment
11.	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12.	If a DPC exists, what is the composition	As per bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	TEACHER (LOW VISION)
2	No. of Post(s)	One
3	Classification	Group "B" (NG)
4	Scale of Pay	Rs. 9300-34800 GP 4200
5.	Whether selection post or non selection post	Selection Post
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualifications required for direct recruits	1. Graduate with Science with B.Ed. 2. Two years experience in Teaching. 3. Preference will be given to candidates having degree or diploma in teaching the V.I.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Not applicable
9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	Direct recruitment
11.	In case of recruitment by promotion/by transfer/by deputation / transfer grades from which promotion/deputation / transfer to be made	N.A.
12.	If a DPC exists, what is the composition	As per existing bye-laws of the Institute

THE SCHEDULE

1	Name of the Post	TEACHER HOME MANAGEMENT
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 5000-150-8000 (9300-34800 GP 4200)
5.	Whether selection post or non selection post	Selection Post
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualifications required for direct recruits	Essential: i) B.Sc. Home Science OR Graduate Degree with Home Science as one of the subjects. OR Graduate Degree in Mobility Science from recognized University. Desirable: i) Degree/Diploma in Special Education of the Visually Impaired. ii) Knowledge of IT.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Not applicable
9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	Direct recruitment
11.	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/deputation/transfer to be made	N.A.
12.	If a DPC exists, what is the composition	As per bye-laws of the Institute

R.Rs revised and approved vide Item No. 4 of 71st E.C. Meeting held on 3-10-2007

THE SCHEDULE

1	Name of the Post	TEACHER (BRAILLE DEVELOPMENT)
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 1400-2600 (9300-34800 GP 4200)
5.	Whether selection post or non selection post	Selection Post
6.	Age limit for direct recruitment	35 years
7.	Educational and other qualifications required for direct recruits	Essential: <ol style="list-style-type: none"> 1. Graduate in Art/Science/Geography. Maths as one of the subject in Graduation. 2. Diploma in Teaching or equivalent. 3. Two years experience as Teacher preferable in any Institute for the blind or Diploma in Teaching the Blind. Desirable: Knowledge of Bharti Standard Eng. Braille (V.H. no bar)
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By Direct recruitment
11.	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/deputation/ transfer to be made	N.A.
12.	If a DPC exists, what is the composition	As per bye-laws of the Institute

THE SCHEDULE

1	Name of the Post	NARRATOR ARTIST
2	No. of Post(s)	Two
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 1400-40-1600-50-2300-EB-60-2600 (9300-34800 GP-4200)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	19-35 years
7	Educational and other qualifications required for direct recruits	1. Graduate 2. Clarity in pronunciation and accent in Hindi/English. 3. Adequate knowledge of reading, writing and speaking Hindi/English. 4. Should be able to qualify in audio tests.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/deputation/transfer to be made	-NA-
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

Created vide Item No. 14(Vth) by 18th E.C. held on 05.12.89.

THE SCHEDULE

1	Name of the Post	BRAILLE SHORTHAND INSTRUCTOR (HINDI)
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 1400-40-1600-50-2300-EB-60-2600 (9300-34800 GP-4200)
5	Whether selection post or non selection post	Selection Post to be filled by direct recruitment.
6	Age limit for direct recruits	30 years and below.
7	Educational and other qualifications required for direct recruits	1. A good Bachelor's Degree. (relaxable in the case of candidates otherwise well qualified) 2. Thorough knowledge of Bharati Braille. 3. Hindi Braille Shorthand speed 80 w.p.m. <u>DESIRABLE:</u> 1. Two years teaching experience of Hindi Braille Shorthand in a reputable Institution.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer/by deputation/transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	N.A.

THE SCHEDULE

1	Name of the Post	MOBILITY INSTRUCTOR
2	No. of Post(s)	3
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 5000-8000 (revised) (9300-34800 GP 4200)
5.	Whether selection post or non selection post	N.A.
6.	Age limit for direct recruitment	40 years
7.	Educational and other qualifications required for direct recruits	1. Degree from a recognized University. 2. Certificate/Diploma of training in O&M Instructors of the Visually Handicapped at a course recognized by the Govt. of India. 3. At least 3 years experience of imparting training in O&M.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By Direct recruitment
11.	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12.	If a DPC exists, what is the composition	

R.Rs revised vide 52nd E.C. Meeting held on 28-1-2002 vide Item No. 12

THE SCHEDULE

1	Name of the Post	COMPUTER OPERATOR
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	1400-2600 (9300-34800 GP-4200)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	30 years.
7	Educational and other qualifications required for direct recruits	1. Degree from a recognized University. 2. Diploma/Certificates in computer programming.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	SENIOR HANDICRAFT INSTRUCTOR (CANE)
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 330-10-380-EB-12-500-15-560 (revised 1400-2600) (9300-34800 GP 4200)
5.	Whether selection post or non selection post	Selection
6.	Age limit for direct recruitment	30 years (relaxable for Government servants up to 36 years)
7.	Educational and other qualifications required for direct recruits	1. Matriculation or its equivalent. 2. Diploma / Certificate in Craft (CANE). 3. 3 years experience in the trade.
8.	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	No
9.	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion
11.	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Promotion from Craft Instructor with 5 years regular service in the grade.
12.	If a DPC exists, what is the composition	Group "C" Departmental promotion Committee consisting of: 1. Director, National Institute for the Visually handicapped, Chairman 2. Dy. Director (Admn.) Member 3. Officer of the rank of Under Secretary from other local Central Govt. Offices - member
13.	Circumstance in which the Union Public/service commission is to be consulted in making recruitment	Not applicable

THE SCHEDULE

1	Name of the Post	ASSTT. LIBRARIAN REDESIGNATED LIBRARY & INFORMATION ASSISTANT
2	No. of Post(s)	Two
3	Classification	Group 'B' (NG)
4	Scale of Pay	1200-2040 Revised 1400-2600 (9300-34800 GP-4200)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	30 Years or below. (Relaxable as per rules)
7	Educational and other qualifications required for direct recruits	1. Graduate from a recognized University or equivalent. 2. Diploma or Certificate in library science. 3. Proficiency in Braille. (Relaxable in the case of candidate having Exceptionally brilliant academic record/High experience).
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

The Post & scale was revised vide 22nd Executive Council meeting held on 11/04/1991 vide Item No. 14.

THE SCHEDULE

1	Name of the Post	SENIOR MUSIC INSTRUCTOR
2	No. of Post(s)	One
3	Classification	General Central Service, Group Non-Gazetted, Non-Ministerial. Group 'C'
4	Scale of Pay	Rs. 425-15-500-EB-15-550-20-700 Revised (1400-2600) (9300-38400 GP-4200)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	30 Years (Relaxable upto 35 years for the Govt. Servant).
7	Educational and other qualifications required for direct recruits	<u>ESSENTIAL:</u> 1. Intermediate 2. Master of Music (Vocal) or equivalent. 3. 5 years teaching experience. <u>DESIRABLE:-</u> Persons having high academic qualification and experience in instrumental Music (Sitar) Violon and Tabla will be preferred.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	By promotion
11	In case of recruitment by promotion/ by transfer/ by deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Promotion from Music Instructor with 5 years regular service in the grade. Group 'C' Departmental Promotion Committee Consisting of:- 1. Director, National Institute for the Visually Handicapped - Chairman 2. Deputy Director (Admn) National Institute for the Visually Handicapped - Member 3. Superintendent, Training Centre for the Adult Blind - Member
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	HINDI TRANSLATOR
2	No. of Post(s)	One (1984)
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 425-15-500-EB-15-560-20-700 Revised-1400-2300 (9300-34800 GP-4200)
5	Whether selection post or non selection post	N/A
6	Age limit for direct recruits	18-25 Years <u>Note:1</u> Crucial date for determining the age limit shall be the closing date of receipt of application from candidates. <u>Note:2</u> Upper age limit relaxable upto 35 years for departmental candidates.
7	Educational and other qualifications required for direct recruits	<p>i) Masters degree of recognized University in Hindi/English with English/Hindi as a compulsory/elective subject or as medium of examination at degree level. OR</p> <p>ii) Master's degree of a recognized University in any subject other than Hindi/English (with Hindi & English) as compulsory/elective subject or either of the two as medium of examination and the other as a compulsory/elective subject at degree level. OR</p> <p>iii) Master degree of a recognized University in any subject other than Hindi/English with Hindi/English medium and English/Hindi as a compulsory/elective subject or as medium of examination at degree level. OR</p> <p>Bachelor's degree of a recognized University with Hindi and English as compulsory/elective subject or either of the two as medium of examination and the other as a compulsory elective subjects, plus a recognized Diploma/certificate course in translation from Hindi to English and vice-verse or two years experience or translation work from Hindi to English and vice-verse in Central/State Government Offices, including Government of India undertakings.</p>

COMPENDIUM

8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N/A
12	Job requirement	Should have good knowledge of translation from Hindi to English and vice-verse.
13	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	CRAFT INSTRUCTOR (LIGHT ENGG.)
2	No. of Post(s)	Two
3	Classification	Group 'B' (NG)
4	Scale of Pay	1400-2300 (Pre-revised) (9300-34800 GP 4200)
5	Whether selection post or non selection post	Selection Post
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"> 1. Matriculation or its equivalent. 2. Trade Certificate of a recognized Institution. 3. Five years experience in Workshop. 4. Two years experience in designing and development of jigs etc.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion failing which by Direct Recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	“Technician Grade I/Tool & Die Fitter/Fitter in the Design and Development Unit (having common scales of pay) with five years regular services in the grade having requisite qualifications and experience as indicated in column No. 7”
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

Recruitment Rules amended and approved dive Item No. 11 of 41st Executive Council meeting held on 28-07-1998.

THE SCHEDULE

1	Name of the Post	INSTRUCTOR-JAPANESE MEDICAL MASSAGE
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	PB 9300-34800 GP-4200
5	Whether selection post or non selection post	Selection Post
6	Age limit for direct recruits	40 Years
7	Educational and other qualifications required for direct recruits	<u>Essential:</u> i) 12 th Class with 50% marks from recognized Board. ii) Diploma in Physiotherapy of at least two years duration Or Diploma in Nursing and Certificate Course in Therapeutic Massage from any reputed Institute. iii) Experience in the related field for a period of at least one year in a hospital or traditional massage therapy centre. <u>Desirable:</u> i) Graduate degree from a recognized University. ii) knowledge of Computer. iii) Degree in Physiotherapy. iv) Preference will be given to the candidates possessing teaching experience in physiotherapy to the visually impaired persons.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Not applicable
12	If a DPC exists, what is the composition	As per bye laws of the Institute.

Approved vide Item No. 16 of 85th Meeting of Executive Council held on 27.06.2013.

THE SCHEDULE

1	Name of the Post	JUNIOR ENGINEER (CIVIL)
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 1400-2300 (4500-7000) Revised: 5000-8000 (9300-34800 GP - 4200)
5	Whether selection post or non selection post	Not applicable
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	Essential: 1. Diploma in Civil Engineering. 2. Three years experience in the field of Civil Engineering in Govt./Semi Govt./Autonomous Bodies/Pvt. Organisation. Desirable: 1. B.E. or equivalent in Civil Engineering. 2. Knowledge of Contract Management, measurement and calculations.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Transfer on deputation from persons holding analogous posts failing which direct recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Persons having essential qualifications and holding analogous posts with 5 years experience.
12	If a DPC exists, what is the composition	As per bye-laws of the Institute.

RRs revised vide Agenda Item No. 8(ii) of 56th Executive Council held on 20.11.2002.

THE SCHEDULE

1	Name of the Post	CATERING OFFICER
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 1400-2300 (4500-7000) Revised: 5000-8000 (9300-34800 GP - 4200)
5	Whether selection post or non selection post	Non-Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	1. Matriculation or an equivalent examination. 2. Three years experience in catering. 3. Ability to maintain accounts, ledge books etc. correctly.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	DRAUGHTSMAN GRADE II
2	No. of Post(s)	One
3	Classification	Group 'B' (NG)
4	Scale of Pay	Rs. 1400-2300 (4500-7000) Revised: 5000-8000 (9300-34800 GP - 4200)
5	Whether selection post or non selection post	Not applicable
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	Essential: i) Matriculation or 10+2 or equivalent. ii) Diploma in Engineering or equivalent iii) Three years experience as draughtsman in Govt./Semi Govt./Autonomous bodies/Pvt. Organisation. Desirable: i) Experience in drawings, measurement, preparations of estimates and surveying. ii) Experience in working with CAD/CAM.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Not applicable
12	If a DPC exists, what is the composition	As per Bye Laws of the Institute.

Approved vide Ministry's letter No.5-15/2002-NI-I dated 11.04.2005.

THE SCHEDULE

1	Name of the Post	COMPUTER INSTRUCTOR
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	PB 9300-34800 GP 4200
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential: 1. Bachelor Degree in any discipline from a recognized University with minimum one year Diploma in Computer applications and programming Skills including knowledge of popular screen reading softwares and hardwares for Braille printing. 2. One year experience as Computer Instructor/ Teacher of Visually Handicapped. Desirable: 1) Knowledge of Standard English Braille and Bharati Braille Hindi.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% by direct recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	N.A.

Approved vide item No. 16 of 81st E.C. Meeting held on 29.06.2011

THE SCHEDULE

1	Name of the Post	HOSTEL WARDEN
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 4500-125-7000 (PB 5200-20200 GP 2800)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	45 Years
7	Educational and other qualifications required for direct recruits	Essential: 1. Graduate Degree from recognized university. 2. Three years experience as Hostel Warden or Unit Management in Army. Other things being equal preference will be given to Ex-Serviceman not below the rank of Subedar who has successfully qualified in Security Management Course conducted by Army. 3. Educational qualification relaxable in the case of ex-servicemen.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Not Applicable
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Transfer on deputation from persons holding analogous posts failing which by direct recruitment.
11	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/deputation/ transfer to be made	Persons having essential qualifications and holding analogous post with 5 years experience.
12	If a DPC exists, what is the composition	As per Bye Laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	N.A.

RRs revised and approved vide Item no. 4 of 71st E.C. Meeting held on 03.10.2007.

THE SCHEDULE

1	Name of the Post	SOUND RECORDIST
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 1400-2300 (PB 5200-20200 GP 2800)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	1. High School 2. Diploma/Certificate in sound recording. 3. Three Years experience in the field.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per byelaws of the institute.

THE SCHEDULE

1	Name of the Post	MECHANIC (CBP)
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 1400-2300 (PB 5200-20200 GP 2800)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	30 years (Relaxable as per rules)
7	Educational and other qualifications required for direct recruits	Essential: 1. High School. 2. I.T.I in fitter/Mechanist trade. 3. 3 years experience in a Mechanical workshop of repute. Desirable: 1. Experience of Manufacture/ Repairs of Braille Appliances.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the institute

THE SCHEDULE

1	Name of the Post	SECURITY SUPERVISOR
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 1400-2300 (PB 5200-20200 GP 2800)
5	Whether selection post or non selection post	Selection Post
6	Age limit for direct recruits	45 years
7	Educational and other qualifications required for direct recruits	Ex-defence person preferably with High School Certificate, good knowledge of Security Measures and P.T. Basic qualification relaxable in exceptionally good/highly experienced persons.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per byelaws of the institute.

THE SCHEDULE

1	Name of the Post	ELECTRONIC INSTRUCTOR
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 1400-2300 (PB 5200-20200 GP 2800)
5	Whether selection post or non selection post	Rs 1400-2300 Selection Post to be filled by direct recruitment.
6	Age limit for direct recruits	30 Years & Below
7	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. Matriculation or equivalent examination with science subjects. 2. A recognized diploma or certificate in electronics. 3. Atleast 2 years experience of Radio and transistor repairs. <p>Desirable:</p> <ol style="list-style-type: none"> 1) A certificate from the Centre Training Institute. 2. Basic qualification relaxable in exceptionally good/highly experienced persons.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% direct only
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	NA

THE SCHEDULE

1	Name of the Post	LADY SUPERVISOR
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	PB 5200-20200 GP 2800
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	45 years
7	Educational and other qualifications required for direct recruits	Essential: 1. Intermediate or equivalent. 2. Diploma in Nursing. Or Diploma in Special Education (VI) for Primary Teachers. Or Bachelor in Mobility Science from a recognized Institute affiliated to Nursing Council or RCI as the case be 3. Two Years experience in nursing or 2 years in Hostel Management.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per byelaws of the Institute.

Approved vide Item No. in 86th E.C. Meeting held on 12.11.13.

THE SCHEDULE

1	Name of the Post	TYPING INSTRUCTOR
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 1200-30-1440-EB-30-1800 Revised Rs 1400-2300 (PB 5200-20200 GP 2800)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	25 Years
7	Educational and other qualifications required for direct recruits	1. Matriculation or equivalent examination. 2. Typing speed in English of 40 w.p.m 3. Typing speed in Hindi of 30 w.p.m 4. Two years experience of teaching Hindi and English Typewriting.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the Institute

THE SCHEDULE

1	Name of the Post	HANDICRAFT INSTRUCTOR (CANE)
2	No. of Post(s)	Two
3	Classification	Group 'C'
4	Scale of Pay	Rs 1200-30-1440-EB-30-1800 (PB 5200-20200 GP 2800)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	30 years (Relaxable for Govt. Servants upto 35 years)
7	Educational and other qualifications required for direct recruits	1. Matriculation or equivalent. 2. Diploma or certificate in Basketary. 3. One year teaching experience in the line.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per Bye Laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	NA

THE SCHEDULE

1	Name of the Post	TELEPHONE OPERATOR CUM INSTRUCTOR
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 1400-2300 (PB 5200-20200 GP 2800)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	35 Years (Relaxable for Departmental Candidate)
7	Educational and other qualifications required for direct recruits	1. Matriculation. 2. Certificate from P&T Telecom Training Centre.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promoting failing which by direct recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Only Technician Gd. II and Instructors in the scale of Rs 950-1400 and Rs 950-1500 would be considered who fulfill the qualifications mentioned in column No. 7
12	If a DPC exists, what is the composition	As per bye laws of the Institute

THE SCHEDULE

1	Name of the Post	HANDICRAFT INSTRUCTOR (MISC)
2	No. of Post(s)	Two
3	Classification	Group 'C'
4	Scale of Pay	Rs 1400-2300 (PB 5200-20200 GP 2800)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	1. High School or equivalent. 2. Diploma or certificate in candle making, Nylon and Plastic work and Soap making.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Transfer on deputation failing which by direct recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Craft Instructor or persons holding analogous posts in Institution for the Blind carrying a scale of not below 330-480 with five year regular service in the grade Departmental candidates or teaching blind in the crafts specified in Col.7
12	If a DPC exists, what is the composition	As per Bye Laws of the Institute.

THE SCHEDULE

1	Name of the Post	MASTER CRAFTS MAN (MECHANICAL)
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	425-700 (pre-revised) Rs 1400-2300 (PB 5200-20200 GP 2800)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	35 years Note: 1. Crucial date for determining the age limit shall be the closing date for receipt of applications from candidates. Note: 2. Relaxable for govt- servants and those belonging to autonomous or same Govt. Organisations.
7	Educational and other qualifications required for direct recruits	1. High School or Equivalent. 2. I.T.I Certificate in instrument Mechanic/ Machinist/Fitter with at least 5 years experience in the production/ design of aids and appliances for the visually handicapped.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the institute

THE SCHEDULE

1	Name of the Post	BRAILLE INSTRUCTOR
2	No. of Post(s)	Three
3	Classification	Group 'C'
4	Scale of Pay	PB 5200-20200 GP 2800
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	Essential: 1. Bachelor Degree from a recognized University. 2. Diploma in Special Education (Visual Impairment) 3. Proficiency in Standard English Braille and Bharati Braille Hindi. Desirable: 1. Degree in Special Education (VI) with one year teaching experience in the field of visually disability. 2. Basic Knowledge of computer with jaws.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotes	N.A
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	N.A.

Approved vide Item No. 16 of 81st E.C. Meeting held on 29.06.2011.

THE SCHEDULE

1	Name of the Post	MUSIC INSTRUCTOR
2	No. of Post(s)	Two
3	Classification	Group 'C'
4	Scale of Pay	Rs 1400-2300 (PB 5200-20200 GP 2800)
5	Whether selection post or non selection post	Selection Post
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	1. Sound Knowledge of vocal & Instrumental Music & ability to teach. 2. Degree or Diploma in Music.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the institute

THE SCHEDULE

1	Name of the Post	PRIMARY TEACHER
2	No. of Post(s)	4
3	Classification	Group 'C'
4	Scale of Pay	Rs 4500-7000 (PB 5200-20200 GP 2800)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	Essential: 1. Intermediate or 10+2 or equivalent pass from a recognized Board/University with at least 50% marks in the 12 th Standard. 2. Diploma in Teaching the Visually Impaired, Primary or Secondary Level or B.Ed Special Education (Visual Impairment) 3. Proficiency in Bharati and Standard English Braille Grade II Desirable: 1. Knowledge of Computer Application. 2. Two Years teaching experience in teaching the Visually Impaired.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	100 % by direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per by laws of the Institute.

RR revised and approved vide item no 3 of 71st EC meeting held on 03.10.07

THE SCHEDULE

1	Name of the Post	STEREOTYPE OPERATOR
2	No. of Post(s)	5
3	Classification	Group 'C'
4	Scale of Pay	Rs 4000-100-6000 (PB 5200-20200 GP 2400)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential: <ol style="list-style-type: none"> 1. Graduate Degree from a recognized University. 2. Two years experience in a printing press preferably Braille Press. 3. Knowledge of standard English and Bharati Braille. 4. Good Knowledge of one Regional language. 5. Proficiency in Computer Applications
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	2 years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	NA

RR approved vide item no 18 of 61st executive council meeting held on 07.07.04

THE SCHEDULE

1	Name of the Post	TOOL & DIE FITTER
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 1320-2040 (PB 5200-20200 GP 2400)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	1. Matriculation or equivalent. 2. National Trade Certificate of Tool making and fitting. 3. Three years practical experience as fitter of which at least on year in tool room.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	By promotion from amongst the Technician Gd II who have 5 years serve in the grade.
12	If a DPC exists, what is the composition	As per bye laws of the Institute

THE SCHEDULE

1	Name of the Post	UPPER DIVISION CLERK
2	No. of Post(s)	Eight
3	Classification	Group 'C'
4	Scale of Pay	Rs 1200-2040 (PB 5200-20200 GP 2400)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	NA
7	Educational and other qualifications required for direct recruits	NA
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% By promotion
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	LDC/Hindi Typist having experience of three years.
12	If a DPC exists, what is the composition	As per bye laws of the Institute

THE SCHEDULE

1	Name of the Post	DISPENSER-CUM-CLERK
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 1200-2040 (PB 5200-20200 GP 2400)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	30 Years. (Relaxable upto 35 years for Govt. Servants)
7	Educational and other qualifications required for direct recruits	1. B.Pharm or B.SC. with Chemistry as one of the subjects or Matric and Qualified and Registered Compounder/ Pharmacist.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	NA

THE SCHEDULE

1	Name of the Post	ASSISTANT PLACEMENT OFFICER
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	1200-2040 (5200-20200 GP 2400)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	30 Years (relaxable as per rules)
7	Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <ol style="list-style-type: none"> 1. Graduate from a recognized University or equivalent. 2. Two years experience in placement of Visually Handicapped. <p><u>Desirable</u></p> <p>Training in Orientation and Mobility.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	N.A.

THE SCHEDULE

1	Name of the Post	SENIOR STOREKEEPER
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 1200- 2040 (PB 5200-20200 GP 2400)
5	Whether selection post or non selection post	Non Selection
6	Age limit for direct recruits	-----
7	Educational and other qualifications required for direct recruits	-----
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Promotion
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	From the Store keepers having at least five years service in the grade Rs 950-1500
12	If a DPC exists, what is the composition	As per byelaws of the institute.

Original Created vide XVIII EC Meeting (Vide Item No 6) held on 05.12.1989

THE SCHEDULE

1	Name of the Post	DRIVER-CUM-AUTO- MECHANIC
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 1200-2040 (PB 5200-20200 GP 2400)
5	Whether selection post or non selection post	100% Selection Post.
6	Age limit for direct recruits	30 Years and below.
7	Educational and other qualifications required for direct recruits	1. Matriculation or equivalent. 2. Driving License for heavy and light vehicles. 3. Should have sufficient driving experience of vehicles. 4. I.T.I in Motor Mechanic Trade.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	NA

THE SCHEDULE

1	Name of the Post	COPY HOLDER
2	No. of Post(s)	Five
3	Classification	Group 'C'
4	Scale of Pay	Rs 4000-100-6000 (PB 5200-20200 GP 2400)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	35 years
7	Educational and other qualifications required for direct recruits	Essential: 1. Graduate Degree from a recognized University. 2. Knowledge of Standard English and Bharati Braille. 3. Good Knowledge of one Regional Language. 4. English and Hindi as subjects at Intermediate level. Desirable: 1. Two Years experience in a Braille Press.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By direct recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	NA
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	N.A.

RRs approved vide Item No. 18 of 61st E.C. Meeting held on 07.07.2004.

THE SCHEDULE

1	Name of the Post	BRAILLE TRANSCRIBER
2	No. of Post(s)	Two
3	Classification	Group 'C'
4	Scale of Pay	Rs 1200-1800 (PB 5200-20200 GP 2400)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	30 years (Relaxable upto 35 years for Govt. Servants)
7	Educational and other qualifications required for direct recruits	1. Matriculation or its equivalent. 2. Hindi Bhushan or its equivalent.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment.	N.A.

THE SCHEDULE

1	Name of the Post	PROOF READER
2	No. of Post(s)	5
3	Classification	Group 'C'
4	Scale of Pay	Rs 4000-100-6000 (PB 5200-20200 GP 2400)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential: 1. Graduate Degree from a recognized University. 2. Knowledge of Standard English and Bharati Braille. 3. Good Knowledge of Braille in any recognized languages of the country in addition to Standard English and Bharati Braille. 4. English and Hindi as subjects at Intermediate level. Desirable: 1. Two years experience in a Braille Press.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per byelaws of the institute.

Approved vide item no 19 of 75th EC held on 30-07-2008

THE SCHEDULE

1	Name of the Post	STENOGRAPHER
2	No. of Post(s)	6
3	Classification	Group 'C'
4	Scale of Pay	PB 5200-20200 GP 2400
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	18 to 27 years (Relaxable for Govt. Servant up to 40 years in accordance with instructions or orders issued by the central government)
7	Educational and other qualifications required for direct recruits	Essential: 1. 12 th class pass or equivalent from a recognized Board or University. 2. Skills Test norms: Dictation: 10 minutes @ 80 w.p.m Transcription: 65 minutes (English) 75 minutes (Hindi) (on Manual Typewriter) or 50 minutes (English), 65 minutes (Hindi) on computer.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per by laws of the Institute.

Approved vide item no 15 of 81 EC meeting held on 29-06-2011

THE SCHEDULE

1	Name of the Post	INSPECTOR (BRAILLE APPLIANCES)
2	No. of Post(s)	Two
3	Classification	Central Service Group 'C' Non-gazetted non Ministerial
4	Scale of Pay	Rs 330-8-370-10-400-EB-10-480 (PB 5200-20200 GP 2400)
5	Whether selection post or non selection post	N.A
6	Age limit for direct recruits	30 Years (Relaxable upto 35 years in the case of Government Servants) Note:1.The crucial date for determining the age limit shall be the closing date for receipts of applications form candidates in India (Other than the Andaman & Nicobar Islands and Lakshadweep. Note:-2.In case of appointment through the Employment Exchange the crucial date for determining the age limit shall be the last date upto which the Employment Exchanges are asked to submit the names.
7	Educational and other qualifications required for direct recruits	1. Matriculation or equivalent. 2. Trade Certificate in light engineering with 3 years experience in inspection/production of various components of Braille appliances. 3. Should be well conversant with the use of go and no go gauge, ring gauge and other instruments. 4. Should be well versed in the use of all Braille appliances. 5. Should have a good knowledge of Braille.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By direct recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A
12	If a DPC exists, what is the composition	Group 'C' Departmental Promotion Committee Consisting of Chairman, Director, National Centre for the Blind, Dehradun, Member, Manager Central Braille Press, Dehradun- Member
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	NA

THE SCHEDULE

1	Name of the Post	CATERING ASSISTANT
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 1200-1800 (4000-6000) 5200-20200 GP - 2400
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	30 Years (Relaxable for Govt. Servants upto 35 years.)
7	Educational and other qualifications required for direct recruits	Essential: 1. Matriculation or Equivalent. 2. Certificate in Catering from recognized Institution. Desirable: 1. Knowledge of language of the region in which the school is situated.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	By Direct Recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	NA

THE SCHEDULE

1	Name of the Post	TECHNICIAN GRADE I
2	No. of Post(s)	Five
3	Classification	Group 'C'
4	Scale of Pay	Rs 1200-30-1440-EB-30-1800 (PB 5200-20200 GP 2400)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	30 Years (Relaxable for Govt. Servants upto 35 Years)
7	Educational and other qualifications required for direct recruits	1. Matriculation or equivalent. 2. Passed Mechanical Course from I.T.I 3. Three years experience in any tool room work in a registered firm. 4. Having capacity to ready engineering drawing.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	By promotion amongst the Technicians Grade II who have five years service in the grade.
12	If a DPC exists, what is the composition	As per bye laws of the Institute

THE SCHEDULE

1	Name of the Post	TRANSCRIBER CUM THERMOFORM OPEATOR
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 4000-100-6000 (PB 5200-20200 GP 2400)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Essential: <ol style="list-style-type: none"> 1. Graduate Degree from a recognized University. 2. Two years experience in a printing press preferably Braille Press. 3. Knowledge of Standard English and Bharati Braille. 4. One Year experience of operating Thermoform Machine. 5. Good Knowledge of One Regional Language. 6. Proficiency in Computer Applications.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	NA

RR approved vide item no 18 of 61st EC meeting held on 07-07-2004

THE SCHEDULE

1	Name of the Post	ASSISTANT LADY SUPERVISOR
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 975-25-1150-EB-30-1540 (5200-20200 GP 2000)
5	Whether selection post or non selection post	N.A
6	Age limit for direct recruits	18-25 Years
7	Educational and other qualifications required for direct recruits	Essential: 1. Pass in 10 th standard or High School examination or equivalent. 2. Successful completion of A.N.H / Health worker(F) Training course from an institution, recognized Indian Nursing Council/ State Nursing Council. 3. Registration with Indian/State Nursing Council as A.N.M/ Health Worker (F) both in Nursing and Midwifery. (Relaxable in exceptional circumstances.)
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	LDC
2	No. of Post(s)	Thirteen
3	Classification	Grade C
4	Scale of Pay	PB 5200-20200 GP 1900
5	Whether selection post or non selection post	Non Selection Post
6	Age limit for direct recruits	18-27 years (relaxable for Govt. servants upto 40 years in accordance with the instructions or orders issued by the Central Govt.
7	Educational and other qualifications required for direct recruits	1. 12 th Class or an Equivalent qualification from recognized Board/University. 2. A typing speed 30 w.p.m in English or 25 w.p.m in Hindi on manual. Or 3. A typing speed 35 w.p.m in English or 30 w.p.m in Hindi on Computer.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	Yes, to the extent indicated in Col.10.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	1. 85% by direct recruitment. 2. 15% of the vacancies shall be filled from amongst the Group 'D' staff in the grade pay of Rs 1800 and who possess 12 th class pass or equivalent qualifications and have rendered 3 years regular service in the grade, on the basis of departmental qualifying examination. The maximum limit for eligibility for examination is 45 yrs (50 yrs of age for the SC/ST)
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	As stated in col.10.
12	If a DPC exists, what is the composition	As per bye laws of the institute

RR Revised vide item no 7 of 85th meeting of EC held on 29-06-13.

THE SCHEDULE

1	Name of the Post	STORE KEEPER
2	No. of Post(s)	04
3	Classification	Grade 'C'
4	Scale of Pay	PB 5200-20200 GP 1900
5	Whether selection post or non selection post	Non Selection Post
6	Age limit for direct recruits	18-27 Relaxable for Govt. Servant up to 40 years in accordance with the orders issued by the central government)
7	Educational and other qualifications required for direct recruits	1. 12 th Class or an Equivalent qualification from recognized Board/University. 2. Ability to maintain accounts relating to stores. 3. Atleast one year experience of maintaining stores. 4. knowledge of Computer.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	No
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the Institute

Approved vide item no 7 of 85th meeting of EC held on 27-06-2013

THE SCHEDULE

1	Name of the Post	LADY NURSE
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 950-1500 (PB 5200-20200 GP 1900)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	30 years (Relaxable as per rules)
7	Educational and other qualifications required for direct recruits	<ol style="list-style-type: none"> 1. Matriculation. 2. Certificate in Nursing/Mid Wife/Diploma in Nursing. 3. Some experience of work in Hospital/ Dispensary of repute.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotes	N.A.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the institute

THE SCHEDULE

1	Name of the Post	TECH A.C.
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 950-1400 (PB 5200-20200 GP 1900)
5	Whether selection post or non selection post	Selection Post
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	1. High School 2. ITI Certificate in relevant Field. 3. One Year's experience in the field.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the Institute

THE SCHEDULE

1	Name of the Post	RECORD KEEPER
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 950-1500 (PB 5200-20200 GP 1900)
5	Whether selection post or non selection post	Non Selection Post
6	Age limit for direct recruits	25 Years
7	Educational and other qualifications required for direct recruits	1. Matriculation or its equivalent. 2. Knowledge of Typing in English. Desirable: 1. Should have knowledge of record keeping.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By Promotion failing which by direct recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	From amongst Daftries/Messengers.
12	If a DPC exists, what is the composition	As per byelaws of the institute.

Original RR revised vide item no 15 of XXI EC held on 7-11-90

THE SCHEDULE

1	Name of the Post	MESON
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 260-6-326-EB-8-350 Revised Rs 950-1400 (PB 5200-20200 GP 1900)
5	Whether selection post or non selection post	Selection post to be filled by Direct Recruitment
6	Age limit for direct recruits	30 Year
7	Educational and other qualifications required for direct recruits	1. Middle Pass. 2. Should be able to understand civil drawings. 3. 5 years experience in the line. 4. Basic qualifications relaxable for highly experienced hand.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the institute

THE SCHEDULE

1	Name of the Post	PRESSMAN
2	No. of Post(s)	Two
3	Classification	Group 'C'
4	Scale of Pay	Rs 950-1400 (PB 5200-20200 GP 1900)
5	Whether selection post or non selection post	Non-Selection
6	Age limit for direct recruits	18-25 Years
7	Educational and other qualifications required for direct recruits	Middle Standard pass with practical knowledge of printing.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	By Promotion from Asstt. Pressman with three years experience in the grade.
12	If a DPC exists, what is the composition	As per byelaws of the institute.

THE SCHEDULE

1	Name of the Post	PLUMBER
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 260-6-326-EB-8-350 Revised Rs 950-1400 (PB 5200-20200 GP 1900)
5	Whether selection post or non selection post	Selection post to be filled by Direct recruitment
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	1. VIIIth Class Passed. 2. I.T.I Certificate. Relaxable in case of experienced hand for atleast 7 years. 3. 5 Years experience in the line.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct 100%
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per byelaws of the institute.

THE SCHEDULE

1	Name of the Post	DRIVER
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 950-1400 (PB 5200-20200 GP 1900)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	25 years
7	Educational and other qualifications required for direct recruits	Essential: 1. A qualifying driving license. 2. Two years experience as driver. Desirable: 1. Middle School Standard Pass.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	NA

THE SCHEDULE

1	Name of the Post	PACKER CUM DISPATCH RIDER
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 950-1400 (PB 5200-20200 GP 1900)
5	Whether selection post or non selection post	Selection Post
6	Age limit for direct recruits	25 Years
7	Educational and other qualifications required for direct recruits	1. VIII Standard Pass. 1. 2-3 Years experience as a packer.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	2 years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion failing which by direct recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	From amongst packers with a minimum of 5 years experience as a packer
12	If a DPC exists, what is the composition	As per byelaws of the institute.

THE SCHEDULE

1	Name of the Post	TECH. GD II
2	No. of Post(s)	11
3	Classification	Group 'C'
4	Scale of Pay	Rs 950-1400 (PB 5200-20200 GP 1900)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	1. Matriculation or equivalent. 2. Three Years experience in Tool Room Work. 3. Should be able to read Engineering Drawings.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	2 Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	NA
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the Institute

THE SCHEDULE

1	Name of the Post	MANAGER CUM SALESMAN
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 950-1500 (PB 5200-20200 GP 1900)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	1. Matriculation. 2. Diploma in Book Keeping/ Store Keeping.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the institute

THE SCHEDULE

1	Name of the Post	COUNTER CLERK
2	No. of Post(s)	One
3	Classification	Group 'C'
4	Scale of Pay	Rs 825-1200 (PB 5200-20200 GP 1900)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	1. Matriculation. 2. One Year Experience in the line.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct
11	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/deputation/ transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	NA

THE SCHEDULE

1	Name of the Post	ASSTT. HALWAI
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs 825-1200 (5200-20200 GP 1800)
5	Whether selection post or non selection post	Non- Selection
6	Age limit for direct recruits	35 Yrs
7	Educational and other qualifications required for direct recruits	1. VIII Pass 2. One Year Experience in the line.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Promotion Post Failing which Direct Recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Tea/ Coffee maker with at least one year experience as helper to Asstt. Halwai.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.
13	Circumstances in which Union Public Service Commission is consulted in making recruitment	N.A.

THE SCHEDULE

1	Name of the Post	PAINTER-CUM POLISHER
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs. 825-1200 (5200—20200 GP1800)
5	Whether selection post or non selection post	Selection Post
6	Age limit for direct recruits	30 Years and below
7	Educational and other qualifications required for direct recruits	1. Three years experience in polishing, letter painting, spirit polishing, spray painting etc. Carpentry background preferred.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	COOK
2	No. of Post(s)	15
3	Classification	Group 'D'
4	Scale of Pay	Rs. 775-1025 3050-4590 (5200—20200 GP1900 Revised)
5	Whether selection post or non selection post	Non-Selection
6	Age limit for direct recruits	28 Years
7	Educational and other qualifications required for direct recruits	1. Thorough knowledge of cooking vegetarian and non-vegetarian food. 2. At least 3 years experience of cooking.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	WARD ATTENDANT
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs 800-1150 (PB 5200-20200 GP 1800)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	25 years
7	Educational and other qualifications required for direct recruits	1. Middle school Standard pass. 2. Three years experience as ward attendant in a hospital.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	6 months
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the Institute

THE SCHEDULE

1	Name of the Post	HOSTEL ATTENDENT
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs. 800-1150 (5200—20200 GP1800)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	1. Middle School Standard pass. 2. One year experience of working in a Guest House or a Hostel.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Six months
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	ASSISTANT PRESSMAN
2	No. of Post(s)	01
3	Classification	Group 'D'
4	Scale of Pay	Revised Rs 800-1150 (PB 5200-20200 GP 1800)
5	Whether selection post or non selection post	Non selection post
6	Age limit for direct recruits	25 Years
7	Educational and other qualifications required for direct recruits	1. Middle School Standard Pass. 2. One Year experience in printing and proof taking machine in a reputed printing press.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotes	NA
9	Period of probation, if any	Six months
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% direct recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the Institute

THE SCHEDULE

1	Name of the Post	GESTETNER OPERATOR
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs. 2650-4000 (5200—20200 GP1800)
5	Whether selection post or non selection post	Non-Selection
6	Age limit for direct recruits	N.A.
7	Educational and other qualifications required for direct recruits	N.A.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	From the rank of Daftri.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

RRs revised vide Item No. 16 of 49th E.C. Meeting held on 23.03.2001

THE SCHEDULE

1	Name of the Post	BINDER GRADE I
2	No. of Post(s)	Two
3	Classification	Group 'D'
4	Scale of Pay	Rs. 800-1150 (5200—20200 GP1800)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	25 Years
7	Educational and other qualifications required for direct recruits	1. Five years experience of handling a power cutting and Binding machine. 2. Five years experience of hand binding work. 3. Middle School Standard pass.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Six months
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	From Binder Gd. II (minimum service required-3 years service as Binder Grade II).
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	WORKSHOP ATTENDANT
2	No. of Post(s)	1
3	Classification	Group 'D'
4	Scale of Pay	Rs. 800-1150 (5200 – 20200 GP1800)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	1. VIII Standard Pass. 2. Two years work experience in an Industrial Workshop of repute.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

Original copy created by Item No. 4 of 18th Executive Council meeting held on 05/12/1989.

THE SCHEDULE

1	Name of the Post	TAILOR
2	No. of Post(s)	Two
3	Classification	Group 'D'
4	Scale of Pay	Rs 800-15-1010-EB-20-1150 (PB 5200-20200 GP 1800)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	25 Years
7	Educational and other qualifications required for direct recruits	1. Good knowledge of all aspects of tailoring. 2. At least two years practical tailoring experience.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the Institute

THE SCHEDULE

1	Name of the Post	Binder Grade II
2	No. of Post(s)	Six
3	Classification	Group 'D'
4	Scale of Pay	Rs. 775-1025 (5200—20200 GP1800)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	25 Years
7	Educational and other qualifications required for direct recruits	1. Two years experience in Binding work. 2. Middle School Standard pass.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Six months
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	ASSISTANT BINDER
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs. 2550-3200 (5200-20200 GP 1800)
5	Whether selection post or non selection post	Non-Selection
6	Age limit for direct recruits	18-25 Years
7	Educational and other qualifications required for direct recruits	1. Middle School Standard pass. 2. One year experience in Binding work.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Six months
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

RRs approved vide E.C. Meeting 47th held on 19.09.2000 vide supplementry Item No. 1 (Minutes)

THE SCHEDULE

1	Name of the Post	DAFTRI
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs. 775-1025 (5200 – 20200 GP1800)
5	Whether selection post or non selection post	Non-Selection
6	Age limit for direct recruits	N.A.
7	Educational and other qualifications required for direct recruits	N.A.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Six months
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	By promotion
11	Incaseofrecruitmentby promotion/ by transfer/by deputation /transfer grades from which promotion / deputation/transfer to be made	Promotion from Messenger having 3 years regular service in the Grade.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	HEAD MALI
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs. 775-1025 (5200—20200 GP1800)
5	Whether selection post or non selection post	---
6	Age limit for direct recruits	---
7	Educational and other qualifications required for direct recruits	Should possess thorough knowledge of gardening & maintenance of grounds.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Six months
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion failing which by Direct Recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	From Mali with three years service in the grade.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	HEAD CHOWKIDAR
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs. 775-1025 (5200—20200 GP1800)
5	Whether selection post or non selection post	By Selection
6	Age limit for direct recruits	N.A.
7	Educational and other qualifications required for direct recruits	---
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	---
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Promotion
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Promotion of the among to chowkidars by Selection basis.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	HEAD SWEEPER
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs. 775-1025 (5200—20200 GP1800)
5	Whether selection post or non selection post	---
6	Age limit for direct recruits	---
7	Educational and other qualifications required for direct recruits	Sufficient experience in the line.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	---
9	Period of probation, if any	---
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Promotion
11	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/deputation/ transfer to be made	Sweeper with 5 years service in the grade.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	PUMP OPERATOR
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs. 775-1025 (5200—20200 GP1800)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	1. VIII Standard passed. 2. Two years experience in pump operating.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion failing which By direct
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	From amongst Khalasis possessing requisite qualification.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	STORE ATTENDANT
2	No. of Post(s)	Two
3	Classification	Group 'D'
4	Scale of Pay	Rs 750-940 (PB 5200-20200 GP 1800)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	25 Years (Relaxable as per rules)
7	Educational and other qualifications required for direct recruits	1. Middle School Standard Pass. 2. Some experience of work as attendant.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the Institute

THE SCHEDULE

1	Name of the Post	MALI
2	No. of Post(s)	7
3	Classification	Group 'D'
4	Scale of Pay	Rs. 750-940 (5200—20200 GP1800)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	21 to 28 Years
7	Educational and other qualifications required for direct recruits	1. Knowledge of gardening and maintenance of grounds. At least three years practical experience of gardening.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Six months
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	CHOWKIDAR
2	No. of Post(s)	16
3	Classification	Group 'D'
4	Scale of Pay	Rs. 750-940 (5200—20200 GP1800)
5	Whether selection post or non selection post	Non-Selection
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	---
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	PACKER
2	No. of Post(s)	Three
3	Classification	Group 'D' Non- Gazetted
4	Scale of Pay	Rs 80-1-65-2-95 Revised Rs 750-940 (PB 5200-20200 GP 1800)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	19-25 Years
7	Educational and other qualifications required for direct recruits	1. Middle School standard pass. 2. One Year's experience in packing work in a reputed firm. 3. Knowledge of Cycling
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotes	NA
9	Period of probation, if any	Six Months
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the Institute

THE SCHEDULE

1	Name of the Post	MESSENGER
2	No. of Post(s)	11
3	Classification	Group 'D'
4	Scale of Pay	Rs. 196-232 (Pre-revised) (2550-3200) (5200 – 20200 GP1800)
5	Whether selection post or non selection post	---
6	Age limit for direct recruits	18-25 Years
7	Educational and other qualifications required for direct recruits	1. Middle School Standard pass.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Six months
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	---
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	KHALASI
2	No. of Post(s)	Five
3	Classification	Group 'D'
4	Scale of Pay	70-1-80-EB-1-85 Revised 750-940 (5200—20200 GP1800)
5	Whether selection post or non selection post	Nil
6	Age limit for direct recruits	Not more than 25 years & not less than 18 years.
7	Educational and other qualifications required for direct recruits	One year experience of simple mechanical work.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Six months
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Not applicable
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	AYA
2	No. of Post(s)	Four
3	Classification	Group 'D'
4	Scale of Pay	750-940 (5200 – 20200 GP1800)
5	Whether selection post or non selection post	Non-Selection
6	Age limit for direct recruits	18-25 Years
7	Educational and other qualifications required for direct recruits	<u>ESSENTIAL:-</u> 1. Middle School Standard pass. <u>DESIRABLE:-</u> 2. Experience as Aya.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Six months
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	GUEST HOUSE ATTENDANT
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs. 750-940 (5200 – 20200 GP1800)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	25 Years (Relaxable as per rules)
7	Educational and other qualifications required for direct recruits	1. Middle School Standard pass. 2. Some experience of work in a guest house of repute. 3. Ex-Serviceman will be preferred.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	FEMALE ATTENDANT
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs. 750-940 (5200 – 20200 GP1800)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	25 Years (Relaxable as per rules)
7	Educational and other qualifications required for direct recruits	1. Middle School Standard pass. 2. Some experience as attendant in a Dispensary of repute.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	ATTENDANT
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs. 750-940 (5200 – 20200 GP 1800)
5	Whether selection post or non selection post	Selection
6	Age limit for direct recruits	18-25 Years
7	Educational and other qualifications required for direct recruits	1. Pass VIIIth Standard.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

Created vide Item No. 14 (ii) of 18th E.C. Meeting held on 05.12.89.

THE SCHEDULE

1	Name of the Post	BARBERS-CUM-ATTENDANT
2	No. of Post(s)	Two
3	Classification	Group 'D'
4	Scale of Pay	Rs. 750-940 (5200 – 20200 GP1800)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	30 Years
7	Educational and other qualifications required for direct recruits	1. Knowledge of reading and writing. 2. Three years experience of hair cutting and showing.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/by transfer /by deputation/ transfer grades from which promotion/deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	WEAVING ASSISTANT
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs. 750-940 (5200—20200 GP1800)
5	Whether selection post or non selection post	Not Applicable
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	1. Vth Standard pass. 2. Should have knowledge of bobbin winding and yarn winding.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two Years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Not applicable
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	WASH BOY
2	No. of Post(s)	One
3	Classification	Group 'D'
4	Scale of Pay	Rs. 750-940 (5200—20200 GP1800)
5	Whether selection post or non selection post	N.A.
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	Nil
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	N.A.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	BEARER
2	No. of Post(s)	Two
3	Classification	Group 'D'
4	Scale of Pay	Rs. 750-940 (5200—20200 GP1800)
5	Whether selection post or non selection post	Non-Selection
6	Age limit for direct recruits	35 Years
7	Educational and other qualifications required for direct recruits	1. VIII Pass. 2. Six months experience in the line.
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	N.A.
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	By promotion failing which by Direct Recruitment.
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	Wash boy with at least six months service in the Grade.
12	If a DPC exists, what is the composition	As per Bye-laws of the Institute.

THE SCHEDULE

1	Name of the Post	SWEEPER
2	No. of Post(s)	14
3	Classification	Group 'D'
4	Scale of Pay	Rs 750-940 (PB 5200-20200 GP 1800)
5	Whether selection post or non selection post	NA
6	Age limit for direct recruits	25 Years
7	Educational and other qualifications required for direct recruits	Nil
8	Whether age and educational qualifications prescribed for direct recruits will apply to promotees	NA
9	Period of probation, if any	Six months
10	Method of recruitment whether by direct recruitment or by deputation/ transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11	In case of recruitment by promotion/ by transfer /by deputation/ transfer grades from which promotion/ deputation/transfer to be made	NA
12	If a DPC exists, what is the composition	As per bye laws of the Institute

CHAPTER VIII

RESERVATION ROSTER

MODEL ROSTER OF RESERVATION FOR 100% PROMOTION OF GROUP C POSTS

Sanctioned Post(s):- 4

Reservation Percentage

(a)	SC	15.0%
(b)	ST	07.5%

Grouping Consisting of Post:-

- | | | |
|----|---------------------------|------------------------|
| 1. | Record Keeper | 5200-20200 + G.P. 1900 |
| 2. | Pressman | 5200-20200 + G.P. 1900 |
| 3. | Packer cum Despatch Rider | 5200-20200 + G.P. 1900 |

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Super-annuation	Remarks
1.	UR	Sh. Gurucharan, Pressman	SC	24-1-90	8-7-45	31-7-05	
2.	UR	Sh. R. D. Pandey Record Keeper	Gen	28-8-90	3-8-41	31-8-01	
3.	UR	Sh. Ramesh Kumar, Pressman	SC	21-8-93	21-3-62	31-3-22	
4.	UR	Sh. Mohan Singh Bisht, Packer cum Despatch Rider	Gen	1-7-2000	2-7-58	31-7-18	
5.	UR Ist-cy Ist -Repl	Sh. Kishan Lal, Record Keeper	Gen	10-9-01	10-10-51	31-10-11	
6.	UR Ist-cy II-Repl	Sh. Kishan Pal, Pressman	SC	9-5-06	8-5-56	30-5-16	
7.	SC Ist-cy III-Repl	Sh. Jai Kishan Record Keeper	Gen	7-12-11	10-8-55	31-8-15	
8.	UR						
9.	UR						
10.	UR						
11.	UR						
12.	UR						
13.	UR						

COMPENDIUM**Model Roster of Reservation for 100% Promotion of Group 'C' Posts.**

Sanctioned Post(s):- 1

Reservation Percentage

(c) SC 15.0%

(d) ST 07.5%

Grouping Consisting of Post :- Sr. Store Keeper 5200-20200 + G.P. 2400

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Super annuation	Remarks
1.	UR	Sh. Nandi Ram	UR	23-5-99	7-8-48	31-8-08 Retd.	
2.	UR Ist-cy I - Repl	Sh. A. K. Rai	UR	1-1-09	23-1-51	31-1-12 Retd.	
3.	UR						
4.	UR						
5.	UR						
6.	UR						
7.	SC						
8.	UR						
9.	UR						
10.	UR						
11.	UR						
12.	UR						
13.	UR						

Model Roster of Reservation for 100% Promotion of Group C Posts.

Sanctioned Post(s):- 08

Reservation Percentage

(e) SC 15.0%

(f) ST 07.5%

Grouping Consisting of Post:- UDC

5200-20200 + G.P. 2400

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Super annuation	Remarks
1.	UR	Smt. Savita Anand	UR	16-12-87	13-4-61	30-4-21	
2.	UR	Sh. Rakesh Mall	UR	22-7-88	23-11-63	30-11-23	
3.	UR	Smt. Anjana Bhagat	UR	22-7-88	8-4-66	30-4-26	
4.	UR	Smt. Vineeta Sharma	UR	24-1-90	31-5-61	31-5-21	
5.	UR	Sh. P. K. Sharma	UR	1-3-95	21-2-62	28-2-22	
6.	UR	Sh. S.P.Bahuguna,	UR	1-2-96	5-11-97	30-11-17	
7.	SC	Sh. Vijay Kumar	SC	1-7-97	16-8-57	31-8-17	
8.	UR	Sh. R. P. Pokhriyal	UR	1-3-01	15-9-62	30-9-22	
9.	UR Ist-cy I- Repl	Sh. C. P. Lakhera	UR	22-4-04	21-6-65	30-6-25	
10.	UR Ist-cy II- Repl	Sh. Sunil Kumar	UR	9-5-06	21-10-59	31-10-19	
11.	UR Ist-cy III-Repl	Smt. Veena Singh	UR	1-1-08	16-7-64	31-7-24	
12.	UR Ist-cy IV-Repl	Smt. Sukhvinder Kaur	UR	1-1-09	11-5-63	31-5-23	
13.	UR Ist-cy V-Repl	Sh. R. K. Kapoor	UR	16-11-10	26-5-68	31-5-28	

Ist vacancy goes to ST

IIInd to UR

IIIrd to UR

Model Roster of Reservation for 100% Promotion of Group C Posts.

Sanctioned Post(s):- 5+1

Reservation Percentage

(g) SC 15.0%

(h) ST 07.5%

Grouping Consisting of Post :- Tech. Gd. I , Tool & Die Fitter 5200-20200 + G.P. 2400

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Super annuation	Remarks
1.	UR	Sh. Shamsher Singh	UR	23-11-90	17-6-48	30-6-08 Retd.	
2.	UR	Sh. Ravinder Kumar	UR	3-8-93	29-5-49	30-5-09	
3.	UR	Sh. Manohar Lal	UR	1-3-94	10-3-43	31-3-03	
4.	UR	Sh. Abdul Hamid	UR	1-9-94	2-4-42	30-4-02	
5.	UR	Sh. Pritam Singh Arya, Tool & Die Fitter	SC	3-8-93	10-7-50	31-7-10	
6.	UR	Sh. M. K. Dobhal	UR	18-11-97	7-5-56	31-5-16	
7.	SC Ist-cy I - Repl	Sh. Ishwar Dass	SC	1-5-02	5-10-62	31-10-22	
8.	UR Ist-cy II-Repl	Sh. Mahinder Kumar	OBC	1-4-03	20-12-61	31-12-21	
9.	UR Ist-cy III-Repl	Sh. Ajay Goyal	UR	1-1-09	14-1-61	31-1-21	
10.	UR Ist-cy IV-Repl	Sh. Randeep Singh Pundir	UR	26-9-89	20-11-64	30-11-24	
11.	UR Ist-cy V-Repl	Sh. William Sohan Singh Tool & Die Fitter	SC	16-11-10	15-7-64	31-7-24	
12.	UR						
13.	UR						

Model Roster of Reservation for 100% Promotion of Group B Posts.

Sanctioned Post(s):- 03

Reservation Percentage

(i) SC 15.0%

(j) ST 07.5%

Grouping Consisting of Post :-

1. Sr. PA – 01 Pay Band:- 9300-34800 GP:- 4600

2. Steno Gr. II - 02 Pay Band:- 9300-34800 GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Super annuation	Remarks
1.	UR	Sh. B.N. Vinocha, Sr. PA	UR	21.10.1982	31.12.1946	Retired on 31.12.2006	
2.	UR	Sh. Rajkumar, Steno Gd. II	UR	07.10.1987	15.11.1959	30.11.2019	Appointed as SO on 01.6.2008
3.	UR	Sh. P.N. Kala, Steno Gd. II	UR	04.11.1992	01.10.1963	21.10.2023	Promoted as Sr. PA on 31.7.2007
4.	UR I st cy. I st Repl.	Smt. Maheshwari Bhandari, Steno Gd. II	UR	16.4.2007	26.1.1955	31.1.2015	
5.	UR I st cy. II nd Repl.	Sh. P.N. Kala, Sr. PA	UR	31.7.2007	01.10.1963	31.7.2007	
6.	UR I st cy. II nd Repl.	Smt. Pushpa Kumar, Steno Gd. II	SC	02.8.2007	18.2.1967	28.2.2027	
7.	SC						
8.	UR						
9.	UR						
10.	UR						
11.	UR						
12.	UR						
13.	UR						

SC already adjusted, Ist vacancy goes to UR

COMPENDIUM**Model Roster of Reservation for 100% Promotion of Group B (NG) Posts.**

Sanctioned Post(s):- 02

Reservation Percentage

(k) SC 15.0%

(l) ST 07.5%

Grouping Consisting of Post :-

1. Braille & Education Supervisor - 01 Pay Band:- 9300-34800 GP:- 4200

2. Braille Editor - 01 Pay Band:- 9300-34800 GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Superannuation	Remarks
1.	UR	Smt. Shefali Mukharji, Braille Editor	UR	--	31.1.1949	Retired on 31.1.2009	
2.	UR	Sh. O.P. Shukla, Braille & Education Supervisor	UR	01.2.1995	01.1.1956	31.1.2016	
3.	UR 1 st cy. 1 st Repl.	Smt. Rajlaxmi Kala, Braille Editor	UR	02.2.2009	04.11.1956	31.10.2016	
4.	UR						
5.	UR						
6.	UR						
7.	SC						
8.	UR						
9.	UR						
10.	UR						
11.	UR						
12.	UR						
13.	UR						

Model Roster of Reservation for 100% Promotion of Group B Posts.

Sanctioned Post(s):- 02

Reservation Percentage

(m) SC 15.0%

(n) ST 07.5%

Grouping Consisting of Post :-

1. Manager CBP - 01 Pay Band:- 9300-34800 GP:- 4600

2. Asstt. Manager CBP- 01 Pay Band:- 9300-34800 GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Super annuation	Remarks
1.	UR	Sh. S.D. Gupta, Manager (CBP)	UR	22.5.1989	11.11.1956	30.11.2016	
2.	UR	Sh. R. K. Bhatt, Asstt. Manager (CBP)	UR	01.6.1992	08.10.1943	Retired on 30.10.2003	
3.	UR I st cy. I st Repl.	Sh. L.K. Kaushik, Asstt. Manager (CBP)	UR	01.11.2003	09.12.1958	31.12.2018	
4.	UR						
5.	UR						
6.	UR						
7.	SC						
8.	UR						
9.	UR						
10.	UR						
11.	UR						
12.	UR						
13.	UR						

COMPENDIUM**Model Roster of Reservation for 100% Promotion of Group B (NG) Posts.**

Sanctioned Post(s):- 02

Reservation Percentage

(m) SC 15.0%

(n) ST 07.5%

Grouping Consisting of Post :-

1. Foreman – MBA - 01

Pay Band:- 9300-34800

GP:- 4200

2. Foreman MED - 01

Pay Band:- 9300-34800

GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Super annuation	Remarks
1.	UR	Sh. T. K. Gupta, Foreman MED	UR	16.2.1979	16.1.1944	31.1.2002 (VRS)	
2.	UR	Sh. Shayam Lal, Foreman MBA	UR	24.5.1988	20.6.1939	Retired on 30.6.1997	
3.	UR I st cy. I st Repl.	Sh. S. N. Ahmed Foreman MBA	UR	01.7.1997	07.06.1943	Retired on 30.6.2003	
4.	UR I st cy. I I ^{n d} Repl.	Sh. A. K. Bajpai Foreman MED	UR	01.2.2002	05.1.1948	Retired on 31.1.2008	
5.	UR I st cy. III rd Repl.	Sh. Chand Prakash, Foreman MBA	UR	01.7.2003	28.5.1964	30.5.2024	
6.	UR						
7.	SC						
8.	UR						
9.	UR						
10.	UR						
11.	UR						
12.	UR						
13.	UR						

Model Roster of Reservation for 100% Promotion of Group B Posts.

Sanctioned Post(s):- 01

Reservation Percentage

(m) SC 15.0%

(n) ST 07.5%

Grouping Consisting of Post:-

1. Vice Principal Pay Band:- 9300-34800 GP:- 4800

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Super annuation	Remarks
1.	UR	Smt. S. Sood	UR	--	--	Retired on 31.12.2003	
2.	UR I st cy. I st Repl.	Sh. K.S. Singh	UR	10.5.2006	18.7.1951	Retired on 31.7.2011	
3.	UR I st cy. II nd Repl.	Smt. Promila Kukreti	UR	01.2.2012	08.6.1954	Retired on 31.7.2014	
4.	UR						
5.	UR						
6.	UR						
7.	SC						

Model Roster of Reservation for 100% Promotion of Group B Posts.

Sanctioned Post(s):- 01

Reservation Percentage

(o) SC 15.0%

(p) ST 07.5%

Grouping Consisting of Post :-

1. Section Officer (P) Pay Band:- 9300-34800 GP:- 4600

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Super annuation	Remarks
1.	UR	Sh. S.K. Goel	UR	09.05.2006	03.11.1952	30.11.2012	
2.	UR						
3.	UR						
4.	UR						
5.	UR						
6.	UR						
7.	SC						
8.	UR						
9.	UR						
10.	UR						
11.	UR						
12.	UR						
13.	UR						

Model Roster of Reservation for 100% Promotion of Group B (NG) Posts.

Sanctioned Post(s):- 01

Reservation Percentage

(q) SC 15.0%

(r) ST 07.5%

Grouping Consisting of Post :-

1. Assistant Audit Officer

Pay Band:- 9300-34800

GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Super annuation	Remarks
1.	UR	Sh. P.K. Sharma	UR	22.4.2004	21.2.1962	28.2.2022	Appointed as ACO on 30.7.2007
2.	UR 1 st cy. 1 st Repl.	Sh. Umrao Singh	UR	01.1.2008	12.7.1963	31.7.2023	
3.	UR						
4.	UR						
5.	UR						
6.	UR						
7.	SC						
8.	UR						
9.	UR						
10.	UR						
11.	UR						
12.	UR						
13.	UR						

COMPENDIUM**Model Roster of Reservation for 100% Promotion of Group B (NG) Posts.**

Sanctioned Post(s):- 01

Reservation Percentage

(s) SC 15.0%

(t) ST 07.5%

Grouping Consisting of Post :-

1. Accountant Pay Band:- 9300-34800 GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Super annuation	Remarks
1.	UR	Sh. S. Shah	ST	01.7.1997	28.11.1948	Retired on 30.11.2008	
2.	UR I st cy. I st Repl.	Smt. Satnam	UR	01.1.2009	16.5.1952	31.7.2012 VRS	
3.	UR I st cy. II nd Repl	Smt. Amarjeet Kaur	UR	16.11.2010	02.7.1953	31.7.2013	
4.	UR						
5.	UR						
6.	UR						
7.	SC						
8.	UR						
9.	UR						
10.	UR						
11.	UR						
12.	UR						
13.	UR						

Model Roster of Reservation for 100% Promotion of Group B (NG) Posts.

Sanctioned Post(s):- 04

Reservation Percentage

(u) SC 15.0%

(v) ST 07.5%

Grouping Consisting of Post :-

1. Office Asstt.

Pay Band:- 9300-34800

GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Super annuation	Remarks
1.	UR	Sh. S. Shah	ST	16.12.1987	28.11.1948	Promoted as Accountant on 1-7-97.	
2.	UR	Smt. S. Vinocha	UR	05.2.1990	16.5.1952	Promoted as Accountant on 01.1.2009	
3.	UR	Smt. Amarjeet Kaur	UR	01.3.1995	02.7.1953	Promoted as Accountant on 01.8.2010	
4	UR	Sh. S. K. Goyal	UR	01.2.1996	03.11.1952	P r o m o t e d as SO(P) on 09.5.2006	
5.	UR I st cy. I st Repl.	Sh. Pehal Singh	UR	01.7.1997	2-2-41	Retired on 28.2.2001	
6.	UR I st cy. II nd Repl	Sh. Umrao Singh	UR	01.3.2001	12.7.1963	P r o m o t e d as AAO on 01.1.2008	
7.	SC I st cy. III rd Repl	Smt. Savita	UR	09.5.2006	13.4.1961	30.4.2021	
8.	UR I st cy. IV th Repl	Sh. Rakesh Mall	UR	01.1.2008	23.11.1963	30.11.2023	
9.	UR I st cy. V th Repl	Smt. Anjana	UR	01.1.2009	08.4.1966	30.4.2026	
10.	UR I st cy. VI th Repl	Smt. Vineeta	UR	16.11.2010	31.5.1961	31.5.2021	
11.	UR						
12.	UR						
13.	UR						

COMPENDIUM**Model Roster of Reservation for 100% Promotion of Group B/C Posts.**

Sanctioned Post(s):- 03

Reservation Percentage

(w) SC 15.0%

(x) ST 07.5%

Grouping Consisting of Post :-

1. Telephone Operator cum Instructor – 1 Pay Band:- 5200-20200 GP:- 2800

2. Craft Instructor (Engineering) – 2 Pay Band:- 5200-20200 GP:- 2800

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Super annuation	Remarks
1.	UR	Sh. G.P. Bhat, Tel. Ope. cum Ins.	UR	23.11.1990	01.8.1956	31.8.2016	
2.	UR	Sh. A.K. Bajpai, Craft Ins. Light. Engg.	UR	03.8.1993	05.1.1948	Promoted to the post of foreman on 01.2.2012	
3.	UR	Sh. Chand Prakash, Craft Ins. Light. Engg.	UR	01.7.1997	28.5.1964	Promoted to the post of Foreman on 01.7.2003	
4	UR						
5	UR						
6	UR						
02 Post Vacant (02 Craft Instructor)							

Model Roster of Reservation for 100% Promotion of Group B/C Posts.

Sanctioned Post(s):- 03

Reservation Percentage

(y) SC 15.0%

(z) ST 07.5%

Grouping Consisting of Post:-

- | | | |
|----------------------------------|-----------------------|-----------|
| 1. Sr. Music Instructor – 1 | Pay Band:- 9300-34800 | GP:- 4200 |
| 2. Sr. Handicraft Instructor - 1 | Pay Band:- 9300-34800 | GP:- 4200 |
| 3. Sr. Weaving Instructor - 1 | Pay Band:- 9300-34800 | GP:- 4200 |

Sl. No.	Roster Point UR/ SC/ ST	Name of Individual/	Post filled by UR/ SC/ ST	Date of joining	Date of Birth	Date of Super annuation	Remarks
1.	UR	Sh. R.S. Berthwal, Sr. Weaving Instructor	UR	01.8.1994	13.12.1944	Retired on 31.12.2004	1 post of Sr weaving Instr. Re- designated as Braille Press coordinator by 69 EC Item No. 14 dt. 19-2-07
2.	UR	Smt. Indu, Sr. Music Instructor	UR	01.2.1995	09.09.1949	Retired on 30.9.2009	
3.	UR	Sh. T. Chhombay Sr. H. Ins.	UR	01.12.1995	--	Expired	
4.	UR						
5.	UR						
6.	UR						
02 Post Vacant (01 Sr. Music Instructor, 01 Sr. Handicraft Instructor)							

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group B (NG) Posts.**

Sanctioned Post(s):-04

Reservation Percentage

(a) SC 15.0

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Sound Recordist 1 Pay Band:- 9300-34800 GP:- 4200

2. Narrator Artist 2 Pay Band:- 9300-34800 GP:- 4200

3. Asstt. Producer-1 Pay Band:- 9300-34800 GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/OBC
1.	UR	Smt. D. Thakur, Asstt. Producer	UR		01.11.37	01.11.95	UR
2.	UR	Sh. J. Gidien, Sound Recordist	UR	07.3.1988	20.7.1957	31.7.2017	UR
3.	UR	Sh. Shailender Tiwari, Narrator Artist	UR	26.11.1990	01.1.1958	31.12.2017	UR
4.	OBC	Smt. Hema Kelasia, Narrator Artist	SC	27.5.1991	25.9.1965	30.9.2025	On merit
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	SC						
14.	ST						

Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.

Sanctioned Post(s):- 02

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Master Craftsman Pay Band:- 5200-20200 GP:- 2800

2. Mechanic CBP Pay Band:- 5200-20200 GP:- 2800

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/ OBC
1.	UR	Sh. J.A. Khan, Master Craftsman	UR	29.2.1988	6-2-42	28-2-02	UR
2.	UR	Sh. Deepak Pradhan, Mechanic CBP	UR	18.11.1997	13.7.1957	Expired 10.2.2013	UR
One Post vacant – Master Craftsman							
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.**

Sanctioned Post(s):-01

Reservation Percentage

(a) SC 15.0

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

1. Security Supervisor Pay Band:- 5200-20200 GP:- 2800

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ ST/SC/OBC
1.	UR	Security Supervisor		Vacant			
2.	UR						
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

Model Roster of Reservation for 100% Direct Recruitment of Group B (NG) Posts.

Sanctioned Post(s):- 02

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Junior Engineer Pay Band:- 9300-34800 GP:- 4200

2. Draughtsman Pay Band:- 9300-34800 GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. G.D. Pandey, Jr. Engineer	UR	28.8.1984	05.1.1962	31.1.2022	UR
2.	UR	Sh. S.C. Binjola, Draughtsman	UR	04.7.1989	02.3.1965	31.3.2025	UR
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	SC						

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.**

Sanctioned Post(s):- 02

Reservation Percentage

(a) SC 15.0

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Inspector Braille Appliances

Pay Band:- 5200-20200

GP:- 2400

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/ SC/ST/ OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/OBC
1.	UR	Sh. V. Rajkumar	UR	18.4.1981	21.3.1950	Retired 31.3.2010	UR
2.	UR	Sh. Umed Singh	UR	13.3.1995	15.4.1968	30.4.2028	UR
Vacant One Post							
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.

Sanctioned Post(s):- 10

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

1. Copy Holder-05 Pay Band:- 5200-20200 GP:- 2400

2. Proof Reader-05 Pay Band:- 5200-20200 GP:- 2400

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual	Post filled by UR/ SC/ST/ OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Smt. Shaifali Mukharji- Copy Holder	UR	17.9.1974	31.1.1949	Retired on 31.1.2009	
2.	UR	Smt. Rajlaxmi Kala - Copy Holder	UR	20.8.1981	04.11.1956	Promoted on 2010	
3.	UR	Smt. Surjeet Namdhari- Copy Holder	UR	06.5.1986	01.8.1953	31.7.2013	
4.	OBC	Smt. Geeta Kathait - Copy Holder	UR	20.5.1986	20.8.1956	30.8.2016	
5.	UR	Sh. Trinath Swain Proof Reader	UR	26.7.1989	12.5.1959	31.5.2019	
6.	UR	Sh. Jitender Singh – Copy Holder	UR	10.8.1989	01.1.1959	31.12.2018	
7.	SC	Sh. Lalan Kumar Lal - Proof Reader	UR	30.3.1995	10.1.1972	31.1.2022	
8.	OBC	Sh. Bharat Mandal - Proof Reader	OBC	14.3.1997	10.2.1975	28.2.2025	
9.	UR	Sh. Rajesh Prasad – Proof Reader	UR	07.8.2000	--	Relieved on 09.5.2005	
10.	UR	Sh.Ghanshyam Thakur- Proof Reader	UR	11.8.2000	01.4.1975	30.4.2035	
11.	UR I st cy. I st Repl.	Smt. Savitri Rajpoot	OBC	15.02.2011			OBC
12.	O B C I st cy. II nd Repl	Sh. Devi Pd. Yadav	OBC	23.02.2012			OBC
13.	SC						

i) One post vacant – Copy Holder

ii) Ist vacancy to SC

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.**

Sanctioned Post(s):- 03

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Braille Transcriber

Pay Band:- 5200-20200

GP:- 2400

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/ OBC
1.	UR	Smt. Indira Rastogi	UR	19.12.1967	26.9.1946	Retired on 30.9.2006	Temporary converted as LIA
2.	UR	Smt. Alka Sobti	UR	22.1.1987	22.11.1965	Appointed as Computer Operator 1990	One post converted as Braille Transcriber cum Thermoform operator
3.	UR	Smt. Poonam Tyagi	UR	01.1.1988	10.7.1966	31.7.2026	
One Post Vacant							
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.

Sanctioned Post(s):- 08 + 01 = 9

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Stereotype Operator – 08 Pay Band:- 5200-20200 GP:- 2400

2. Braille Transcriber cum Thermoform Operator - 01 Pay Band:- 5200-20200 GP:- 2400

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/ OBC
1.	UR	Sh. B. R. Puri	UR	1-7-53	1-1-30	1-1-88	
2.	UR	Sh. B. N. Saxena	UR	12-11-58	31-5-34	29-9-84	
3.	UR	Sh. R. K. Bhatt	UR	21-8-80	8-10-43	31-10-03	
4.	OBC	Sh. L. K. Kaushik	UR	21.8.1980	09.12.1958	31.12.2018 Promoted on 01.11.2003	
5.	UR	Sh. L.P. Nawani	UR	31.12.1981	01.4.1956	30.4.2016	
6.	UR	Sh. S.D. Sharma	UR	11.10.1982	05.12.1961	31.12.2021	
7.	SC	Sh. Saru Das	ST	19.11.1984	09.9.1955	30.9.2015	
8.	OBC	Sh. R. S. Rawat	UR	16.5.1986	15.1.1954	31.1.2014	
9.	UR	Smt. Manju Nautiyal raille Transcriber cum Thermoform Operator	UR	09.5.1991	12.7.1959	31.7.2019	
10.	UR	Sh. Iqtedar Ahmed	OBC	06.12.2006	15.5.1966	31.05.2026	
Three Post of STO vacant							
11.	UR						
12.	OBC						
13.	UR						

Ist vacancy to OBC, IInd vacancy to SC

Model Roster of Reservation for 100% Direct Recruitment of Group C Post.

Sanctioned Post(s):- 10

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

1. Technician Grade IIPay Band:- 5200-20200 GP:- 1900

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/ SC/ST/ OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/ OBC
1.	UR	Sh. Ishwar Das	SC	03.6.1986	05.10.1962	Promoted as Tec. Gd. I on 01.5.2002	On merit Redesignated as Operator Braille Press Chennai 69 EC item 14 dt. 19-2-07
2.	UR	Sh. Mahender Kumar	UR	11.7.1986	20.12.1961	Promoted as Tec. Gd. I on 01.4.2003	Redesignated as Operator Braille Press Chennai 69 EC item 14 dt. 19-2-07
3.	UR	Sh. Ajay Kumar Goel	UR	24.10.1986	14.1.1961	Promoted as Tec. Gd. I on 01.1.2009	
4.	OBC	Sh. Randeep Pundir	UR	26.9.1989	20.11.1964	Promoted as Tec. Gd. I on 31.3.2010	
5.	UR	Sh. Paramjeet Singh	UR	06.11.1991	10.6.1962	E x p i r e d 23.09.2010	
6.	UR	Sh. William S. Singh	SC	02.2.1990	15.7.1964	Promoted as Tool & Die Fitter on 16.11.2010	SC
7.	SC	Sh. Rambabu Shah	SC	09.3.1995	05.1.1974	31.1.2034	SC

8.	OBC	Sh. Jaishankar Prasad	SC	18.11.1997	03.3.1974	31.3.2034	SC
9.	UR	Sh. Vipin Chand	SC	21.5.1998	12.6.1971	30.6.2031	On merit
10.	UR	Sh. Anil Aswal	UR	06.06.2000	30.9.1971	30.9.2031	
11. Ist cy. Ist Repl.	UR	Sh. Sunil Kumar Dangi	OBC	24.11.2011	03.8.1986	31.8.2046	OBC
03 Posts Vacant							

- i) One post of Tech Gd. II reserved for SC (OH) in previous Roster.
- ii) Ist vacancy to OBC, IInd vacancy to ST

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group C Post.**

Sanctioned Post(s):- 03

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

- | | | |
|------------------|-----------------------|-----------|
| 1. Mason | Pay Band:- 5200-20200 | GP:- 1900 |
| 2. Technician AC | Pay Band:- 5200-20200 | GP:- 1900 |
| 3. Plumber | Pay Band:- 5200-20200 | GP:- 1900 |

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/OBC
1.	UR	Sh. Durga Prasad-Mason	SC	19.1.1984	14.4.1958	30.4.2018	On merit
2.	UR	Sh. Mohan Singh Thapa - Plumber	UR	01.2.1984	3-7-47	31-7-07	
3.	UR	Sh. Surender Singh- AC Tech.	UR	07.4.1984	05.05.1959	31.5.2019	
4.							
5.	UR I st cy. I st Repl.	Sh. Sunil Kumar-Plumber	OBC	15.9.2011	10.12.1980	31.12.2040	OBC
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

Ist vacancy to UR

Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.

Sanctioned Post(s):- 01 + 02 = 03

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

1. Driver cum Auto Mechanic - 01 Pay Band:- 5200-20200 GP:- 2400

2. Drivers - 02 Pay Band:- 5200-20200 GP:- 1900

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/ OBC
1.	UR	Sh. Puran Singh, Driver	UR	16.2.1983	5-7-44	31-7-04	
2.	UR	Sh. Gyan Singh, Driver cum Auto Mechanic	UR	04.3.1987	13.9.1952	Expired on 30.4.2005	
3.	UR	Sh. Brijmohan, Driver	SC	27.10.1987	08.8.1962	Expired on 21.7.2011	
4	OBC I st cy. I Repl.	Sh. Pratap Singh, Driver cum Automechanic	UR	15.5.2006	09.2.1961	28.2.2021	
5.	UR I st cy. IInd Repl.	Sh. R.C. Tiwari, Driver	UR	17.5.2006	10.2.1963	28.2.2023	
6.	UR						
One Post vacant							
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

Ist vacancy to OBC

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.**

Sanctioned Post(s):- 02

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Dispenser cum Clerk Pay Band:- 5200-20200 GP:- 2400

2. Lady Nurse Pay Band:- 5200-20200 GP:- 1900

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/ SC/ST/ OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. N.S. Bisht	UR	19.3.1997	02.1.1948	Retired on 31.1.2008	
2.	UR	Smt. Sunita Sohrab, Lady Nurse	UR	31.7.1989	15.7.1959	31.7.2019	
3.	UR I st cy. I st Repl.	Sh. Jai Karan	OBC	23.4.2010	12.7.1979	31.7.2029	On merit
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.

Sanctioned Post(s):- 03

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

- | | | |
|---------------------------|-----------------------|-----------|
| 1. Hostel Warden | Pay Band:- 5200-20200 | GP:- 2800 |
| 2. Lady Supervisor | Pay Band:- 5200-20200 | GP:- 2800 |
| 3. Asstt. Lady Supervisor | Pay Band:- 5200-20200 | GP:- 2000 |

Sl. No.	RosterPoint UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/OBC
1.	UR	Km. Sujata Thapa, Lady Supervisor	UR	26.2.1980	29.9.1950	Retired on 30.9.2010	
2.	UR	Sh. Yashwant, Warden	SC	15.7.1992	20-12-41	Retired	On merit
3.	UR	Smt. Shashi Kala, Asstt. Lady Supervisor	SC	15.7.1999	24.7.1968	31.7.2028	On merit
4.	OBC I st cy. I st Repl.	Sh. B.S. Rajput, Warden	OBC	18.1.2005	--	Expired 21-5-07	OBC
5.	UR I st cy. II nd Repl.	Sh. Gopichand, Warden	OBC	12.5.2008	20.7.1965	31.7.2025	OBC
6.	UR						
7.	SC						
Vacant one post of Lady Supervisor-1							
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.**

Sanctioned Post(s):- 01

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

1. Asstt. Placement Officer

Pay Band:- 5200-20200

GP:- 2400

Sl. No.	Roster Point UR/ SC/ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. Jagdish Lakhera, Asstt. Placement Officer	UR	01.2.1988	21.2.1964	28.2.2024	Appointed as Tr. PO 1-8-06
2.	UR I st cy. Ist Repl.	Sh. Parmeel, Asstt. Placement Officer	OBC	01.5.2008	09.6.1978	30.6.2038	OBC
3.	UR						
4.	OBC						

Model Roster of Reservation for 100% Direct Recruitment of Group B (NG)/C Posts.

Sanctioned Post(s):- 02

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Catering Officer Pay Band:- 9300-34800 GP:- 4200

2. Catering Asstt. Pay Band:- 5200-20200 GP:- 2400

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/ OBC
1.	UR	Sh. A.S. Bhandari, Catering Officer	UR	17.10.1984	11.1.1959	31.1.2019	
2.	UR	Sh. K.C. Singhal, Catering Assistant	UR	1-7-78	20-8-48	31-8-08	
3.	UR I st cy. I st Repl.	Sh. Ankit Pradhan, Catering Assistant	OBC	26.9.2008	25.1.1983	31.1.2043	OBC
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

Ist vacancy to UR

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group B (NG) Posts.**

Sanctioned Post(s):- 04

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1.	Foreman (Electronics) – 1	Pay Band:- 9300-34800	GP:- 4200
2.	Computer Operator –1	Pay Band:- 9300-34800	GP:- 4200
3.	Computer Instructor –1	Pay Band:- 9300-34800	GP:- 4200
4.	Electronics Instructor-1	Pay Band:- 9300-34800	GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/ OBC
1.	UR	Sh. Anil Sharma, Foreman (E)	UR	14.12.1989	28.9.1962	30.9.2022	
2.	UR	Smt. Alka Virmani, Computer Operator	UR	27.8.1990	22.11.1965	30.11.2025	
3.	UR	Sh. Saji Mathews, Computer Instructor	OBC	12-1-05	7-2-77	10-12-10 Resigned	OBC
4.	OBC	Electronic Instructor		Vacant			
5.	UR 1-cy 1-Repl	Sh. Prakash Chand, Computer Instr.	OBC	3-7-12	29-10-87	31-10-47	
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

Electronic Instructor - vacant

1st vacancy to – UR

Model Roster of Reservation for 100% Direct Recruitment of Group B (NG) Posts.

Sanctioned Post(s):- 03

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Documentation Asstt.-1 Pay Band:- 9300-34800 GP:- 4200

2. Lib & Information Asstt.- 2 Pay Band:- 9300-34800 GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/ OBC
1.	UR	Smt. Shashi Oberai Doc. Asstt.	UR	25.4.1990	22.11.1956	30.11.2016	
2.	UR	Smt. Surekha Mamgain, Lib. & Inf. Asstt.	UR	18.5.1995	26.3.1963	31.3.2023	
3.	UR	Sh. Satish Chandra, Lib. & Inf. Asstt.	ST	24.2.1998	02.5.1972	31.5.2032	ST
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						
14.	ST						

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group B (NG) Posts.**

Sanctioned Post(s):- 06

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

- | | | |
|-------------------------------------|-----------------------|-----------|
| 1. PEI - 01 | Pay Band:- 9300-34800 | GP:- 4200 |
| 2. Music Teacher - 02 | Pay Band:- 9300-34800 | GP:- 4200 |
| 3. Braille Development Teacher - 01 | Pay Band:- 9300-34800 | GP:- 4200 |
| 4. SUPW Teacher - 01 | Pay Band:- 9300-34800 | GP:- 4200 |
| 5. Teacher Low Vision 01 | | |

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. Vidhi Chand, Music Teacher	UR/ VH	03.8.1972	4-2-45	Retired 28-2-05	
2.	UR	Sh. Kashi Ram Mahor , Music Teacher	SC/ VH	21.8.1979	5-3-45	Retired 31-3-05	On merit
3.	UR	Sh. M.L. Mishra, PEI	UR	09.2.1982	22.7.1954	31.7.2014	
4.	OBC	Smt. Sunita Sharma, Teacher Braille Dev.	UR	29.4.1984	19.2.1955	28.2.2015	
5.	UR	Sh. A.K. Dua, SUPW Teacher	UR	29.5.1990	05.7.1952	Retired on 31.7.2012	
6.	UR I st cy. I st Repl.	Sh. Ramesh Kashyap, Music Teacher	OBC	19.7.2005	03.12.1971	31.12.2031	OBC
7.	SC I st cy. II nd Repl.	Sh. Rajkumar, Music Teacher	OBC	25.8.2005	06.3.1978	31.3.2038	OBC
Vacant two posts of SUPW Teacher & Teacher Low Vision							
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

1st vacancy to SC; IInd vacancy to UR

Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.

Sanctioned Post(s):- 04

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Jr. Teacher (PRT)

Pay Band:- 5200-20200 GP:- 2800

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/ SC/ST/ OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/ OBC
1.	UR	Smt. O.B. Naithani	UR	21.11.1970	5-2-43	Retired 28-2-03	
2.	UR	Smt. Promila	UR	24.11.1981	08.7.1954	31.7.2014	
3.	UR	Smt. Anusuya Sharma	UR	30.6.1989	30.9.1958	30.9.2018	
4.	OBC	Smt. Shashi Ramgarhia	UR	01.1.2001	02.12.1960	31.12.2020	
5.	UR I st cy. I st Repl.	Sh. Sandeep Kumar	UR	21.7.2005	15.2.1977	28.2.2037	
6.	UR I st cy. II nd Repl	Sh. Harish Pawar	UR	22.7.2005	12.5.1980	31.5.2040	
7.	SC I st cy. I I I ^{r d} Repl.	Sh. Sunil K. Shirpurkar	UR	28.7.2005	23.8.1973	31.8.2033	
8.	OBC I st cy. IV th Repl.	Sh. Himmat Singh	UR	29.7.2005	07.7.1980	31.7.2040	
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

1st vacancy to OBC ; 2nd vacancy to SC; 3rd vacancy to OBC

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group B (NG) Posts.**

Sanctioned Post(s):- 02

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

1. Office Superintendent Pay Band:- 9300-34800 GP:- 4200

2. Hindi Translator Pay Band:- 9300-34800 GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual	Post filled by UR/ SC/ ST/ OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Smt. Neeraj Gandhi, Hindi Translator	UR	1-9-84	12-6-61	30-6-21	UR
2.	UR	Sh. K. Mani	UR	10.4.1989	----	----	UR
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	SC						
14.	ST						

Model Roster of Reservation for 100% Direct Recruitment of Group B Posts.

Sanctioned Post(s):- 01

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Section Officer (A) Pay Band:- 9300-34800 GP:- 4600

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/OBC
1.	UR	Sh. V.D. Sharma	UR	--	1-7-46	31-7-06	
2.	UR 1 st cy. 1 st Repl.	Sh. Rajkumar	UR	01.8.2006	15.11.1959	30.11.2019	
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group B Posts.**

Sanctioned Post(s):- 01

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Accounts Officer

Pay Band:-9300-34800

GP:- 4600

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. P.L. Koliyal	UR	30.9.1988	25.7.1945	Retired on 31.7.2005	
2.	UR I st cy. I st Repl.	Sh. P.K. Sharma	UR	31.7.2007	21.2.1962	28.2.2022	
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.

Sanctioned Post(s):- 04

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

1. Braille Instructor -Pay Band -5200-20200 GP-2800

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/ OBC
1.	UR	Sh. Chandan Lal	UR	14-1-87	18-12-50	31-12-10	
2.	UR	Sh. P. S. Chauhan	UR	12-11-87	1-2-59	28-2-19	
3.	UR	Smt. D.N. Chauhan	UR	5-9-89	17-12-52	31-12-12	
4.	OBC	Sh. Ramkumar Balmiki	SC	23-11-90	16-5-50	17-5-03 Died	On merit
5.	UR Ist-cy I - Repl	Sh. Trinath	UR	17-5-03	12-5-59	Reverted on 7-7-04	
6.	UR Ist-cy II - Repl	Sh. Bholanath	SC	27-4-12	12-6-85	30-6-45	SC
7.	SC Ist-cy III - Repl	Sh. Rohit Kumar	OBC	30-4-12	3-6-88	30-6-48	On merit
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.**

Sanctioned Post(s):-12

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

- | | | |
|----|--|------------------------------|
| 1. | Typing Instructor-2 | Pay Band -5200-20200 GP-2800 |
| 2. | Handicraft Instructor(Cane & Misc.)-6 | Pay Band -5200-20200 GP-2800 |
| 3. | Craft Instructor (Misc.)-2 | Pay Band -5200-20200 GP-2800 |
| 4. | Music Instructor-2 | Pay Band -5200-20200 GP-2800 |

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. Shambhu Pd, Handicraft Instr.	UR	6-1-91	13-10-44	31-10-04	
2.	UR	Sh. P. Angapan Handicraft Instr. Misc.	UR	3-5-90	3-3-49	31-3-09	
3.	UR	Sh. Ram Singh Saini, Music Instructor	UR	3-1-92	5-11-52	26-4-10 Died	
4.	OBC	Sh. P. K. Dabral, Music Instructor	UR	20-2-97	9-4-50	30-4-10	
5.	UR	Sh. H. R. Kushwaha Craft Instructor Misc.	OBC	5-2-91	21-9-50	30-9-10	
6.	UR	Sh. Madan Lal, Handicraft Instr. cane	UR	29-4-97	13-5-52	30-5-12	
7.	SC	Sh. Jagdish Pd. Typing Instr.	SC	3-8-81	15-7-55	31-7-15	On merit
8.	OBC	Sh. Madhav Salve, Handicraft Instr. Misc	UR	4-5-90	3-5-53	31-5-13	
9.	UR	Smt. Swambri Chauhan, Sr. Handi. Instr. cane	UR	6-1-91	18-1-55	31-1-15	
10	UR	Sh. Satendra Kumar, Typing Instr.	UR	14-11-91	3-8-69	31-8-29	
11.	UR	Sh. Hari Narayan Mali Handicraft Instr. cane	Gen	16-2-98	10-8-66	31-8-26	
12.	OBC	Smt. Manjeet Arya, Craft Instructor	SC	18-4-99	6-3-78	31-3-38	
13.	UR Ist-cy I - Repl	Sh. Ram Layak Ram. Music Instr.	OBC	30-8-10	3-7-73	31-7-33	
14.	ST Ist-cy I - Repl	Sh. Arvind Dharutkar Music Instructor	OBC	30-8-10	3-7-79	31-7-39	
Handicraft Instructor 04 Post Vacant							

1st vacancy to ST

Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.

Sanctioned Post(s):- 05 Posts

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

- | | | |
|------------------------------------|----------------------|-----------|
| 1. Braille Shorthand Instructor -1 | Pay Band:-9300-34800 | GP:- 4200 |
| 2. O & M Instructor -3 | Pay Band:-9300-34800 | GP:- 4200 |
| 3. Teacher in Home Management-1 | Pay Band:-9300-34800 | GP:- 4200 |

Sl. No.	Roster Point ZR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/ OBC
1.	UR	Sh. A. R. Semwal, Braille & S/H Instr.	UR	29-12-86	1-1-54	31-12-13	
2.	UR	Smt. S. Bhardwaj, O&M Instr.	UR	1-5-89	23-10-55	31-10-15	
3	UR	Sh. R. N. Raul O&M Instru	UR	29-6-90	1-1-51	31-12-10	
4.	OBC	Sh. B. K. Sharma, O&M Instru.	UR	1-12-90	10-4-61	30-4-21	
5.	UR	Smt. Seema Pal , Home Mgmt. Teacher	OBC	21-5-08	8-10-80	31-10-40	OBC
6.	UR Ist-cy I - Repl	Sh. Devi Lal, O&M Instructor	UR	16-4-12	10-4-73	30-4-33	
7.	SC	O&M Instructor					
8.	OBC	Brl. S.H. Instructor					
9.	UR	Instructor Medical Massage					
10.	UR						
11.	UR						
12.	OBC						
13.	SC						

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group C Posts.**

Sanctioned Post(s):- 06 Posts

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

1. Stenographer Pay Band:-5200-20200 GP:- 2400

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/ SC/ST/ OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. K. L. Bhatia	UR	30-9-66	10-9-43	30-9-03	
2.	UR	Sh. B. N. Vinocha	UR	17-7-68	1-1-47	17-8-81	Promoted
3.	UR	Sh. Rajkumar	UR	11-2-82	15-11-59	7-10-87	
4.	OBC	Sh. K. Mani	UR	5-2-83	1-2-59	10-4-89	Resigned
5.	UR	Sh. A. Patra	UR	18-12-83	-	27-8-85	Resigned
6.	UR	Sh. P. N. Kala	UR	10-4-84	12-10-63	4-11-92	Promoted
7.	SC 1 st -cy 1 st -Repl	Smt. M. Bhandari	UR	12-4-84	26-1-55	16-4-07	Promoted
8.	OBC 1 st -cy II-Repl	Sh. P. K. Aggarwal	UR	18-1-85	22-7-63	24-12-86	Resigned
9.	UR 1 st -cy III-Repl	Smt. Kanwaljeet	UR	11-7-86	4-2-62	30-11-06	VRS
10.	UR 1 st -cy IV-Repl	Smt. Pushpa	SC	5-2-87	18-2-62	30-11-06	Promoted
11.	UR 1 st -cy V-Repl	Sh. D. K. Nawani	UR	8-7-87	19-8-63	31-8-23	
12.	OBC 1 st -cy VI-Repl	Sh. Praveen Solanki	OBC	16-5-05	8-2-86	26-2-09	OBC Resigned
13.	UR 1 st -cy VII-Repl	Sh. Sanjay Kannoja	SC	23-8-07	18-7-82	6-4-10	SC Resigned
14	ST I-cy VIII-Repl	Sh. Manish Bisht	UR	5-12-07	-	22-8-12	Resigned
15	UR 2nd-cy I-Repl	Km. Anjum	OBC	21-5-08	5-7-87	21-7-47	OBC

16	UR 2nd-cy II-Repl	Km. Priyanka	SC	3-2-10	30-7-88	31-7-48	SC
17	UR 2nd-cy III-Repl	Sh. Arpan	OBC	3-2-10	-	9-3-10	OBC Resigned
18	OBC 2ndt_cy IV-Repl	Sh. Alindra Kumar	SC	11-4-12	2-11-88	30-11-48	SC
19	UR 2nd-cy V-Repl	Km. Bhawana Joshi	UR	1-5-12	3-7-90	31-7-50	

1st vacancy to ST

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group B (NG) Posts.**

Sanctioned Post(s):- 03

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

- | | | |
|-----------------------|-----------------------|-----------|
| 1. Research Asstt. | Pay Band:- 9300-34800 | GP:- 4200 |
| 2. Statistical Asstt. | Pay Band:- 9300-34800 | GP:- 4200 |
| 3. Audit Asstt. | Pay Band:- 9300-34800 | GP:- 4200 |

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/OBC
1.	UR	Sh. M.L. Mathur, Research Asstt.	UR	30.9.1982	--	Resigned in 1995	
2.	UR	Smt. Neetu Sahni, Stat. Asstt.	ST	20.2.1991	01.9.1968	30.9.2028	ST
3.	UR	Sh. N. Shankariha, Audit Asstt.	SC	30.5.2006	15.8.1963	31.8.2023	On merit adjustment from DDRC
One post vacant Research Asstt.							
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

Model Roster of Reservation for 100% Direct Recruitment of Group B Posts.

Sanctioned Post(s):- 03

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

- | | | |
|---------------------------------|-----------------------|-----------|
| 1. Programme Producer | Pay Band:- 9300-34800 | GP:- 4600 |
| 2. Design & Development Officer | Pay Band:- 9300-34800 | GP:- 4600 |
| 3. ITAT Educator | Pay Band:- 9300-34800 | GP:- 4600 |

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. S.K. Jain, P.P.	UR	26.3.1990	25.12.1948	31.12.2008	
2.	UR	Sh. P.M. Gautam, DDO	SC	18.4.1996	03.5.1955	31.5.2015	SC
3.	UR	Sh. Rajender Negi, IT & AT Educator	UR	27.6.2012	10.4.1978	30.4.2038	
4.	OBC cy. Repl.	Smt. Chetna Gola, P.P.	OBC	30.8.2010	07.7.1980	31.7.2040	OBC
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group B (NG) Posts.**

Sanctioned Post(s):- 02

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Supervisor VT Pay Band:- 9300-34800 GP:- 4200

2. O&M Educator Pay Band:- 9300-34800 GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. A. Dorairaj O & M Educator	UR	19.10.1989	07.3.1948	Retired on 31.3.2008	
2.	UR	Sh. G.L. Verma, Supervisor (V)	UR	01.8.1994	20.1.1947	Retired on 31.1.2007	
3.	UR I st cy. I st Repl.	Smt. Laxmi Pokhriyal Supervisor VT	UR	18.8.2008	01.2.1967	28.2.2027	
4.	OBC I st cy. II nd Repl	Sh. B.S. Rana, O & M Educator	OBC	30.9.2010	18.2.1984	28.2.2044	On merit
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

1st vacancy to OBC

Model Roster of Reservation for 100% Direct Recruitment of Group B (NG) Posts.

Sanctioned Post(s):- 02

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

- | | | |
|--|-----------------------|-----------|
| 1. Training & Placement Officer | Pay Band:- 9300-34800 | GP:- 4200 |
| 2. Vocational Training & Placement Officer | Pay Band:- 9300-34800 | GP:- 4200 |

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. A.S. Shamsunder	UR	20.8.1986	09.7.1957	Appointed as Asstt. Director on 05.7.2002	
2.	UR 1 st cy. 1 st Repl.	Sh. Jagdish Lakhera	UR	01.8.2006	21.2.1964	28.2.2024	
Vacant post of Vocational Training & Placement Officer RC, Chennai							
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group B (NG) Posts**

Sanctioned Post(s):- 08

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

1. TGT

Pay Band:- 9300-34800

GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/OBC
1.	UR	Sh. J.P. Juyal	UR	15.12.1970	--	Retired on 31.7.1999	
2.	UR	Sh. H.M. Sharma	UR	09.7.1970	--	Promoted on 01.1.01	
3.	UR	Smt. O.B. Naithani	UR	21.5.1981	--	Retired on 28.2.2003	
4.	OBC	Smt. S. Sood	UR	06.7.1972	--	Retired on 31.12.2003	
5.	UR	Sh. S.K. Singh	UR	29.4.1986	--	Retired on 31.7.2005	
6.	UR	Sh. K.S. Singh	UR	29.5.1986	--	Retired on 31.7.2011	Promoted as on 10.5.2006
7.	SC	Smt. Shobha Saxena	UR	02.5.1986	08.4.1954	30.4.2014	
8.	OBC	Smt. Promila Kukreti	UR	26.2.1995	08.7.1954	01.2.2012 (Promoted)	
9.	UR I st cy. I st Repl.	Smt. Anusuya Sharma	UR	01.8.1999	30.9.1958	30.9.2018	
10.	UR I st cy. II nd Repl.	Smt. Shashi Ramgarhia	UR	01.1.2001	02.12.1960	31.12.2020	
11.	UR I st cy. III rd Repl.	Smt. Manju Verma	SC	17.11.2003	28.1.1976	31.1.2036	SC
12.	OBC I st cy. IV th Repl.	Km. Sunita Gupta	OBC	09.7.2008	05.6.1983	30.6.2043	OBC
13.	UR I st cy. V th Repl.	Sh. Dharmendra Rathore	OBC	30.3.2009	01.7.1971	31.7.2031	OBC

1st vacancy to ST

Model Roster of Reservation for 100% Direct Recruitment of Group A Posts

Sanctioned Post(s):- 01

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Dy. Director (Admn)

Pay Band:- 15600-39100

GP:- 7600

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/OBC
1.	UR	Sh. S.C. Jhingan	UR	16.7.2002	24.10.1961	Relieved on 31.3.2005	UR
2.	UR 1 st cy. 1 st Repl.	Sh. Vishwaranjan	UR	16.3.2006	02.8.1970	Relieved on 11.3.2008	UR
01 Post Vacant on 11.3.2008							
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

COMPENDIUM

Model Roster of Reservation for 100% Direct Recruitment of Group A Posts.

Sanctioned Post(s):- 03

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Asstt. Directors – 2

Pay Band:- 15600-39100

GP:- 6600

2. Regional Director - 1

Pay Band:- 15600-39100

GP:- 6600

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. E.O. Ireland, Asstt. Director	UR	03.12.1983	25.4.1946	30-4-06	Appointed as RD (RCChennai) on 25.7.89
2.	UR	Sh. S.R. Shukla, Asstt. Director	UR	03.1.1984	04.5.1948	31-5-08	Appointed as Director on 30.10.1998
3.	UR	Sh. E.O. Ireland, Regional Director	UR	25.7.1989	25.4.1946	30.4.06	Died on 21.4.1996
4.	OBC I st cy. I st Repl.	Sh. A.K. Mittal, Regional Director	UR	02.3.2000	24.3.1948	Retired on 31.3.2008	
5.	UR I st cy. II nd Repl.	Sh. A.S.Shamsunder, Asstt. Director	UR	05.7.2002	09.7.1957	31.7.2017	
6.	UR I st cy. III rd Repl.	Sh. Y. Krupanandam, Asstt. Director	UR	04.9.2002	11.2.1958	28.2.2018	
One Post vacant for Regional Director							
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

1st vacancy to OBC

Model Roster of Reservation for 100% Direct Recruitment of Group A Posts

Sanctioned Post(s):- 02

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Sr. Medical Officer Pay Band:- 15600-39100 GP:- 6600

2. Medical Officer Pay Band:- 15600-39100 GP:- 5400

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Dr. J.P.N. Mishra, Sr. Medical Officer	UR	21.5.1987	01.3.1948	31.3.2008	
2.	UR	Dr. Geetika Mathur, Medical Officer	UR	12.8.1998	09.8.1961	31.8.2021	
One Post vacant for Sr. Medical Officer							
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group A Posts**

Sanctioned Post(s):- 01

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Library & Information Officer Pay Band:- 15600-39100 GP:- 6600

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. V.S. Rawat	UR	24.7.1990	15.1.1948	Retired on 31.1.2008	
One Post vacant							
2.	UR						
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

Model Roster of Reservation for 100% Direct Recruitment of Group A Post

Sanctioned Post(s):- 01

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Civil Engineer -1

Pay Band:- 15600-39100

GP:- 5400

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ ST/SC/OBC
1.	UR	Sh. B.K. Gupta	UR	11.12.1984	05.2.1943	Retired on 28.2.2003	
2.	UR Ist-cy I-Repl	Sh. A. Saxena	UR	18.11.2005	05.1.1971	Relieved on 17.11.2006	
Vacant Post of Civil Engineer on December, 2006							
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	OBC						
12.	SC						
13.	ST						

Model Roster of Reservation for 100% Direct Recruitment of Group A Posts.

Sanctioned Post(s):- 01

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

2. Sr. Research Officer (T)

Pay Band:- 15600-39100

GP:- 6600

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ ST/SC/OBC
1.	UR	Sh. Milan Das	UR	31.7.1987	10.1.1952	Retired on 31.1.2012	
2.	UR Ist-cy I-Repl						
Vacant Post of Senior Research Officer (T) on 31.1.2012							
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	SC						

Model Roster of Reservation for 100% Direct Recruitment of Group A Posts

Sanctioned Post(s):- 01

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Mass Media Officer

Pay Band:- 15600-39100

GP:- 5400

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/OBC
1.	UR	Sh. S.S. Chauhan	ST	01.10.1992	11.5.1958	30.5.2018	
2.	UR						
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

Model Roster of Reservation for 100% Direct Recruitment of Group A Posts

Sanctioned Post(s):- 01+01 = 02

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post:-

1. Braille Development Officer – 01 Pay Band:- 15600-39100 GP:- 5400

2. Research Officer (RC) – 01 Pay Band:- 15600-39100 GP:- 5400

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/OBC
1.	UR	Sh. Virender Singh, Braille Dev. Officer	UR	09.5.1988	03.9.1958	30.9.2018	
2.	UR	Sh. I. Arivandam, Research Officer(RC)	UR	24.4.1989	06.1.1954	31.1.2014	
3.	UR						
4.	OBC						
5.	UR						
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

Model Roster of Reservation for 100% Direct Recruitment of Group B (NG) Posts

Sanctioned Post(s):- 06

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

1. Lecturer (TCTVH) Pay Band:- 9300-34800 GP:- 4200

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/SC/ OBC
1.	UR	Sh. Y. Krupanandam	UR	04.6.1987	11.2.1958	28.2.2018	Appointed as AD (R&C) on 04.9.2002
2.	UR	Sh. P.K. Lazrus	UR	05.9.1988	06.7.1954	31.7.2014	
3.	UR	Smt. Usha Tewari	UR	05.9.1988	25.12.1963	31.12.2023	
4.	OBC	Sh. Y. Ramakrishna	UR	01.7.2005	01.6.1974	30.5.2034	
5.	UR	Sh. Maibram Biren Singh	OBC	06.7.2005	01.2.1970	31.1.2030	OBC
6.	UR	Sh. Murlidar	OBC	02.4.2009	05.3.1972	31.3.2032	OBC
One Post Vacant							
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

Ist vacancy to SC, IInd vacancy to UR, IIIrd vacancy to OBC

COMPENDIUM

Model Roster of Reservation for 100% Direct Recruitment of Group A Posts.

Sanctioned Post(s):- 07

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

1. Lecture in Education – 05 Pay Band:- 15600-39100 GP:- 5400

2. Lecturer cum Course Coordinator -01 Pay Band:- 15600-39100 GP:- 5400

3. Lecturer (Clinical Psychology) -01 Pay Band:- 15600-39100 GP:- 5400

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Super annuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. R. S. Chauhan, Lect. In Education	UR	23-3-89	15-7-51	31-7-11	
2.	UR	Sh. Y. K. Choksi, Lec. Cum Course Coordinator	UR	6-4-89	29-05-37	30-5-95	
3.	UR	Sh. R. P. Singh, Lec. In Education.	SC	31-1-91	20-7-60	31-7-20	
4.	OBC	Dr. N. K. Rai Lec (CP)	UR	27-11-91	-	VRS on 18-4-06	
5.	UR	Smt. B. D. Chaudhary, Lec. In Edu.	UR	18-4-94	9-4-52	30-4-12	
6.	UR	Sh. S. K. Dhalwal, Lec. (CP)	OBC	31-12-02	2-3-74	31-3-34	OBC
7.	SC	Sh. Vinod Km. Kain, Lec. In Education	SC	15-01-09	19-8-79	31-8-39	SC
8.	OBC 1 st cy. Repl.	According to pre roster, the post goes to SC but still vacant.	Vacant for SC				
9.	UR 1 st cy. IInd Repl.	Smt. R. Priya, Lec. In Education	UR	16-7-07	17-2-78	28-2-1938	UR
10.	UR 1 st cy. III rd Repl.	The post has been filled by the category of UR	UR	Yet to join.			
11.	UR						
12.	OBC						
13.	UR						

Post of Lecturer cum Course Coordinator reserved for SC.

1st Vacancy OBC and 2nd to UR

Model Roster of Reservation for 100% Direct Recruitment of Group 'C' Posts

Sanctioned Post(s):- 13

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

1. LDC (11)+ Hindi Typist (2) Pay Band:-5200-20200 GP:- 1900

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Superannuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. A.S. Negi	UR	23.12.63	21.1.38	Promoted on 01.2.82	
2.	UR	Sh. Sipahi Shah	SC	21.8.67	28.11.48	Promoted on 01.10.83	
3.	UR	Sh. Satnam Vinocha	UR	18.1.71	16.6.52	Promoted on 18.6.84	
4.	OBC	Smt. Amarjeet Kaur	UR	24.7.73	02.7.53	Promoted on 16.5.86	
5.	UR	Sh. S.K. Goyal	UR	14.2.79	03.11.52	Promoted on 19.9.84	
6.	UR	Sh. P.S. Chettri	UR	13.3.80	02.2.41	Promoted on 01.11.85	
7.	SC	Sh. Umrao Singh	UR	25.10.82	12.7.63	Pro,oted on 15.6.87	
8.	OBC	Smt. Savita Kapoor	UR	01.10.83	13.4.61	Promoted on 16.12.87	
9.	UR	Sh. Rakesh Mall	UR	05.11.84	23.11.63	Promoted on 22.7.88	
10.	UR	Smt. Anjana Bhagat	UR	29.10.84	08.4.66	Promoted on 22.7.08	
11.	UR	Smt. Vineeta	UR	29.10.84	31.5.61	Promoted on 21.1.90	
12.	OBC	Sh. Pawan Kumar	UR	18.2.86	21.2.62	Promoted on 01.3.95	
13.	SC	Sh. Vijay Kumar	SC	27.5.86	16.8.57	Promoted on 01.7.97	
14.	ST I st cy. I st Repl.	Sh. S.P. Bahuguna	UR	27.5.86	05.11.57	Promoted on 01.2.96	
15.	UR I st cy. II Repl.	Sh. R. P. Pokhriyal	UR	03.8.87	15.9.62	Promoted on 01.3.01	
16.	UR I st cy. III Repl.	Sh. C.P. Lakhera	UR	03.8.88	21.6.65	Promoted on 22.4.04	

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17.	UR I st cy. IV Repl.	Sh. Sunil Kumar	UR	28.7.88	21.10.59	Promoted on 09.5.06	
18.	OBC I st cy. V Repl.	Sh. Brij Bhushan	UR	05.8.88	09.12.64	Expired on 23.12.99	
19.	UR I st cy. VI Repl.	Smt. Veena Singh	UR	05.12.89	16.7.64	Promoted on 01.1.08	
20.	UR I st cy. VII Repl.	Smt. Sukhvinder	UR	04.4.90	11.5.63	Promoted on 01.1.09	
21.	SC I st cy. V I I I Repl.	Smt. Laxmi	UR	07.5.90	01.2.67	Promoted on 18.8.08	
22.	OBC I st cy. IX Repl.	Smt. Prity	UR	30.4.90	30.9.70	-	
23	UR I st cy. X Repl.	Sh. Rajeev Kumar Kapoor	UR	26.4.90	26.5.68	Promoted on 16.11.10	
24	UR I st cy. XI Repl.	Sh. Jitender Jaraut	UR	21.8.90	14.8.71	31.8.31	
25	UR I st cy. XII Repl.	Km. Neeraj Sethi	UR	14.10.97	06.9.72	30.9.32	
26	OBC I st cy. XIII Repl.	Sh. J.P. Rawat	UR	15.1.98	17.6.67	30.6.27	
27	SC I st cy. XIV Repl.	Smt. Babita Dobriyal	UR	05.6.2000	04.6.71	30.6.31	
28	ST I st cy. XV Repl.	Sh. Ranbir Singh	ST	01.4.03	09.8.73	31.8.33	ST
29	UR I st cy. X V I Repl.	Sh. Promod Pokhriyal	UR	28.7.03	02.8.64	31.8.24	
30	UR I st cy. X V I I Repl.	Sh. Ved Prakash	UR	15.5.06	27.1.62	31.1.22	
31	UR I st cy. XVIII Repl.	Sh. Himanshu Shrivastwa	UR	18.8.06	04.4.70	Relieved on 28.12.07	
32	OBC I st cy. XIX Repl.	Km. Ritu	OBC	19.6.09	02.12.88	31.12.48	OBC

33	UR I st cy. XX epl.	Sh. Rahul Kumar Mall	SC	29.6.09	12.2.82	28.2.42	SC
34	UR I st cy. XXI Repl.	Sh. Khilpat Panwar	UR	15.2.12	08.6.60	30.6.20	

Ist vacancy to OBC

IInd vacancy to SC

IIIrd vacancy to OBC

IVth vacancy to ST

COMPENDIUM**Model Roster of Reservation for 100% Direct Recruitment of Group _____ Posts.**

Sanctioned Post(s):- 04

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :- 1. Store Keeper Pay Band:-5200-20200 GP:- 1900

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/SC/ ST/OBC	Date of joining	Date of Birth	Date of Superannuation	Whether appointed as per merit of UR/ST/ SC/OBC
1.	UR	Sh. K. M. Kaushik	UR	16-12-55	7-5-31	7-5-84	
2.	UR	Sh. Ruldu Ram	UR	31-8-76	25-3-37	31-3-95	
3.	UR	Sh. Phool Chand	SC	16-12-78	1-2-42	22-5-99 expired	On merit
4.	OBC	Sh. Nandi Ram	UR	13-11-81	7-8-48	23-5-99 Promoted	
5.	UR I st cy. I Repl.	Sh. Y. K. Aggarwal	UR	27-7-89	17-5-58	31-5-18	
6.	UR I st cy. II Repl.	Sh. A. K. Rai	UR	2-2-90	23-1-52	Promoted on 1-1-09	
7.	SC I st cy. III Repl.	Sh. Rajkumar	SC	28-8-95	3-9-68	30-9-28	SC
8.	OBC I st cy. IV Repl.	Sh. Mahaveer Singh	SC	28-7-03	14-10-66	31-10-26	On merit
9.	UR I st cy. V Repl.	Sh. Rajesh Kaushal	OBC	05.7.09	25-1-67	31-1-27	OBC
10.	UR						
11.	UR						
12.	OBC						
13.	SC						
14.	ST						

1st vacancy to UR

Model Roster of Reservation for 100% Direct Recruitment of Group A Posts.

Sanctioned Post(s):- 01

Reservation Percentage

(a) SC 15.0%

(b) ST 07.5%

(c) OBC 27%

Grouping Consisting of Post :-

1. Principal

Pay Band:- 15600-39100

GP:- 6600

Sl. No.	Roster Point UR/ SC/ ST/ OBC	Name of Individual/	Post filled by UR/ SC/ST/ OBC	Date of joining	Date of Birth	Date of Superannuation	Whether appointed as per merit of UR/ ST/ SC/ OBC
1.	UR	Sh. P.B. Krishnaswami	UR	14.3.1960	15.9.1923	01.10.1981	
2.	UR	Sh. S.P. Bahuguna	UR	06.12.1983	23.4.1939	30.4.1997	
3.	UR	Sh. D.M. Gulati	UR	26.5.1998	08.9.1944	30.9.2004	
4.	OBC	Sh. S.K. Dube	UR	12.8.2005		15.12.2006	
5.	UR	Sh. Kamalbir Singh	UR	10.6.2008	15.7.1962	31.7.2022	
6.	UR						
7.	SC						
8.	OBC						
9.	UR						
10.	UR						
11.	UR						
12.	OBC						
13.	UR						

1st vacancy to OBC

CHAPTER IX

TRANSFER POLICY

BACKGROUND

1. Executive Council is informed that right from the inception of the Institute, invariably in the letter of offer to a selected candidate the condition to serve in any part of the country is mentioned. After obtaining the consent of the selected candidate to the terms and conditions for appointment in the Institute, the candidates are appointed to the post, for which they are selected. The Ministry also follows the same procedure while making appointment to the post of Director and Deputy Director in the National Institutes. Copy of Letter of Offer issued by the Ministry to the candidates selected to the post of Director NIVH and a Letter of Offer issued by the Institute to an employee of group 'A to D' posts are placed at **Annexure 'LII' Pages 389 to 398**. It may be observed that there is complete uniformity in the terms and conditions in the offer for appointment to various level of posts at NIVH and particularly with reference to the condition to serve in any part of country.
2. Attention of Executive Council is invited to the fact that the purpose of making the condition to serve in any part of the country as an integral part of the conditions of appointment has been made in order to ensure unhindered growth of the Institute and its branches such as Regional Centre/ Chapters/Teacher Training Centres etc. Such an arrangement is an imperative for continuous expansion of the activities of the Institute and smooth delivery of services to the Visually Impaired Persons.
3. EC would appreciate that without having a condition to serve in any part of the country it was not possible to transfer Faculty and Staff Members to start new Chapters of NIVH in the premises of other National Institutes as directed by the Ministry vide its D.O. letter No. DIR/4/97 dated 8-5-1997 (Copy placed at **Annexure 'LIII' pages 399 to 400**).
4. It is further informed that on receiving instructions to set up two Regional Chapters, one in the premises of NIOH, Kolkata and the other at NIMH, Secunderabad, initially a component of two staff members were transferred from Dehradun to each of these Chapters one Group 'A' Officer and one group 'C' employee. It is brought out that almost for a decade (between 1997 to 2007) no resistance was faced by the Institute, from the employees transferred to serve the Chapters started at various stations. However, from the year 2008 onwards the transfers made were strongly resisted at all the levels. The concerned employees' resorted to administrative and judicial recourse and brought political influence including the pressure of Union to stall the process. Such an attitude has been injurious to the functioning of the Institute. Some of the Chapters bore the brunt and their performance declined considerably. In order to overcome the situations, Institute had to depute staff on temporary duty which increased the operational cost which certainly is an avoidable expenditure.
5. On certain occasions invoking FR 15 become necessary for the smooth functioning of the Institute. Invariably, the administrations have to tackle the problems of inefficiency, indiscipline, misbehaviors etc. The provisions under FR 15 are relevant to tackle such problems. The Institute's administration has used these provisions sparingly and only on exhausting all other methods for encouraging efficiency, discipline and good conduct from the employees.
6. In the light of the above facts that transfer of the employees of this Institute has become an imperative part of its functioning, EC is requested to approve a "Transfer Policy" to be applicable to all categories of employees: **UNDER SUCH A TRANSFER POLICY:**

PROPOSED TRANSFER POLICY

7. The primary objective of the transfer of employees of the Institutes from one station to another is to meet the work requirements, strengthen the ongoing activities, to start new activities, to utilize the expertise of the employee's concerned, to expand the coverage of services, to improve the quality of services, to keep the Non Plan expenditure within reasonable limits and ultimately to serve the persons with Visual Impairment in different parts of the country.
8. Any employee who has been stationed for more than 05 years at a particular place/ headquarter/Regional Chapters or Centre will be liable to be transferred to a new station keeping in view the exigency of the work;
9. Out station transfers will normally be considered once in a year. Transfer orders will be issued by end April each year and the employees would be expected to move to the new place of posting by 30th May of the year. Internal rotational transfers can however be ordered any time during the year.
10. Transfer will normally not be effected in case of employees under the following circumstances:
 - a) Employees who has served a particular station for a period of less than 05 years;
 - b) Who has a family member with a permanent disability;
 - c) An employee or his family member is undergoing a specialized medical treatment which may not be available at the new station;
 - d) In case of the spouse of the employee is in a State Service where transfer is not possible to another State;
 - e) If the remaining service period left is less than two years from the date of superannuation, except if such an employee makes a request to transfer at particular station and provided a post is available on that station.
 - f) Transfers may not be affected in case of employee whose children are appearing in the Board examination in Xth/XIIth standards. Consequently the transfers may not be effected when children of such employees are in Classes IX and XI as continuity is essential for their education.
11. In case of non existence of a post at a particular station, keeping in view the exigency of work, an employee can be transferred along with the post.
12. Faculty member having grasp over the langue franca of the new station may be transferred regardless of period specified for effecting transfers i.e. minimum 05 years in the interest of learners of that distinct linguistic region.
13. Employees can seek for mutual transfer with the consent in writing of each other provided they are holding same post and or possessing practical experience in the same area of work;
14. With a view to take care of the growth and the development of an individual and to avoid development of vested interest normally employees shall be rotated every three years in

the same station wherever possible. This shall be applicable particularly to the employees appointed to the posts of Office Assistant, UDC, LDC, Store Keeper, Stenographer and attendants and the officials performing quality control checks, and having verification assignment.

15. Representation if any against the transfer should be made by the concerned Employee within one week of the issuance of the order. The representation should be duly supported by all the valid documents. Normally the representation will be disposed off within three weeks of receiving the representation. Representation once rejected by the Management will not be entertained again and the Employee should move to his new place of posting as per schedule.
16. Bringing in of any external pressure including political pressure against the transfer ordered is not acceptable. Any such effort made by any employee will be recorded in his Annual Confidential Report and will be treated as an adverse entry in the ACR. This arrangement is in consonance with Government of India's instructions.
17. In order to meet any urgent and Emergency situation of exigency of work, the Director, NIVH will have full authority to by pass the provisions made under this Policy and make transfer of any employee to any station
18. The Transfer Policy once approved and circulated shall be applicable to all the Employees of the Institute including the Employees holding any office or position in the recognized Employees Union.
19. It is expected that the Transfer Policy will provide an unbiased and equitable situation to the Institute's management to transfer an employee to meet the needs of the Institute in a balanced manner.

CHAPTER X

CITIZEN CHARTER

VISION:

To create an environment in which visually impaired persons can participate in all aspects of society without facing any discrimination, disadvantage or hurdles.

MISSION:

The mission of the institute is to empower the visually impaired persons by providing them qualified service providers, appropriate technologies and model services.

OBJECTIVES:

To conduct and sponsor programmes for training of teachers, O&M instructors and to undertake capacity building of field functionaries and service providers of mainstream institutions of the society.

To conduct, sponsor, coordinate and/or subsidise research into various dimensions of the education and rehabilitation of the visually impaired persons and for effective evaluation of special appliances or for the development of new special appliances/instruments.

To distribute, promote, or subsidise the manufacturing of prototypes and to manage distribution of any or all devices designed to promote any aspect of the education, rehabilitation or employment of the visually impaired persons.

To design and develop models of education, vocational training and other rehabilitation services to ensure minimum standards and wide coverage.

SERVICES WE PROVIDE:

The Institute is committed to promote rights and dignity of persons with visual impairments. It contributes special education teachers and mobility instructors. Capacity building programmes for field functionaries and service providers are also conducted by the Institute. It also undertakes research and developmental activities ensuring emergence of disability inclusive policies, programmes and practices. Its R&D activities have contributed a number of useful tools and enabling technologies for equal participation by the visually impaired persons in different walks of life. The Institute is the largest producer and distributor of Braille literature and devices in the country including talking books.

THE QUALITY OF SERVICE BENCHMARKS:

NIVH is committed to maintain minimum standards in HRD, R&D and programmes for the rehabilitation of the visually impaired persons. This is ensured by complying to the norms and standards prescribed by the Rehabilitation Council of India, National Council of Vocational Training, Central Board of Secondary Education, Uttarakhand Technical University, HNB Garhwal University, Tamil Nadu Teachers Education University, Braille Council of India, Academic Council and the Research Advisory Committee of the Institute.

S. No.	Service/ Transaction	Contact Persons Details		Success Indicators	Time Limit to Achieve the Target
		Name and Designation	Phone No.		
1.	To conduct and sponsor degree and diploma level courses for training special education teachers and O&M instructors	Sh. Y. Krupanandam Coordinator, Department of Disability Affairs	0135-2735350	To undertake and sponsor training of 800 special education teachers and O&M Instructors for the visually impaired persons	Time frame: One academic session for M.Ed. and B.Ed. Course and two academic session for Diploma Courses.
				Provision of accessible labs, resource room and all other facilities as prescribed by the appropriate regulatory authorities such as RCI, NCVT, CBSE, Uttarakhand Technical Univ., HNB Garhwal Univ., Tamil Nadu Teachers Education University	During the training period
				Admission notice to invite applications from the candidates	Two months Before commencement of the session
				Screening of applications received	30 days after receipt of application forms
				Conduct of Entrance Test/Interview and commencement of the session	Two weeks prior to starting the course
				To conduct examinations	30 days after completion of the course
				To provide library, hostel, sports, medical and canteen facilities to the visually impaired students	During the training period
				To provide Braille Kit and Braille Paper to the visually impaired candidates	Within one week after commencement of the session
				To provide lap top with screen reading software to the visually impaired candidates	Within 90 days of the commencement of the session
				To provide reader allowance to the visually impaired students	During the training period
2.	To conduct capacity building programmes for field functionaries, service providers and policy makers	Smt. Neeraj Gandhi, Coordinator, Short-term Training Programmes	0135-2744491	To conduct 150 capacity building programmes to educate, upgrade & train 6500 field functionaries, service providers & policy makers	Time frame: One year

3.	Production, distribution and sale of Braille literature to the visually impaired persons and their organisations	Sh. Lokesh Nawani, Incharge, Central Braille Press Sh. Y. Krupanandam Incharge, NIVH Regional Centre, Poonamallee, Chennai	0135-2738122 044-26274478	To supply Braille books and magazines to 50000 individuals and 500 institutions	Within one year
				To produce 10000000 Braille pages	Within one year
				Dispatch of school text books in Braille upon receiving request from a visually impaired individual request along with 40% advance payment for already available master copies of books	Within four weeks
				Dispatch of school text books in Braille upon receiving bulk order from Institutions, State Govts. and NGOs provided master copy of books is already available	Within two months of receiving order with 40% advance or full as the case may be
				Printing of Braille books on receiving a specific demand along with ink print version and electronic word file of the book/books with an advance payment of 40%.	Time frame for preparation of master copy in Braille for each book will take one to two weeks depending on the size of the book.
				Braille printing, binding, packing and dispatch of each order comprising up to 20 copies of books after preparing the master copy	Time frame : 3 Days
				Dispatch of Braille books already available in the Braille Press such as grammar, dictionary and other literature of general interest	Within one year
				Despatch of Braille magazines on receiving subscription	Within a week's time after it is printed.
				Clear communication from the Manager, Central Braille Press/Regional Braille Press about the status of their purchase order and the time within which the order will be cleared.	Within two weeks after receipt of an order.

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4.	Production, distribution and sale of Braille aids and appliances to the visually impaired persons and their organisations	Shri Chand Prakash Thapa, Incharge, Manufacturing of Braille Appliances Workshop	0135-2733285	To produce 1,20,000 Braille aids and appliances of various kinds	Within one year
				To make available Braille appliances to 25000 visually impaired persons and 350 organisations working for the blind at a highly subsidised rates	Within one year
				Dispatch of Braille appliances upon receiving request from a visually impaired individual along with 40% advance payment for readily available stock of appliances	Within 15 days
				Dispatch of Braille appliances upon receiving bulk order from Institutions, State Govts. and NGOs	Within two months
5.	To produce and distribute talking books to the visually impaired members	Smt. Chetna Gola, Programme Producer	0135-2378147	To serve 20000 visually impaired members through the Talking Book Libraries	One year
				Dispatch of talking books to the individual members for already available master copies of the book	Time frame within 15 days
				Despatch of talking books upon receiving bulk order from Library Extension Counters	Time frame within two months
				Production of talking books on receiving a specific demand along with ink print version of the book/books	Within three months of receiving order
6.	To make available Braille books to the out-stationed visually impaired members, researchers and scholars through Braille and Print Library	Sh. P.N. Kala, Incharge, Braille Library	0135-2735673	To serve 10000 visually impaired members, researchers and scholars through Braille and print library.	Within a week
				Despatch of Braille books for already available master copies of books	Within two months
				Despatch of Braille books upon receiving bulk order from Library Extension Counters	Within two months

7.	To provide education to the visually impaired children from Pre-school to Class XII in special and inclusive settings	Sh. Kamalbeer Singh Jaggi Principal, Model School for Visually Handicapped Children	0135-2738060	To provide education to 400 visually impaired children in special and inclusive settings	Academic session 2013-14
				Commencement of the session	July
				To provide hostel, mess, uniform, books, Braille appliances, dispensary, canteen, sports and pre vocational training opportunities including hobby classes.	Within one month of taking admission.
				To provide reader allowance to the visually impaired students	During the session
				To provide Braille Kit and Braille Paper to the visually impaired students	Within one month of taking admission.
				To provide laptop with screen reading software to the visually impaired students	Within 90 days of the commencement of the session
8.	To provide vocational and skill development training to the visually impaired persons from rural and urban areas	Sh. Virendra Singh, Incharge, Training Centre for the Adult Blind Sh. Y. Krupanandam In-charge, NIVH Regional Centre, Poonamallee, Chennai	0135-2734016 044-26274478	To provide vocational and skills development training to 2500 visually impaired persons from rural and urban areas	During the academic session 2013-14
				To provide hostel, mess, uniform, books, Braille appliances, dispensary, canteen and sports facilities to the visually impaired trainees	Within one month of taking admission
				To provide Braille Kit and Braille Paper to the visually impaired trainees	Within one month of taking admission.
				To provide lap top with screen reading software to the visually impaired trainees of the courses "Computer Operator and Programming Assistant, Stenography Hindi and Front Office Assistant"	Within 90 days of the commencement of the session

A Revised Edition will be published soon after receiving views for further improvement by the users. All readers are requested to point out discrepancies, inaccuracies in the use of language and content.