

GENERAL INSTRUCTIONS TO THE CANDIDATES:

1. Application(s) should be made on the prescribed form, which can be downloaded from the Institute's website niepvd.nic.in along with fee payment receipt. Applications addressed to the Director, NIEPVD, 116, Rajpur Road, Dehradun (Uttarakhand) – 248001 (India) must reach with 45 days of publication of this advertisement in Employment News/रोजगारसमाचार.
 - **Application fee:** @Rs. 500/- (Rupees Five Hundred only) for General, OBC & EWS category
: @Rs. 250/- (Rupees Two hundred fifty only) for SC/ST category
Persons with Disability (Divyangjan) are exempted from payment of above mentioned fee.
 - Only online mode of payment will be accepted. The link of the online payment is <https://vac.niepvd.in/>. The link is also available on the Institute's website Home Page.
 - After making payment the printout for payment confirmation having transaction id is to be enclosed along with manual application.
2. Applications (application form as per 'Annexure- I') must invariably be accompanied with self attested copies of certificates, degrees, mark sheets and testimonials in support of qualifications, age and experience failing which application will be rejected straightway. No query will be entertained after receipt of application.
3. Age Limit relaxable as per Govt. of India's rules for OBC/Physically Handicapped and Ex-Serviceman.
4. The persons selected will be appointed on probation as per rule.
5. Age relaxation for SC/ST/OBC/PwD/Ex-servicemen candidates shall be applicable as per Government of India norms for the posts being filled on direct recruitment basis only. No relaxation will be applicable to SC/ST/OBC candidates applying for Unreserved (UR) vacancies.
6. **RELAXATION IN THE UPPER AGE LIMIT:-**
The candidates must have attained the minimum age of 18 years the permissible relaxation in upper age limit for claiming age relaxation is as follows:-

S. No.	Category of Persons	Age-relaxation permissible beyond upper age limit
1)	SC/ST	5 Years
2)	OBC (NCL)	3 Years
3)	PwBD (Unreserved)	10 Years
4)	PwBD (OBC NCL)	13 Years
5)	PwBD (SC/ST)	15 Years
6)	Ex-Servicemen (ESM)	For Group B and C posts: an ex-servicemen shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post for which he is seeking appointment by more than three years,

	he shall be deemed to satisfy the condition regarding age limit.
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Note:- Candidate should note that the Date of Birth as recorded in the class 10th/Matriculation/Secondary Examination Certificate, or marks sheet of Matriculation Standard or equivalent issued by Central/State Board will be valid.

7. Process of Certification and Format of Certificates:

Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification. Otherwise, their claim for SC/ ST/ OBC/ EWS/ PwBD/ ESM category will not be entertained and their candidature will be cancelled. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.

Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification, failing which their candidature will be cancelled. If a candidate is rejected by the Indenting Department/ Organization for non-furnishing of the requisite certificate in support of the category filled in the application form, the candidate will be solely responsible for the same and the Institute will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

“For example, candidate X filled OBC in his application form. However, during document verification by the Indenting Department/ Organization, he is unable to produce the valid OBC certificate. In such scenario, candidature of X will be cancelled by the Indenting Department/ Organization.”

“Submit your OBC-Non Creamy Layer Certificate duly issued by the Competent Authority Valid for the Financial Year 2025-26, (in the format prescribed by DoPT vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and as amended from time to time.

The candidates with benchmark disabilities (PwBD) may note that they must select the appropriate PwBD sub-category i.e. OH/ HH/ VH/ PwBD-Other, while filling the application form as per their certificate of disability issued by the competent authority. No subsequent change of PwBD sub-category will be allowed under any circumstances. Such candidates shall have to furnish the requisite certificate from the competent authority as declared in the application form when such certificates are sought by concerned Indenting Departments/ Organizations at the time of document verification, failing which their candidature will be cancelled. It may be noted that type of disability/disabilities (such as OA, OL, BL, DW, MI, SLD etc.), as indicated in the Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Department of Empowerment of Persons with Disabilities, should be clearly mentioned by the competent authority issuing the certificate. If a candidate

is rejected by the Indenting Department/ Organization for non-furnishing of the requisite certificate in support of the PwBD sub-category filled in the application form, the candidate will be solely responsible for the same and the Commission will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

Crucial date for claim of SC/ ST/ OBC/ EWS/ PwBD status or any other benefit viz. Fee concession, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online applications.

A person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.

A person seeking appointment on the basis of reservation to EWS must ensure that he possesses the Income & Asset certificate valid for the Current year issued on the basis of Income for the Previous year in accordance with the DoP&T OM No. 36039/1/2019- Estt (Res) dated 31.01.2019.

Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the Institute in case they fraudulently claim SC/ ST/ OBC/ EWS/ PwBD/ ESM status or avail any other benefit.

8. Provision of Compensatory Time and assistance of scribe:

In case of persons with benchmark disabilities (PwBD) in the category of blindness, locomotors disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.

In case of remaining categories of persons with benchmark disabilities (PwBD), the provision of scribe will be provided on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at Annexure-I.

The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29- 6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per Annexure-I. The facility of scribes/ passage reader will be provided to the PwBD/ PwD candidates only if he has opted for the same in the online application form.

If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwBD/PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.

A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 7.1, 7.2 and 7.3 above.

The candidates referred at Para 7.1, 7.2 and 7.3 above who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.

One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.

The PwBD/PwD candidates who have availed the facility of scribes/ passage reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

9. The vacancies advertised under EWS category are as per the instruction issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM No 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuinity of the certificate by the issuing authority. As per DoP&T OM NO. 36039/1/2019-Estt (Res), dated 31.01.2019. The crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of certificate will be the one which has been issued by the competent authority, as valid EWS certificate will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of income application i.e. on or before the last date of submission of application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. Therefore, EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.
10. Mere fulfilling the qualification does not entitle a candidate to be necessarily considered or called for the written test/interview.
The NIEPVD reserves the right to: (a) Conduct written/interview and/ or skill test for the post wherever the circumstances so warranted or may fix a criterion after taking into the qualification and experience of the applicants (b) not to fill any or all the advertised positions (c) fill up consequential vacancies including additional post arising at the time of selection for available candidate by direct recruitment (d) reject any or all the applications without assigning any reasons thereof (e) any addition/deletion and changes in matter of terms and conditions given in this notification of recruitment (f) Increase/ Decrease the number of posts without giving any reason.

11. Incomplete application or without relevant supporting enclosures (self-attested clear copies of degree/certificates/mark sheets/experience certificate/application fee, caste certificate [OBC(NCL)], Disability Certificate, Ex-servicemen Certificate (if any) etc.) will be rejected out-rightly. Experience and qualifications will be reckoned as on last date of submission of application form.
12. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for written/interview.
13. In case of larger number of applications are received, screening will be done to limit the number of candidates to those possessing higher/relevant qualification and experience.
14. Only shortlisted candidates will be called for written test/skill/interview/presentation.
15. Application received after the last due date due to postal delay or any other reason(s) thereof or incomplete in any form or without the application fee, shall be summarily rejected.
16. Candidates employed in Government and Semi-Government Organizations, Public sector Undertakings, autonomous bodies of Govt. of India or the State Government must apply through their present employer. In case such candidates anticipate unavoidable delay in forwarding of the applications, such candidates may submit advance copies of their applications which will be considered provisionally. Candidates will be allowed to appear for the selection process only if the applications are duly forwarded (proper channel) by the employer. NOC & Vigilance Clearance from employer should also be produced at the time of Certificate Verification and written test/Interview failing which the candidature will be rejected.
17. No correspondence will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of test/Interview, reasons for not being called etc.
18. Applicants must super scribe the envelope with **‘Application for the post of ‘.....’.**
19. Canvassing in any form on behalf of any candidate will disqualify such candidate.
20. NIEPVD strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
21. In case any mistake in selection process is detected, the Institute reserves the right to modify/ withdraw/cancel any communication made to the candidates.
22. The Director, NIEPVD Dehradun reserves the right to fill or not to fill the post(s) without assigning any reason thereof.

23. **The application duly completed in all respect should reach the Director, NIEPVD 116, Rajpur Road, Dehradun (Uttarakhand) -248001 (India) on or before 21 days of publication of this advertisement in Employment News/रोजगारसमाचार.**
24. Corrigendum, if any shall be posted on the Institute website only. (niepvd.nic.in).
25. Interim correspondence will not be entertained and replied to.
26. Any dispute with regard to the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Dehradun.
27. It is mandatory to fill the admit card in the enclosed (format *Annexure II*) along with passport size photo of the candidate.
28. NIEPVD, Dehradun will retain data of applications received from non-shortlisted candidates only for a period

**Sd/-
Director, NIEPVD, Dehradun**

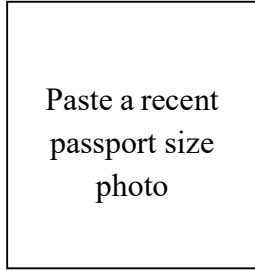
Application No. _____

(To be filled by the office)

APPLICATION FORM

To,

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



Advertisement No. & Date:- No. 5-2/2026-0040 dated: 9th Feb 2026

(Note: APPLICATION TO BE FILLED IN BLOCK LETTERS ONLY)

1. Applied for the post :.....

2. Particulars of attached fee payment: Receipt Amount

Transaction ID/Receipt No.

3. Name (in block letters) :

4. Father's Name/Husband's Name:.....

5. Gender :.....

6. Marital Status : Married/Single.....

7. Date of Birth :.....

8. Age as on last date of Application:.....

9. Nationality :.....

10. Postal Address :

a. Permanent :.....

.....

b. Present :.....

.....

11. Category :.....

(UR/OBC(NCL)/SC/ST/EWS etc.)

12. Are you a PwDs (Divyangjan): Yes/No

If yes, type of disability :.....

13. UDID No. (If any):

(Signature / Left Hand Thumb
Impression of Candidate/ applicant)

14. AADHAR NO (optional for identity proof):

15. Are you an Ex-servicemen : Yes/No

(a) If Yes, Date of Discharge/ retirement :.....

(b) If Yes, Name of Organisation: Indian Air Force/ Navy/ Army/ Coast Guard

16. Contact Details :

a. Mobile Number :.....

b. Email Id :

17. Valid CRR No. (if applicable) :

18. Details of employment (beginning with the Present Post):

(If required, additional sheets may be enclosed in the same format as appended)

Office/ Instituti on employe d	Date of Joining	Date of Leaving	Post held/ Designation	Scale of Pay with Grade Pay/Level	Basic Pay Rs.	Total Salary (Gross) Rs.	Nature of Duties

19. Educational Qualification (Commencing with Matriculation):

(If required, additional sheets may be enclosed in the same format as appended)

Examinatio nPassed	University/ Board	Year of Passing	Class/Div ision /Grade	% of Marks	Subjects offered

(Signature / Left Hand Thumb
Impression of Candidate/ applicant)



**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF
PERSONS WITH VISUAL DISABILITIES (DIVYANGJAN)**
(Under Ministry of Social Justice & Empowerment, Govt. of India)
116 Rajpur Road, Dehradun-248001

Roll no. _____

(To be attached by the Institute)

ADMIT CARD

Name		Paste here recent passport size photo
Father Name		
Name of the Post		
Date of Examination		
Venue for Written Test:: National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan) 116, Rajpur Road, Dehradun (Uttarakhand)		
Time Table		
Reporting Time		
Document Verification		
Written Test Timing		

1. **Bring this admit card along with the photo as identity proof viz. passport/voter card/driving license/ PAN card/AADHAR card.**
2. Please note that the entry for the written examination will close after the documents verification i.e. by _____ and no candidate shall be allowed entry after _____
3. However, it is also intimated that if at any stage during the selection process, if any candidate's declaration of his/her testimonials are found to be false/incorrect and not found as per the norms of the Institute will disqualify their eligibility criteria. Their candidature with then stand cancelled. Also, any altercation with the staff of Institute or security personnel will be considered as indiscipline and liable to cancellation of candidature.
4. Your candidature to the recruitment test is provisional.
5. All candidates must bring along with there all necessary **Original Certificates** pertaining to the following:-
 - a) Educational Qualification;
 - b) Technical/Professional Qualification;
 - c) Certificate of Date of Birth;
 - d) Disability Certificate if any
 - e) Certificate of Caste, in the case of Scheduled Caste/Scheduled Tribe/ OBCcandidates only.
 - f) No Objection Certificate from the Employer if the application is not sent through proper channel.
6. Using any mobile phone (even in switch off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth device or any other equipment or related accessories either in working or switch off mode capable of being used as a communication device during the written test are Prohibited . Any infringement of these instructions shall entail strict action.
7. Candidates are advised not to bring any valuables/costly items or bags etc. as the centre will not be responsible for them.
8. No TA/DA will be paid for attending the written examination.
9. This Admit card is provisional and can be hold/Cancelled/Postponed/Proposed at the direction of Director.

(Administration Section)

