

## **GENERAL CONDITIONS :-**

1. Deputation will be governed as per rules of deputation as amended from time to time.
2. Appointment will be made initially for a period of 3 years extendable, on yearly basis after review of performance, upto 5 years.
3. 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.
4. The pay and conditions of deputation of the officials selected will be regulated in accordance with the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated the 17<sup>th</sup> June, 2010, as amended from time to time and other instructions of the Central Govt. issued in this regard from time to time.
5. Person employed in Government /Semi Government Organization/ Autonomous Bodies should submit their application through proper channel with Vigilance clearance. However, they may send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'NO OBJECTION CERTIFICATE (NOC)' mentioning clearly regarding vigilance clearance from their present employer during the time of interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of interview. Direct application from such candidates without undertaking will not be entertained.
6. 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.
7. Application must super scribe the envelope with 'Application for the post of 'Braille Development Officer'.
8. The applications received without requisite documents or received after the last date will not be entertained. It may be noted that advanced copy of application received from an eligible candidate before last date of receipt of application may be considered provided duly forwarded application with required documents is received before the interview for selection is scheduled.
9. The applications received without requisite documents or received after the last date will not be entertained. It may be noted that advanced copy of application received from an eligible candidate before last date of receipt of application may be considered provided duly forwarded application with required documents is received before the interview for selection is scheduled.
10. Persons with Disabilities (Divyangjan) are exempted from payment of the application fee.
11. The department/organization while forwarding application may please ensure that the officials who volunteer for the post shall not be allowed to withdraw their candidature later on in case of their selection.
12. Only shortlisted candidates will be called for Interview. The Competent Authority, however, reserves the right to cancel or withdrawn the vacancy without assigning any reason.
13. It is mandatory to fill the admit card in the enclosed (format **Annexure II**) along with passport size photo of the candidate.
14. The candidate is required to fill out the Bio-Data/Curriculum Vitae Proforma for Deputation in the prescribed format (**Annexure III**).
15. The application in the prescribed format completed in all respects, accompanied by self-attested copies of testimonials/certificates along with last five years ACRs/APARs, integrity certificates and Vigilance Clearance should reach through proper channel (wherever applicable) to Er. Manish Verma, Officiating Director, National Institute of Empowerment of persons with Visual Disabilities, 116 Rajpur Road, Dehradun Uttarakhand -248001 on or before 15.11.2023.
16. Any dispute with regard to the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Dehradun.

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

**APPLICATION FORM**

To,

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

Paste a recent  
passport size  
photo

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

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

1. Applied for the post :.....Sl.No.of 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  
mpression 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:..... (Alt Mob.No.).....

b. Email Id: .....(Alt 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/ Institution employed	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)

Examination Passed	University/ Board	Year of Passing	Class/Div ision /Grade	% of Marks	Subjects offered

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

**20. Professional Achievements (in 150 words)(running letters)(If required attach additional sheet and under signed by applicant):**

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**21. Proficiency in Computer if any:**  
*(Please specify the level of accomplishment & attach certificate.)*

**22. Hobbies:** .....  
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**APPLICANT’S DECLARATION**

I declare that if any information provided at any stage, or any part thereof, is found to be incorrect, my candidature/appointment may be cancelled without notice, and action may be taken against me. Furthermore, I understand that this appointment is on a deputation basis and is subject to the rules and regulations of the Institute/Organization as framed and amended from time to time.

Place :

Date:

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



**Annexure-II**

**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**

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

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)**

**BIO-DATA/CURRICULUM VITAE PROFORMA FOR DEPUTATION**

1.	Name and Address (in block letters)					
2.	Father's Name					
3.	Place of Birth					
4.	Home State					
5.	Date of Birth( in Christian era)					
6.	Date of joining Govt service and name of the parent department/Ministry/PSU/Autonomous body etc.					
7.	Date of retirement under Central/State Government Rules					
8.	Educational Qualifications including extra professional qualification					
9.	Whether educational and Other qualifications required for the post are satisfied. (if any qualifications has been treated as equivalent to the one prescribed in the Rules, state the authority for the same.					
10.	Details of Employment, in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient)					
	Office/Institution	Post held	From	To	*Pay Band and Grade Pay & Basic Pay	Nature of Duties
	<ul style="list-style-type: none"> <li>( Pay Band and Grade pay of the post being held on regular basis)</li> </ul>					
11.	Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent					
12.	In case the present employment is held on deputation/contract basis, please state :-					
	a)The date of initial appointment					
	b)Period of appointment on deputation/contract					
	c)Name of the parent office/organization to which the applicant belongs					
	d) Name of the post and pay of the post held in substantive capacity in the parent					

	organization		
13.	If earlier worked on deputation in the past by the applicant, date of return from the last deputation and other details.		
14.	Whether cooling off period of 3 years since last deputation completed, as per rules ( if yes, please also indicate the date of repatriation)		
15.	Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column.):  a) Central Govt. b) State Govt. c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
16.	Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
17.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
18.	Total emoluments per month not drawn		
	Basic Pay in the PB	Grade Pay	Total Emoluments
19.	In case the Applicant belongs to an Organization which is not following the Central Government Pay Scales, the latest salary slip issued by the Organization showing the following details may be enclosed:-		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowancesetc., (with break up details)	Total Emoluments
20.A.	Additional information, if any, relevant to the post you applied for in support of your suitability for the post(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above		

	prescribed in the Vacancy Circular/Advertisement) NOTE: Enclose separate sheet, if the space is insufficient)	
20.B.	Achievements: The candidates are requested to indicate information regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information NOTE: Enclose separate sheet, if the space is insufficient)	
21.	Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment basis.(Officers under Central/State Governments are only eligible for “Absorption”.Candidates of non-Government of organizations are eligible only for Short term Contract)	
22.	Whether belongs SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

**Date :** \_\_\_\_\_

\_\_\_\_\_  
**Signature of the candidate**

**Address:** \_\_\_\_\_

**Mobile/Phone No.** \_\_\_\_\_

**Email:-** \_\_\_\_\_

Certified that particulars furnished above are correct as per available records. There is nothing adverse pending or contemplated against him. He is clear from vigilance angle. His integrity is beyond doubt.

Countersigned

(Employer with Seal, not below the rank of Under Secretary in the Govt of India.)

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the circular.

Also Certified that:

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His complete CR dossier/ACRs for the last five years duly attested on each page by an officer of the rank of Under Secretary to the Government of India are enclosed.
- (iii) His Integrity is beyond doubt.
- (iv) No major/minor penalty has been imposed on him during the last 10 years /list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

(Strike out which is not applicable.)

Signature

Date: \_\_\_\_\_

Name & Designation of

the Employer

Place: \_\_\_\_\_



# CHARACTER AND INTEGRITY CERTIFICATE

*(To be furnished by the last employer)*

**Date:**

## TO WHOM IT MAY CONCERN,

This is to certify that **Sh./Smt.** \_\_\_\_\_, son/daughter of **Sh./Smt.** \_\_\_\_\_, was employed with **(Organization Name)** as a/an **(Designation)** in the **(Department)** from // \_\_\_\_ to // \_\_\_\_.

During their tenure with us, Sh./Smt. \_\_\_\_\_ demonstrated exceptional professional conduct, maintained high moral standards, and exhibited exemplary integrity in all their dealings.

Their behavior towards colleagues, clients, and stakeholders was courteous and respectful, and they upheld the values and ethical standards of the organization.

We have no hesitation in affirming their character and integrity as being of the highest order.

We wish Sh./Smt. \_\_\_\_\_ the very best in all future endeavors.

**Sincerely,**

[Authorized Signatory's Name]

[Designation]

[Organization's Name]

[Contact Information (E-mail/Mobile)]

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER / FORWARDING  
AUTHORITY**

It is certified that there is no Vigilance/Disciplinary case either pending or being contemplated against Shri/Smt./Kum. \_\_\_\_\_, as presently working with this Department/Organization since \_\_\_\_\_..

2. His/Her integrity is certified as beyond doubt.

3. No major or minor penalty was imposed on Shri/Smt./Kum. \_\_\_\_\_ during the last 10 years. Details of penalty imposed (if any):  
\_\_\_\_\_

4. The attested copies of the ACRs/APARs for the last 5 years are enclosed.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Employer with Seal)