

**COMPOSITE REGIONAL CENTRE FOR SKILL DEVELOPMENT, REHABILITATION
& EMPOWERMENT OF PERSONS WITH DISABILITIES [CRC – KOZHIKODE]**

(Under the administrative control of NIEPMD, Chennai)

Department of Empowerment of Persons with Disabilities (Divyangjan)

Ministry of Social Justice & Empowerment, Government of India

Golf Link Road, Chevayur P.O., Kozhikode, Kerala – 673 017

Phone: 0495 – 235 33 45 Email: crckozhikode@gmail.com



VACANCY NOTIFICATION (TEMPORARY): No. 09/2024-25/CRCK/NIEPMD

ENGAGEMENT OF ASSISTANT HRD (CONSULTANT)

Applications are invited from eligible Indian Nationals for engagement to the position of **ASSISTANT HRD (CONSULTANT)** on contract basis at Composite Regional Centre for Skill Development, Rehabilitation and Empowerment of Persons with Disabilities, Kozhikode, Kerala (CRC-K) under administrative control of NIEPMD (D), Chennai.

S.No	Name of the Position	No. of vacancies	Maximum Age limit	Consolidated monthly Honorarium	Qualification and experience
1	Assistant HRD (Consultant)	01	56 years	Rs. 45,000/- per month	<u>Essential:</u> (i) Graduate from a recognized University with knowledge in Computer Operation. (ii) Minimum two (02) years' experience in Administrative / Academic works in Govt. Department / reputed organization.

IMPORTANT NOTE:

- The above consultant positions will be filled purely on contractual basis for a period of 11 months.
- Engagement will be governed by the rules and regulations, terms and conditions of the engagement of the Institute presently in force or as may be framed, amended, altered or extended from time to time by the Ministry.
- A fixed monthly amount shall be admissible and the remuneration may be regulated as per the terms and conditions of the contract. No other allowances will be admissible.
- Paid leave of absence may be allowed @ 1.5 days for each completed month of service.
- The contractual appointment would be on full time basis and they would not be permitted to take up any other commercial assignment during the period of consultancy.
- Any other assignments given to the staff to be carried out time to time

- vii. The HRD staff shall be assigned duties aimed towards the objectives of Institute and National Institute & DEPWD at large.
- viii. The engagement of contractual staff can be terminated by the competent authority at any time without assigning any reasons thereof by giving 30 days notice. However, in case a Consultant/Contractual staff wishes to resign, he/she can resign by giving 30 days advance notice or remuneration in lieu thereof before resigning from the engagement.
- ix. Bringing in any type of Political/Official interference, influence, canvassing, other pressures in any form etc., will render disqualification of the candidature and action will be taken against such candidates. No correspondence in this matter will be entertained.
- x. CRC Kozhikode will retain data of applications received from non-shortlisted candidates only for a period of six months after completion of Engagement process i.e., the issuance of offer letter to the selected candidate.
- xi. Maximum age limit for all post is 56 years. The age shall be reckoned as on closing date of receipt of application.

APPLICATION FORM DULY FILLED IN, SUPPORTED WITH SELF-ATTESTED PHOTOCOPIES SHOULD BE SUBMITTED WITHIN 21 DAYS FROM PUBLISHING OF THE ADVERTISEMENT IN THE EMPLOYMENT NEWS TO THE DIRECTOR, CRC KOZHICODE, GOLF LINK ROAD, CHEVAYUR P.O., KOZHICODE, KERALA – 673 017.

**Sd/-
DIRECTOR
CRC Kozhikode**

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Notification No. 09/2024-25/CRCK/NIEPMD

Application form for Contractual Post: Assistant HRD (Consultant)

Post Applied For:

Assistant HRD (Consultant)

1. Name of Applicant:
(in full Block Letters):
2. Date of Birth:
(Enclose Copy of Certificate)
D D M M Y E A R Age
3. Citizenship Status: Citizen of India By Birth By Domicile
(Please Tick)
4. Aadhaar No:
5. RCI/MCI Registration No:
(Applicable in case of Faculty & Technical Positions)
6. Name of Father/Spouse:
7. Nationality: Indian Foreign NRI
8. Gender: Male Female others
9. Category : SC ST OBC General Ex-Service man
(Attach certificate)
10. Are you Persons with Disability: Yes No OH VI HI
others
 (If yes, mention the category of Disability with relevant Certificate)
11. Address for Communication:

House No & Street Name	<input type="text"/>
Village/City:	<input type="text"/>
District:	<input type="text"/>
Post Office:	<input type="text"/>
State:	<input type="text"/>
Pin-code:	<input type="text"/>
Phone No (Land Line):	<input type="text"/>

14. Experience in chronological order upto the present post:-

(Attach a separate sheet if required)

Name of Organization/	Designation/ Post held	whether on Regular Basis or on Deputation or on Contract Basis etc.,)	Salary drawn (Pay band + G.P to be mentioned in case of Govt. organization)	From	To	Nature of Work presently dealing with(attach proof/experience certificate	Total period of Exp in Years & Months

15. Why you think you are suitable for the post you have applied for (Details within one page) attach separately):

16. Reference of three persons with whom you have interaction during your work or study period)

S.No	Names, Designation and Address	Phone No & Mail ID
1		
2		
3.		

17. Any other relevant information the applicant want to mention, if any (attach additional sheets if necessary):

DECLARATION OF THE APPLICANT

I hereby declare that the information given above is correct to the best of my knowledge and belief and I fully understand that if it is found at a later date that any information given in the application is incorrect / false or if I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled / terminated.

Place :

Date :

DD MM Y E A R

Signature of the Applicant