



**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)**
(Formerly known as National Institute for the Mentally Handicapped)
(Department of Empowerment of Persons with Disabilities (Divyangjan))
Ministry of Social Justice & Empowerment, Govt. of India
MANOVIKAS NAGAR, SECUNDERABAD – 500 009
An ISO 9001:2015 Institution



EMPLOYMENT NOTICE NO. 02/2026

The National Institute for the Empowerment of Persons with Intellectual Disabilities (Divyangjan), an autonomous body under the Ministry of Social Justice & Empowerment invites applications, in the prescribed format, from the eligible candidates for the following regular posts to be filled by direct recruitment and Deputation / contract positions at NIEPID, Secunderabad and its Regional Centres located at Navi Mumbai, Noida & Kolkata.

REGULAR POSTS TO BE FILLED ON DIRECT RECRUITMENT BASIS				
Sl. No	Name of the post with scale of pay	No. of posts/ Category	Age limit	Essential Qualifications
NIEPID AND ITS REGIONAL CENTRES				
01	Rehabilitation Officer Level-7 (7 th CPC)	01/UR	45 years	Essential Qualifications: 1. Post graduate degree in Social Work / Rehabilitation Work / Sociology / Psychology or equivalent from a recognized University with DVTE (MR) / DVR (MR) 2. Six (6) years experience in Vocational training and guidance as Social Worker or in other related field of rehabilitation' of PwDs
02	Accounts Officer Level-7 (7 th CPC)	01/UR	45 years	Essential: 1. Degree of a recognized University. 2. At least 5 years' experience as Section Officer (Audit & Accounts), Jr. Accounts Officer, Civil Accounts Officer in Central Govt./ autonomous body/ Public Undertaking, etc. Desirable: Pass in S A S examination.

03	Driver Level-02 (7 th CPC)	01/SC	35 years	<u>Essential qualifications:</u> <ol style="list-style-type: none"> 1. Pass in 10th standard/SSC or equivalent. 2. Possession of valid driving license of HMV 3. Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicle) 4. Minimum 3 years of experience of driving. <u>Desirable:</u> <ol style="list-style-type: none"> 1. Experience of driving school bus
04	Catering Assistant Level-02 (7 th CPC)	01/UR	30 years	<u>Essential :</u> <ol style="list-style-type: none"> 1. Matriculation or Equivalent. 2. 2 years catering experience in a Govt. or Non-Govt. establishment

::3::

The Institute also invites applications, in the prescribed format, from the eligible candidates for the following post to be filled on deputation / contract basis at NIEPID, Secunderabad:

On Deputation/Short Term Contract Basis						Method of Recruitment
S1. No.	Name of posts	No. of posts	Age limit	Qualifications/Experience	Consolidated Salary Per month	
NIEPID, Secunderabad						
05	Deputy Director (Administration)	1	For Deputation: 55 years For Contract: 56 years	<p>ESSENTIAL: Post Graduate Degree / Diploma in Personnel Management / Industrial Relations / Management / Public Administration / Arts / Science / Commerce.</p> <p>Experience: At least 10 years' experience in personnel matters, office management, establishment work, recruitment, purchase of stores, etc. out of which 5 years should be in a senior administrative position in a Government, semi-government, Corporate Sector with knowledge of Government practices and procedures.</p>	<p>For deputation Level-12 in the Pay matrix (7th CPC)</p> <p>For contract: Consolidated remuneration of Rs. 1,22,000/- per month with provision of annual increment @ 3%</p>	<p>On Deputation / Contract:</p> <p>(i) *On deputation initially for a period of 3 years and thereafter extendable on yearly basis, after review of performance, as per rules of Government of India governing deputation from time to time.</p> <p>(ii) *On Contract, initially for a period of 3 years and thereafter extendable on yearly basis, after review of the performance, upto 5 years or till the age of 65 years, whichever is earlier.</p>

GENERAL TERMS & CONDITIONS:

- (a) The applicant must be a citizen of India.
- (b) All applicants must fulfill the essential qualifications for the posts and other conditions stipulated in the notification as on the last date for receipt of applications.
- (c) The candidates selected on direct recruitment for the regular posts will be governed by the provisions of the New Pension scheme introduced by the Government of India w.e.f. 01.01.2004.
- (d) Candidate desirous to apply for more than one post should submit **separate application form for each post & Category wise** along with requisite **application fee 500/- for each post**, wherever applicable.
- (e) The applicants serving in Government/Public Sector Undertakings /Autonomous Bodies must send their application THROUGH PROPER CHANNEL for regular posts. This Institute employees are also required to submit that applications through proper channel.
- (f) The envelope containing the application should be superscribed as Application for **the post of “_____ (Regular/Deputation & contract)”**. Also the post applied for and **Serial No.** of the post as per notification should be clearly mentioned in the application form in the space provided and should also clearly indicate the Institute/Centre/Regular/deputation & contractual for which application is being submitted. Applications that are received without such indication are liable to be rejected.
- (g) The filled in applications, in the prescribed format, along with the self-attested copies of certificates in support of educational qualifications, experience, caste, disability etc., **of Regular posts / Deputation or contract posts should reach the Director, NIEPID, Manovikasnagar, Secunderabad-500009 by 11.05.2026.** Applications received late/incomplete or not in prescribed format and not mentioning the post applied along with Sl. No., regular/deputation & contract will not be considered. No correspondence will be entertained in this regard.
- (h) Mere possessing the EQ will not entail any candidate a right to be considered eligible for the post. The final list of candidates called for interview/written test is based on the short-listing of candidates by a duly constituted Screening Committee. Only short-listed candidates will be communicated and no interim correspondence will be entertained.
- (i) The candidates should possess valid RCI/MCI registration as on the last date of receipt of application for the post at Sl.No. 1, if applicable.
- (j) Age, qualifications and experience will be reckoned as on the last date for receipt of applications. Legible copies of all certificates must be attached with the applications. Relaxation in upper age limit is applicable as per the norms of GOI to SC/ST/OBC/PH/Ex-Servicemen/employees already working in Central Government Departments for regular posts. The cutoff date for determining eligibility of age will be as on the last date of submission of applications.
- (k) The reservation policy will be strictly followed as per GOI rules.
- (l) For contractual posts, the maximum age limit will be 56 years (age shall be reckoned as on closing date of receipt of application).
- (m) Demand Draft **(non-refundable) of Rs.500/-** drawn on any Nationalized Bank in **favour of Director, NIEPID, Secunderabad** should be submitted along with the application. No fee is prescribed for candidates belonging to SC/ST/Women/PH/category. The candidate should clearly mention their name & post applied for on the back side of DD. The applications not accompanied by the required DD or the applications that are received without specifying the post applied for, will not be considered.

::5::

- (n) The posts are to be filled on direct recruitment basis as per the rules for regular posts.
- (o) The Institute reserves right to accept or reject the application without assigning any reasons. Canvassing in any manner will disqualify from the selection process.
- (p) Any alterations/modifications to the notification/terms & conditions will be issued by way of addendum notification on the Institute's website only.
- (q) The pay and allowances etc. are admissible as per rules of the Institute. As regards, contractual posts, fixed monthly consolidated remuneration will be paid as per the terms and conditions of the contract. No other allowances will be admissible.
- (r) All educational/professional/technical qualifications should be from a recognized Board/University.
- (s) The relevant essential experience requirement specified should be the experience acquired after obtaining the minimum educational qualifications required for the post.
- (t) The selection procedure for Group 'A' posts will be as per NIEPID / GoI norms. The selection for the Group 'B' & 'C' posts will be done based on merit as per the criteria approved by the Ministry vide Letter F.No.14-13/2015-NI, dated 11.07.2017 by dispensing the interviews as per the instructions of the DOPT vide OM.No.39020/01/2013-Estt(B)-Part, dated 29.12.2015.
- (u) ***With respect to the post at S.No.5, the tenure / period of service of the candidate joining the post will be initially for a period of 2years or return of the incumbent holding the post, whichever is earlier.**
- (v) The prescribed application form may be downloaded from the website.
- (w) The Institute reserves the right not to fill any post or cancel the notification/recruitment process of all / any of the posts notified at any stage without assigning any reasons. In case of any inadvertent error in the process of selection, which may be detected at any stage even after issue of appointment order, the Institute reserves right to modify / withdraw / cancel any communication made to the candidates.
- (x) Any legal dispute arising out of the advertisement is subject to Hyderabad jurisdiction and may be challenged in the High Court of Telangana
- (y) The persons selected for regular posts of NIEPID can be posted in NIEPID, Headquarters or any of its Regional Centres as per requirement and **the decision of the Institute will be final.**

DIRECTOR
