

lkfMr nhun; ky mi k/; k;
j k"Vh; 'kkjhfd fn0; k&tu l lFkku
fn0; k&tu l "kDrdj.k foHkx
¼ kelftd U; k; vkj vf/kdkfjrk ea=ky;]
Hkkjr ljdkj ds v/khu½
4, fo".kq fnxEcj ekx] ubZ fnYyh&110002



**Pt. Deendayal Upadhyaya National Institute for
Persons with Physical Disabilities (Divyangjan)**
Department of Empowerment of Persons with Disabilities
(Divyangjan)
(Under Ministry of Social Justice & Empowerment,
Government of India)
4, Vishnu Digamber Marg, New Delhi-110002

VACANCY CIRCULAR (Advt. No. 3/2024)

Pandit Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan) is an autonomous Institute under administrative and financial control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India. It stands committed to foster education in the field of Physiotherapy, Occupational Therapy and Prosthetics & Orthotics backed by a quality conscious work culture devoted to serve the talented student community and the society. The main objective of the Institute is to develop manpower to serve the persons with locomotor impairments of all age groups and their rehabilitation. **The Institute invites ONLINE APPLICATIONS for the post of Director (CRC) on Deputation / Contract basis** for Composite Regional Centre for Skill Development, Rehabilitation and Empowerment of Persons with Disabilities (Divyangjan) established at Srinagar (UT of J&K) under its administrative control.

Sr. No.	Post	No. of posts	Pay Matrix Level	Maximum Age Limit	Mode of Recruitment
1.	Director	01 (One)	Pay Matrix level – 12 (In case post filled by deputation basis) OR Consolidated remuneration of Rs. 90,000/- per month with provision of annual increment @ 3% (In case of post filled by contract basis)	Deputation: 56 Years Contract: 62 Years	Deputation (On short term contract basis) / Contract Basis

For detailed advertisement, educational qualifications, experience etc., visit www.pdunippd.in

Starting date of online application: 19.10.2024

Closing date of online application: 02.11.2024

Last date of receiving application forms: 04.11.2024 (Till 5.00 PM)

The last date for receiving the hard copy of applications will be 15 days from the date of publishing the advertisement in Employment News. Applications will be accepted through speed post only.

**Director
PDUNIPPD (D)**

Recruitment Rules for the post of Director, CRC

1.	Name of the post	Director, CRC
2.	Number of post	01 (One)
3.	Classification	Group "A"
4.	Level in the Pay Matrix	Level 12 in the Pay Matrix (Rs. 78800-209200) For Contract: Consolidated remuneration of Rs. 90,000/- per month with provision of annual increment @ 3%
5.	Whether, Selection post or non-selection post	Selection
6.	Age limit for direct recruits	As detailed in item no. 10
7.	Educational and other qualifications required for direct recruits	Not applicable as above
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Not Applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation of absorption and percentage of the vacancies to be filled by various methods	<p>On Deputation / Short Term Contract</p> <p>(i) On deputation initially for a period of 3 years and thereafter extendable after review of performance on yearly basis 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 <u>with the approval of GC of this Institute</u></p> <p>Age Limit: Maximum age limit will be 56 years for deputation and 62 years for short term contract (Age shall be reckoned as on closing date of receipt of application)</p>
11.	In case of recruitment by promotion / deputation, level in the pay matrix from which promotion / deputation is to be made (essential & desirable)	<p><u>For Deputation:</u></p> <p>(A) Officers under Central / State Government / Universities / Public Sector Undertaking / Autonomous / Statutory Organization.</p> <p>(i) Holding analogous posts in pay matrix as per 7th CPC or equivalent grade and minimum 5 years' experience of research or rehabilitation or administration in the field of disability. OR</p> <p>(ii) Holding posts in level 11 of the pay matrix as per 7th CPC or equivalent grade with 5 years' service in the grade and minimum 5 years' experience of research or rehabilitation or administration in the field of disability. OR</p>

		<p>(iii) Holding posts in level 10 in the pay matrix as per 7th CPC or equivalent grade with 8 years' service in the grade and minimum 5 years' experience of research or rehabilitation or administration in the field of disability.</p> <p style="text-align: center;">AND</p> <p>Possessing the following qualifications:</p> <p>(B) Essential qualifications and requirements: Post Graduate Degree in Special Education or any other discipline from a recognized university / Institution with 55% marks or equivalent grade.</p> <p>(C) Desirable qualifications: (i) Ph.D.</p> <p><u>For Contract:</u> Essential and desirable qualifications as prescribed for deputation and as mentioned under (B) and (C) above would be required with 10 years' experience of research or rehabilitation or administration in the field of disability.</p>
12.	If a D.P.C. exists what is its composition	No DPC exists, However, as per the provision for Group 'A' officers in the By-Laws of this Institute, Selection Committee will be constituted.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

General Instructions for Candidates

1. Crucial date for determining eligibility with regards to age limit, qualifications and experience will be the last date for online submission of the applications.
2. The candidate must be a citizen of India.
3. Applications which do not meet all criteria given in this advertisement & incomplete applications will be summarily rejected.
4. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material information while registering the application and submitting the self-certified copies / testimonials.
5. PDUNIPPD reserves right :-
 - (i) To conduct or not to conduct written/ trade/ skill tests for such posts wherever the circumstances so warrant or may constitute a screening committee to fix a criteria even at the higher level for shortlisting the applications taking into account the number of application received keeping in view the qualifications & experience prescribed.
 - (ii) To prepare the panel of candidates for filling up future vacancies arising during the validity of the panel which shall be normally for one year.
 - (iii) To relax any of eligibility conditions in deserving cases.
 - (iv) Institute may, at its discretion, hold re-examination / re-skill test/ re-interview wherever necessary in respect of a specified post or candidate(s). The Institute also reserves the right to fill up/not fill up a vacancy.
 - (v) The number of vacancies may increase/ decrease.
6. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed alongwith documentary evidence.
7. Candidates already working in Government Departments/PSUs/Autonomous Bodies/Statutory Bodies and fulfilling requirement of experience and eligibility are required to submit their applications through proper channel in the prescribed format alongwith
 - (i) Vigilance clearance
 - (ii) APAR's of last Five years
 - (iii) No Objection Certificate, to the effect that the candidate will be spared for joining CRC Srinagar in the event of selection.

Advance copy may be sent by the candidates in case the application is not forwarded through proper channel. In case the applicants are in service and delay is expected in getting endorsement of the employer concerned on the original application, the applicants may submit an advance copy of the application along with all enclosures directly (with or without the employer's endorsement on the advance copy). If the original application through proper channel has not been received by the Institute by the last date mentioned in this vacancy circular, the candidature of such candidate will not be considered.

8. PDUNIPPD shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her services shall be terminated.
9. At the time of written examination/skill test/interview, if a candidate is found guilty of using unfair means or impersonating or misbehaving in the examination hall / interview hall or taking away the

question booklet, answer sheet, from the examination hall; or resorting to any other unfair means in connection with his/her candidature for the selection; or obtaining support of his/her candidature by any means, such candidate will be liable to criminal prosecution, and disqualified from the examination / skill test/interview either permanently or for a specified period from any examination or selection held by the Institute.

10. Applications which are incomplete in any respect will be rejected.
11. Decision of the Institute in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of the conduct of interview, selection and any other matter relating to recruitment will be final and binding on the candidate. Further, the Institute reserves right to stall / cancel the recruitment partially / fully at any stage during the recruitment process at its discretion, which will be final and binding on the candidate.
12. No correspondence or personal enquiries shall be entertained by the Institute.
13. The successful candidates in written test, (if required for the post), are required to submit all the documents pertaining to Age, Qualification, Experience, Caste etc at the time of interview for verification. If any candidate found ineligible while verifying the documents, shall not be allowed to take up interview/joining.
14. Ex-serviceman has to produce a copy of the discharge Certificate / pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of documents verification & submit the self certified copy in application form. Those who are still in defence service should submit a certificate from a competent authority that they will be relieved from defence services.
15. **Application fee may be deposited in the following bank account through Internet Banking / Phone Banking / NEFT / RTGS / Google pay / PhonePe / UPI:**

Account Title: Director, PDUNIPPD
Bank Name: State Bank of India
Branch: Shastri Bhawan New Delhi
Type of Account: Savings
Account No.: 55113200890
IFSC Code: SBIN0050203
MICR Code: 110002742

Important Note: Candidates are requested to upload the image file (JPEG) of payment receipt and must attach with hard copy of application otherwise their application shall not be considered. The Institute shall not be responsible for the same.

Fee details:

Rs. 2000/- for General category
Rs. 1500/- for OBC/EWS category
Rs. 1000/- for candidates belonging to SC & ST Category

Persons with Disabilities (Divyangjan) are exempted from payment of fee.

16. Canvassing in any form will be treated as disqualification.
17. **The pay of officials, selected for appointment on deputation and various other conditions will be governed in accordance with the orders/Instructions issued in this regard from time to time by DoPT.**
18. Employment of the Institute shall be governed by the rules and regulations, service conditions, as may be notified by the Institute from time to time.

19. Application Form must also be accompanied by self attested copies of Educational and Professional Qualifications, Experience, Caste Certificate/Disabilities Certificate/ Ex-Serviceman Certificate (in case claiming benefit of reservation).
20. Fulfillment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for further process of recruitment. In case of large number of applicants, Institute reserves the right to short-list applications in any manner as may be considered appropriate and no reason for rejection shall be communicated and no claim for refund of fee shall be entertained in any case.
21. No correspondence whatever will be entertained from the candidates regarding postal delays, conduct, result and reason for not being short-listed.
22. All columns must be filled in the application form. No column should be left blank, instead it should be marked "N.A." wherever not applicable.
23. Candidate must ensure that their application must reach the Institute well in time. **The Institute will not be responsible for any postal delay or loss.**
24. No TA/DA in connection with the submission of application form or appearing in the examination/interview will be paid to the candidate.
25. **If the qualification possessed by the candidate is equivalent, then the authority (with number and date) under which it has been so treated must be indicated and its copy may also be attached;**
26. No documents will be accepted or considered by the Institute after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
27. Any dispute with regard to this recruitment will be subject to the Courts having jurisdiction over Delhi.
28. Candidates short-listed in the written test (if required for the post) shall be called for the interview as the case may be, at specified date, time & place. Before the interview, candidate shall have to produce the following documents (in original) along with their self attested photocopies:
 - a. Caste Certificate (for SC/ST & OBC candidates);
 - b. Domicile Certificate (for SC/ST & OBC candidates);
 - c. High School Certificate containing "Date of Birth";
 - d. Certificate & Mark sheets for Technical/ Professional qualification/Academic qualification as a proof for eligibility;
 - e. Certificate for belonging to "Ex-Serviceman category" (if applicable);
 - f. Certificate of belonging to Disabilities (Divyangjan) Category;

If any of the required documents mentioned above is found to be missing or unsatisfactory, candidature of the applicant shall automatically stand cancelled at any stage of recruitment, or later stage. The responsibility of the same shall be entirely of the candidate and Institute shall not be responsible in any of such cases.

29. Abbreviation used are denoted as under: UR-Unreserved (General), SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Classes, PwD-Persons with Disabilities (Divyangjan), EWS-Economical Weaker Section, OH – Orthopedically Handicapped, LV-Low Vision, BL-Both Leg, OA-One Arm, OL-One Leg, OAL-One Arm and One Leg, HH-Hard of Hearing, BLA-Both Legs and Arm, LC-Leprosy Cured, CP-Cerebral Palsy, Dw-Dwarfism, AAV-Acid Attack Victims, D-Deaf, SLD-Specific Learning Disabilities, MD-Multiple Disabilities, B-Blind, ASD-Autism Spectrum Disorder (M-Mild, MoD-Moderate), MI-Mental Illness.
30. The successful candidates in written test/interview are required to submit all the documents pertaining to Age, Qualification, Experience and Caste for verification. The candidate found ineligible while verifying the documents, shall not be allowed to take up interview/ Joining.

31. Any corrigendum / addendum/ amendments / notice / updation etc. related to this advertisement shall be uploaded on the website of the Institute only. Further, the Institute will not send any further information by post. Institute will not be responsible for invalid/wrong e-mail ID and mobile numbers mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and website of the Institute for updates.
32. The appointment is initially for a period of 3 years on contract basis and thereafter extendable on yearly basis, after review of performance, upto 5 years or till the age of 65 years whichever is earlier.
33. The terms of deputation, including the pay and allowance, shall be governed by the provisions laid down in the DOPT OM No. 6/8/2009-Estt (Pay II) dated 17.06.2010 and other orders, guidelines amended in this regard, from time to time.

HOW TO APPLY

1. Online applications can be filled through the Institute website www.pdunippd.in
2. Read the instructions carefully before filling up the application form.
3. After that, take a print out of the application form, paste the passport size photograph on it, attach the self attested copies of educational qualification, experience and other relevant certificates/documents, put your signature on the hard copy of the application and send the same to

The Director,

**Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan)
4, Vishnu Digamber Marg, New Delhi-110002**

4. Application should be sent in an envelope superscribed **“APPLICATION FOR THE POST OF.....”** through speed post before the last date. After last date, the hard copy/printout of the application will not be accepted (in case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications).

INSTRUCTIONS FOR APPLYING ON DEPUTATION

- (1) The candidates should make an online application and print out of the same should be sent through proper channel within 15 days of publication of vacancy circular alongwith following documents:
 - a. No Objection Certificate/Cadre Clearance Certificate.
 - b. Attested photocopies of APAR/ACRs for the preceding 05 years.
 - c. Certificate to this effect that no vigilance case is pending/contemplated against the officer.
 - d. List of Penalties (if any) imposed during preceding 10 years.
- (2) Applications received through proper channel only will be considered.
- (3) The Institute reserves the right to fix criteria viz screening test/qualification/experience etc. to short list the candidates to be called for Interview/written test.
- (4) Incomplete applications shall be liable to be rejected.
- (5) Deputation shall be applicable as per norms prescribed by Government of India.
- (6) The advance copy will be considered only when the Institute will receive the application which is duly forwarded by the employer.

Note: In case of any queries, please send email at iphmsje@gmail.com.

**(Dr. Jitendra Sharma)
Director**