

**Indian Sign Language Research and Training Centre (ISLRTC)**  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
Ministry of Social Justice & Empowerment, Govt. of India  
ModuleNo.403-406,4<sup>th</sup>Floor, NSIC BusinessPark,  
Okhla Industrial estate, New Delhi-20



**Indian Sign Language Research and Training Centre (ISLRTC)**  
भारतीय सांकेतिक भाषा अनुसंधान और प्रशिक्षण केंद्र (आईएसएलआरटीसी)  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
दिव्यांगजन सशक्तिकरण विभाग  
Ministry of Social Justice & Empowerment, Govt. of India  
सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार  
Module No. 403-405,4<sup>th</sup> Floor, NSIC Business Park,  
मॉड्यूल नंबर 403-406, चौथी मंजिल,  
Okhla Industrial estate, New Delhi-20  
ओखला इंडस्ट्रियल एस्टेट, न्यू दिल्ली -20  
Telephone:26387558/50, Email-islrtnewdelhi@gmail.com  
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### **Engagement on Various Posts on Contract Basis at ISLRTC**

Indian Sign Language Research and Training Centre (ISLRTC), an autonomous body under the Department of Empowerment of Persons with Disabilities (Divyangjan) Ministry of Social Justice and Empowerment, Govt. of India intends to engage on Senior Personal Assistant or until the post is filled on a regular basis, whichever is earlier.

3(a) Details and eligibility condition for the post of Senior Personal Assistant:

i)	Name of the post	Senior Personal Assistant
ii)	No. of posts	01
iv)	Pay	Rs. 55,000/- (all inclusive)
vi)	Age limit	56 years
vii)	Education and other qualification required for direct recruits	
	<b>Essential</b>	
	a) Degree of a recognized University or equivalent. b) Eight years experience as Executive Assistant Grade-II / Steno Grade-II preferably in Central / State Govt. organization.	
	<b>Desirable</b>	
	Post Graduate degree, knowledge of Hindi stenography / typing.	

3(b) Details and eligibility condition for the post of Social Media Consultant:

i)	Name of the post	Social Media Consultant
ii)	No. of posts	01
iv)	Pay	Rs. 45,000/- (all inclusive)
vi)	Age limit	56 Years
vii)	Education and other qualification required for direct recruits	
	<b>Essential</b>	
	a) Master's degree or PG Diploma in Mass Communication, Journalism, Advertising, Public Relations, or Marketing from a recognized University/Institute with a minimum of 50% marks or equivalent grade point average.	
	<b>Desirable</b>	
	a) Knowledge of <b>Indian Sign Language and the Deaf community</b> . b) Working knowledge of <b>video editing</b> , coding & development. c) Proficiency in <b>IT skills and website management</b> . d) Understanding of <b>government communication frameworks</b> . e) Experience with <b>graphic design software</b> (e.g., Adobe Creative Suite), etc	
	<b>Experience</b>	
	a) Minimum <b>three years</b> of experience in managing social media accounts for corporate entities or government organizations (including YouTube, Facebook, Twitter, Instagram, LinkedIn, WhatsApp, Telegram, etc.). b) Strong communication and writing skills in <b>English and Hindi</b> . c) Proven ability to independently conceptualize and design creative content (e.g. banners, posters) for social media advocacy and publicity. d) Experience in designing <b>social media strategy and execution</b> , response management, advocacy, analytics, and report/article/speech writing.	

3(c) Details and eligibility condition for the post of Research:

i)	Name of the post	Research Staff
ii)	No. of posts	01
iv)	Pay	Rs. 40,000/- (all inclusive)
vi)	Age limit	56 Years
vii)	Education and other qualification required for direct recruits	
	<b>Essential</b>	
	a) Master's degree in any subject from a recognized institution b) B.Ed Special Education (HI) c) 02 years' experience in the field of deaf education / ISL d) Indian Sign Language skill e) Computer skills including MS WORD, PPT, Excel, etc. f) English language proficiency	
	<b>Desirable</b>	
	a) Knowledge of curriculum and textbook development b) Experience in report writing	

3(d) Details and eligibility condition for the post of Research Assistant:

i)	Name of the post	Research Assistant
ii)	No. of posts	01
iv)	Pay	Rs. 30,000/- (all inclusive)
vi)	Age limit	56 Years
vii)	Education and other qualification required	
	<b>Essential</b>	
	a) D.Ed Special Education (HI) OR DISLI OR Diploma in an RCI approved early childhood care / early education course b) 1 year experience in the field of deaf education / ISL c) ISL skill d) RCI CRR number e) Computer skills including MS Word, PPT, Excel, etc.	

3(e) Details and eligibility condition for the post of Illustrator / Designer:

i)	Name of the post	Illustrator / Designer
ii)	No. of posts	01
iv)	Pay	Rs. 25,000/- (all inclusive)
vi)	Age limit	56 Years
vii)	Education and other qualification required	
	<b>Essential</b>	
	a) 12 <sup>th</sup> Pass b) Graduation / diploma / certificate in illustration / graphic designing / fine art / animation / desktop publishing c) 2 years' experience in graphic designing / illustration working with software like Adobe Illustrator or similar d) Proficiency in Adobe Creative cloud suite (In Design, Photoshop, Illustrator, Coral Draw, etc.) e) Indian Sign Language skills	

3(f) Details and eligibility condition for the post of Psychologist cum Counselor

i)	Name of the post	Psychologist cum Counselor
ii)	No. of posts	01
iv)	Pay	Rs.40,000/- (all inclusive)
vi)	Age limit	56 Years
vii)	Education and other qualification required	
	<b>Essential</b>	
	MA / M.sc Psychology with counseling & Guidance / Post Graduate Diploma in Rehabilitation Psychology (PGDRP)	
	<b>Desirable</b>	
	One year working Experience in dealing with children with disabilities.	

**Schedule of interview:**

Scheduled Date & Time for Document verification: To be decided by the ISLRTC

Date & Time of interview: To be decided by the ISLRTC



## **Application Process:**

Duly filled and signed application form, in prescribed format only, along with the Curriculum Vitae, self- attested photocopies of all relevant certificates relating to age, qualification and experience (s) should be forwarded to **The Director, Indian Sign Language Research and Training Centre (ISLRTC), MODULE No.-403-405, 4<sup>th</sup> Floor, NSIC Business Park, Okhla Industrial Estate, New Delhi-110020.** The last date for submission of complete application is 23<sup>rd</sup> May, 2025.

No TA/DA will be paid for appearing in the Interview.

- The above vacancy is provisional and subject to variation. The Director, ISLRTC, reserve the right to cancel/ increase/ vary the vacancy. The cut-off date to determine the maximum age limit, essential qualification & experience will be the last date of submission of application. The period of experience wherever prescribed shall be counted after obtaining the prescribed essential qualification.
- The remuneration will be consolidated in nature as determined by the competent authority.

### **Other Terms and Condition for contractual employment:-**

- i. A fixed monthly amount shall be admissible and the remuneration may be regulated as per the terms and conditions of the contract no other allowance will be admissible.
- ii. Paid leave of absence may be allowed @ 1.5 days for each completed month of service or on pro rata basis.
- iii. The terms of appointment shall ordinarily be for an initial period of 1 year or until the requirement of the said post, whichever is earlier.
- iv. The contractual appointment would be on full time basis and they would not be permitted to take up any other commercial assignment / private practice during the period of consultancy.

v. The validity of the contract is subject to verification of character and antecedents of the candidate being found fit for the employment.

vi. The engagement of contractual staff can be terminated by the competent authority at any time without assigning any reasons thereof by giving 15 days notice period. However, in case a Contractual staff wishes to resign, he may resign by giving 15 days advance notice or remuneration in lieu thereof before resigning from the engagement.

**Indian Sign Language Research and Training Centre (ISLRTC)**

Application No. (For office use) .....

**CURRICULUMVITAE PROFORMA**

**Photo**

Application for the post of:.....

1.	Name (in Block Letter)	
2.	Father's/Husband's Name	
3.	Date of Birth	
4	Category (Self attested Certificate may be attached in support of Category)	UR/SC/ST/OBC
4.	Address for Correspondence	
5.	Phone/Mobile No. / Email ID.	
6.	Educational/ Technical Qualification	
7.	Whether Educational and other qualification required for the post (as per Requirement Rules for the post) as satisfied as under.	Qualification/Experience possessed by the officer.
8.	<b>Essential</b>	<b>Essential</b>
	a)	a)
	b)	b)
	c)	c)
	d)	d)
	e)	e)
	f)	f)

9.	<b>Desirable</b>	<b>Desirable</b>
	a)	a)
	b)	b)
10.	Whether belongs to SC/ST/OBC	

11. Service particulars in chronological order point wise.

Sl. No.	Office Institution	Post Held	From To	Pay Band and Grade Pay	Nature of Appointment (Substantive/ Officiating)/ Adhoc	Nature of Duties

12. Any other information, if any.

There by declare that all the statements made in the application are true, complete and correct to the best of my knowledge.

Date:

Place:

Signature of applicant

<b>Sl. No.</b>	<b>Details of Enclosures</b>
a)	
b)	
c)	
d)	
e)	
f)	
g)	
h)	
i)	
j)	