



Indian Sign Language Research and Training Centre (ISLRTC)

Department of Empowerment of Persons with Disabilities, Divyangjan

Ministry of Social Justice & Empowerment, Govt. of India

Module no. 403-406, 4th Floor, NSIC Business Park,

Okhla Industrial Estate, New Delhi- 20

Telephone: 011-26327558/ 50, Email- islrtnewdelhi@gmail.com

F. No.IS-03004/2/2025-ISLRTC-D/

Date: 29th May, 2026

Subject: Notification for filling up post of Consultant (Admin).

Indian Sign Language Research and Training Centre (ISLRTC), is an Autonomous body under the Department of Empowerment of Persons with Disabilities (DEPwD), Ministry of Social Justice & Empowerment, Government of India.

2. The Centre invites applications for filling up following post in ISLRTC on Contractual Basis. The details of post are as follows:

S. No.	Nam of Post	No. of Post
1	Consultant (Admin)	01

3. The number of vacancies notified is tentative and is liable for modification at any stage of the recruitment.

4. For details, eligibility condition for the post and applications proforma, please visit our website: <http://www.islrtc.nic.in>.

Director, ISLRTC



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Engagement of Consultant (Admin) on Contractual 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 of Consultant (Admin) :-

2 (a) Details and eligibility condition for the post of **Consultant (Admin)**:

i)	Name of the post	Consultant (Admin)
ii)	No. of posts	01
iii)	Pay	Rs.75,000/- (all inclusive)
iv)	Age limit	Should not be more than 65 years
v)	Period of Engagement	Initially for 01 year which may likely to be extended for further period based on performance and/or as per requirements of Centre.
vi)	Qualification & Experience	<ul style="list-style-type: none">i. Bachelor Degree in any discipline from recognized university/institutions.ii. 10 years of experience in Administration and /or accounts with at least 5 years of experience at the pay level -10 or 03 years of experience at Pay Level-11 or above in the Central/ State Govt. or Semi Govt./ Autonomous or Statutory organizations/ Public Sector Undertaking/ University or recognized educational institution.iii. Preference will be given to retired Govt. Officer from the level of DS/US or any Retd. Govt. Officer of Level-11 or above.

GENERAL INSTRUCTIONS TO CANDIDATES:

This engagement will be purely on temporary basis and only for a period mentioned against the posts and The engagement will cease after the said period without any notice; renewal of engagement can be made for further Period without any notice; renewal of engagement for further period is subject to need and performance of the individual consultant; the engagement can be terminated without any notice at any time at the discretion of the Director, ISLRTC.

1. The officers who fulfill the above qualifications/ eligibility may submit their application To Director, ISLRTC, Module no. 403-406, NSIC Business Park, 4th Floor, Okhla Industrial Estate, New Delhi – 110020 by speed post/ Registered A.D. The last date of receipt of application at ISLRTC will be 20.06.2026. The application received after the last date will not be entertained.
2. 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/attested copy of PPO failing which application will be rejected straightway. No query will be entertained after receipt of application.
3. Applicants must super scribe the envelope with ‘Application for the post of _____’.
4. Incomplete application or without relevant supporting enclosures (self-attested clear copies of degree/certificates/mark sheets/experience certificate/application fee, caste certificate (if any) etc. will be rejected out-rightly. Experience and qualifications will be reckoned as on last date of submission of application form.
5. Application received after the last due date to postal delay or any other reason(s) thereof or incomplete in any form, shall be summarily rejected.
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. Mere fulfilling the qualification does not entitle a candidate to be necessary considered or called for the written test/interview.
8. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to called for written/interview
9. Only shortlisted candidates will be called for written test/skill/interview at short notice.
10. The candidate shall be engaged on contract and purely on temporary basis which will not confer any claim for future appointment to any post in the Institute in whatsoever manner. The incumbent will have no right to claim for any regularization or extension/

renewal of engagement in any circumstances.

11. Appointment on full-time basis will be as per working hours of ISLRTC. However, the officer may be required to attend office on holidays or beyond office hours, in case of exigencies and no additional allowance shall be paid for the same.
12. In case a Consultant/Contractual staff wishes to resign, he can resign by giving 30 days advance notice or remuneration in lieu thereof before resigning from the engagement.
13. No TA/DA will be admissible for appearing for the written test/skill/interview.
14. No TA/DA will be admissible for joining the Institute.
15. Necessary tax deduction as per govt. instructions will be made at source.
16. The Director, ISLRTC reserves the right to: (a) Conduct written/interview and/ or skill test for the post wherever the circumstances so warranted or may fix a criterion after taking into the qualification and experience of the applicants (b) not to fill any or all the advertised positions (c) fill up consequential vacancies including additional post arising at the time of selection for available candidate by recruitment (d) reject any or all the applications without assigning any reasons thereof (e) any edition/deletion and changes in matter of terms and conditions given in this notification of recruitment.
17. Canvassing in any form on behalf of any candidate will disqualify such candidate.
18. In case any mistake in selection process is detected, the Institute reserves the right to modify/ withdraw/cancel any communication made to the candidates.
19. The Director, ISLRTC, reserves the right to add, remove and withdraw or not to fill any of the advertised posts without assigning any reason.
20. Please note that the mentioned mobile number and email id will be the only way to notify you on the updates. It is in your own interest that the mobile number & email id should be valid and should be kept active till the completion of selection process. Any requests for subsequent changes/consideration regarding any changes will not be entertained.
21. Corrigendum, if any shall be posted on the Institute website only <https://www.islrhc.nic.in/>

APPLICATION FORM

1. **Name of the Post** _____
2. **Advertisement No.:** _____
3. **Name in full (in capital letters):** _____
4. **Father's /Husband's Name :** _____
5. **Address: (in capital letters)**

Affix
Self-attested
recent
passport size
photograph

Permanent address (for correspondence)

Email Id: _____ **Mobile No.** _____

Permanent home address

6. **Date of birth: dd** _____ **mm** _____ **yyyy** _____ **(in words)** _____

7. **Age (as on date of interview according to matriculation Certificate)** _____

8. **Post/Rank held at the time of Retirement/(Substantive Grade)/If any** _____

9. **Date of Retirement-(Copy of Retirement Order and Last Pay Certificate shall be attached)/If any** _____

10. **Pension Drawn (Copy of PPO be enclosed)/If any** _____

11. **Nationality:** _____

12. **Sex: Male/Female** _____

13. **Mother Tongue:** _____

14. **Other language(s) which the applicant can speak, read and write fluently:** _____

15. **Whether belongs to SC/ST/OBC/PWD/PH** _____

(In support, please enclose a certificate from authorized Officer)

16. Examinations passed (enclose a copy of each degree/certificate & mark) (attach extra sheet if required)

Examination	Name of the institute & University	Percentage	Year of passing	Subject(s) (Major)/ Specialization
10 th class				
10+2 or equivalent				
Bachelor's degree				
Master's Degree				
Doctorate degree				
Any other examinations (s)				

17. Employee Record (Starting from the present position): (attach extra sheet if required)

Office/Institute/ Organisation	Post held	From	To	Scale of Pay & Basic pay	Nature of Duties	Actual Duration (Years & Months)	Nature of appointment (Regular/Contractual/Temporary)

Total experience: Years _____ Months _____

DECLARATION

I affirm that information given in this application is true and correct. I also fully understand that if any stage it is discover that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected or employment may be terminated.

Place: _____

Signature of the candidate

Date: _____

(Name in CAPITAL letters)