

पंडित दीनदयाल उपाध्याय राष्ट्रीय शारीरिक दिव्यांगजन
संस्थान

दिव्यांगजन सशक्तिकरण विभाग
(सामाजिक न्याय और आधिकारिता मंत्रालय)

4, विष्णु दिगम्बर मार्ग, नई दिल्ली - 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)

4, Vishnu Digamber Marg, New Delhi-110002

VACANCY CIRCULAR

Pt. 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 Disability, 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. The Institute invites ONLINE APPLICATIONS for the various posts on Deputation Basis/ Contract basis & Direct recruitment basis.

S. No	Name of the Posts	No. of Posts	Pay Scale	Maximum Age Limit	Mode of Recruitment	Reservation point in case of Direct recruitment
Group – A						
1.	Deputy Director (Admn)	01 (One)	Pay matrix level-11 (deputation)/ Rs.1 Lakh per month (in case post filled by contract)	56 years (Deputation as well as Contract)	Deputation basis failing which by contract basis	-
Group – B						
2	Demonstrator (OT)	01 (one)	Pay Matrix Level - 6	30 Years	Deputation basis failing which by Direct basis	UR (in case of Direct Recruitment)
Group – C						
3.	Upper Division Clerk	02 (Two)	Pay matrix level - 4	56 years in case of deputation 30 Years in case of Direct Recruitment	Deputation failing which by Direct Recruitment	UR - 2 (in case of Direct Recruitment)
4.	Stenographer Gr. III	02 (Two)	Pay matrix level - 4	27 Years	Direct Recruitment	UR - 1, SC-1
5.	Lower Division Clerk	02 (Two)	Pay Matrix level-2	18-27 Years	Direct Recruitment	UR - 2
6.	Primary Assistant	01 (One)	Pay matrix level - 1	21 - 25 years	Direct Recruitment	UR - 1
7.	MTS	09 (Nine)	Pay matrix level - 1	25 years	Direct Recruitment	UR - 3 OBC - 2 SC- 1 EWS - 2 PwD - 1

Continued...

S. No	Name of the Posts	No. of Posts	Pay Scale	Maximum Age Limit	Mode of Recruitment	Reservation point in case of Direct recruitment
8.	Jr. Caliper Maker cum PO Technician Gr. III	01 (One)	Pay Matrix level-2	21 Years – 30 Years	Direct Recruitment	EWS
	Total	19				

* PwD – (a) Locomotor Disabilities (OA, OL, BL, OAL, BLA) including LC, CP, Dw and AAv.)

(b) LV

(c) D, HH

(d) SLD

(e) MD from amongst (a) to (d) above except deaf blindness.

For detailed advertisement, educational qualifications, experience etc., visit www.pdunippd.in. The last date for receiving the applications online will be 21 days from the date of publishing the advertisement in Employment Newspaper.

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 attach payment receipt hard copy of application otherwise their application shall not be considered. The Institute shall not be responsible for the same.

Fee details:

UR – Rs.1000/-

OBC & EWS – Rs.700/-

SC & ST Category – Rs.500/-

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

(Dr. Jitendra Sharma)
(DIRECTOR)

पंडित दीनदयाल उपाध्याय राष्ट्रीय शारीरिक दिव्यांगजन संस्थान
(दिव्यांगजन सशक्तिकरण विभाग)
(सामाजिक न्याय एवं अधिकारिता मंत्रालय)
4, विष्णु दिगम्बर मार्ग, नई दिल्ली - 110002



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S. NO	Name of the Posts	No. of Posts	Category	Pay Scale	Max Age Limit	Education, Experience & other qualifications required	Mode of Recruitment
Group – A							
1.	Deputy Director (Admn)	01	-	Pay matrix level-11 (in case post filled by deputation basis) OR (Rs. 1.00 Lakh (One Lakh) per month with a provision of Annual Increment @3% in case of post filled by contract basis	56 Years (Deputation as well as Contract)	<u>Deputation</u> 1. Officers holding analogous post in the Centre/ State/ Public Sector Undertaking/ Autonomous bodies or officers in the pay scale of Rs.8000-13500 (pre-revised) Level-10 as per 7 th CPC or equivalent with 5 years regular service or in the scale of Rs.6500-10500 (pre-revised) Level-7 as per 7 th CPC or equivalent with 8 years regular service with Admn/Estt./Accounts Experience. <u>For Contractual appointment</u> Essential Education & other qualifications (i) Post Graduate Degree from a recognized University	Deputation failing which Contract basis

						<p>or equivalent.</p> <p>(ii) 5 years administrative experience in a responsible capacity in the pay scale of Rs.8000-13500 (pre revised) or 8 years in the pay scale of Rs.6500-10500 (pre revised) Level-7 as per 7th CPC or equivalent.</p> <p>Tenure of contract/ Deputation :- For 3 years which is extendable yearly upto 05 years.</p>	
Group - B							
2.	Demonstrator (OT)	01	UR (in case of Direct recruitment)	Pay Matrix Level - 6 (Pre revised pay scale Rs.9300-34800/- + GP Rs.4200/- as per 6 th CPC)	56 years in case of post filled by Deputation basis 30 Years in case of post filled by Direct Recruitment	<p><u>By deputation:-</u></p> <p>From amongst working Demo.(OT) having 3 yrs. service in the grade in the Govt. Hospital/Instt./University/autonomous body.</p> <hr/> <p><u>For Direct Recruitment</u></p> <p>Essential qualification: Degree in OT from a recognized University & having good academic record.</p> <p>Desirable – Master in OT</p> <p>Experience:- 3 years teaching/ research experience from recognized Instt./College/Govt. Hospital /University/Autonomous Body.</p> <p>Remarks :- Exp. may be relaxed by the Competent Authority in cases with otherwise suitable candidates.</p>	Deputation basis failing which by Direct Recruitment basis.
Group - C							
3.	Upper Division Clerk	01	UR (in case of Direct Recruitment)	Pay Matrix Level - 4	56 years in case of deputation	<p>Deputation</p> <p>Holding analogous post or LDC with 5 years experience in PSU/Autonomous Bodies/ Govt. organization</p>	Deputation basis failing which by Direct Recruitment

			ent		30 Years in case of Direct Recruitm ent	Direct Recruitment Essential qualification: i) Degree from a recognized university or equivalent. ii) Working knowledge in basic computer applications iii) work experience of 5 years as LDC in PSU/Autonomous Bodies/ Govt. organization	basis.
4.	Stenographer Gr. III	02	UR-01, SC-01	Pay Matrix Level - 4	27 Years	(i) Essential Qualification: 12 th pass or equivalent from recognized Board or University. (ii) Skill test Norms. (iii) Dictation: 10 minutes @ 80 w.p.m. (iv) Transcription: 50 minutes (Eng.) 65 minutes (Hindi) on computer	Direct Recruitment basis
5.	Lower Division Clerk	02	UR-02	Pay Matrix Level - 2	18-27 Years	Essential qualification: i) 12 th class or equivalent qualification from a recognized university/ Board. ii) A typing speed of 30 w.p.m. in English and 25 w.p.m. in Hindi iii) At least 6 months computer course certificate and knowledge of basic computer applications. Desirable :- Degree from a recognized University. Experience:- At least 1 year working experience in Central/ State Govt./ Autonomous bodies/ public sector undertakings recognized universities/ Research Institutions etc.	Direct Recruitment
6.	Primary Assistant	01	UR	Pay matrix level - 1	21 – 25 years	<ul style="list-style-type: none"> • Secondary School certificate. • ITI certificate in bench filling • 2 years experience in the trade in any rehabilitation fitting. 	Direct Recruitment

						OR 2 Years experience in the trade in the rehabilitation centre/ Limb fitting Centre.	
7.	MTS	09	UR-3 OBC – 2 EWS – 2 SC – 1 PwD -1	Pay matrix level - 1	25 years	<u>Essential Qualification</u> Matriculation or equivalent pass OR ITI pass* *May adopted as per special requirement on the posts if any.	Direct Recruitment
8.	Jr. Caliper Maker cum PO Technician Gr. III	01 (One)	EWS- 01	Pay Matrix level - 2 (Pre-revised pay scale of Rs.5200-20200/- + GP Rs.1900/-)	21 - 30 Years	<u>Essential Qualification</u> 10+2 with 3 years Experience of Working of a Rehab. Institute. <u>Desirable:</u> <ul style="list-style-type: none"> • ITI certificate in relevant Trade and 2 years experience of working in a Rehabilitation Workshop. • Degree/or Diploma in Prosthetics and Orthotics * Age will be relaxable upto 15 years for otherwise well qualified (Degree/Diploma holders in P&O) and well experienced candidates. <ul style="list-style-type: none"> • 	Direct Recruitment

(DIRECTOR)
PDUNIPPD, NEW DELHI

दूरभाष@Telephone: 011-23233672, 23236207, 23233782, फैक्स@Fax : 011-23239690
वेबसाइट@Website: www.pdunippd.in, ईमेल@E-mail: diriph@nic.in, iphmsje@gmail.com

General Instructions for Candidates from Page no. - 8 to 12.**General guidelines for candidates.**

1. The 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 minimum age of the applicant should be 18 years as on the closing date of the receipt of the applications.**
3. The candidate must be a citizen of India.
4. Applications which do not meet all criteria given in this advertisement and incomplete applications will be summarily rejected.
5. 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.
6. PDUNIPPD reserves the 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 the 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.
7. 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.
8. Candidates already working in Government service and fulfilling the requirement of experience and eligibility are required to submit their applications through proper channel in the prescribed format alongwith (i) Vigilance clearance – (for applying through Direct & Deputation basis) (ii) APAR's last Five years (for the purpose of applying on deputation basis) (iii) No Objection Certificate (for applying through Direct & Deputation basis), to the effect that the candidate will be spared for joining PDUNIPPD in the event of selection.
9. 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, then his/her services shall be terminated.
10. 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.

11. The candidates applying for more than one post should submit separate application form.
12. Applications which are incomplete in any respect will be rejected.
13. The decision of the Institute in all matters regarding the 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 the 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.
14. No correspondence or personal inquiries shall be entertained by the Institute.
15. 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.
16. Tie cases will be resolved by applying one after another, as applicable, till the tie is resolved :-
 - A) Marks in the Written examination Test.
 - B) Date of Birth, with older candidate placed higher.
17. 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.
18. Selection of Group "B" & "C" posts shall be done on the basis of academic qualifications/ performance of the candidate in skill test/ Trade test/ written test. The details of weightage of marks is as follows:-

Sr. No.	Particulars	Weightage of Total Marks
1.	Written Test (Objective/ Multiple Choice Questions)	80%
2.	Desirable Qualification	10%
3.	Desirable Experience	10%
	Total	100%

Note :- In case, where no Desirable Qualification or Experience is required as per Respective Recruitment Rules of the Institute. 100% weightage will be given to Written Test and in case where either desirable qualification or experience is required as per the Recruitment Rules, 90% of weightage will be given to written test. Where Recruitment Rules clearly indicates that the skill/ trade test is necessary for filling the above categories posts. Skill/ Trade test shall be qualifying in nature and merit will be prepared on the basis of performance of candidates as per above revised selection criteria.

19. Candidates belonging to SC / ST / OBC / Persons with Disabilities categories should keep ready an attested copy of certificate issued by competent authority in the prescribed format as stipulated by Government of India. Where ever the OBC category has been mentioned, it means only candidates not in the creamy layer. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. (Download the format "Form of

Declaration/Undertaking To Be Submitted By The OBC Candidate {In Addition To The Community Certificate (OBC)} and submit along with the application form. OBC caste certificate should not be more than one year old.

- 20. 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 attach payment receipt hard copy of application otherwise their application shall not be considered. The Institute shall not be responsible for the same.

Fee details:

UR – Rs.1000/-

OBC & EWS – Rs.700/-

SC & ST Category – Rs.500/-

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

- 21. Canvassing in any form will be treated as disqualification.**
- 22. 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.**
- 23. 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.**
- 24. 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).**
- 25. 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.**
- 26. No correspondence whatever will be entertained from the candidates regarding postal delays, conduct, result and reason for not being short-listed.**
- 27. 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.**
- 28. 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.**

29. No TA/DA in connection with the submission of application form or appearing in the examination/interview will be paid to the candidate.
30. 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;
31. 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.
32. The persons already in employment in Govt. Department/ Autonomous Bodies/Universities under Central/ State Government should apply through proper channel.
33. Any dispute with regard to this recruitment will be subject to the Courts having jurisdiction over Delhi.
34. Candidates short-listed in the written test (if required for the post) shall be called for the typing test/trade test/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. Income Certificate for proof against belonging to non-creamy layer (for OBC candidates);
 - c. Domicile Certificate (for SC/ST & OBC candidates);
 - d. High School Certificate containing "Date of birth";
 - e. Certificate & Mark sheets for Technical/ Professional qualification/Academic qualification as a proof for eligibility;
 - f. Certificate for belonging to "Ex-Service man category" (if applicable);
 - g. Certificate of belonging to Physical 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.

35. Abbreviation used are denoted as under:- UR- Un-Reserved (General), SC-Scheduled Caste, ST- Scheduled Tribe, OBC -Other Backward Classes, PwD- Persons with Disabilities (Divyangjan), EwS - Economically Weaker Section, 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 Arms, LC – Leprosy Cured, CP - Cerebral Palsy, Dw – Dwarfism, AAv – Acid Attack Victims, D – Deaf, SLD – Specific Learning Disabilities, MD – Multiple Disabilities.
36. The successful candidates in written test/interview are required to submit all the documents pertaining to Age, Qualification, Experience, Caste for verification. If any candidate found ineligible while verifying the documents, shall not be allowed to take up interview/ Joining.
37. The complete application, on the prescribed form, duly filled in alongwith all the desired documents and requisite fee sent by post, so as to reach the Director, Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan), 4, Vishnu Digamber Marg, New Delhi-110002. (In case the closing date happens to be a public holiday the next working day will be the last date for receiving of applications). The Institute will not be responsible for any postal delay or loss.

38. The passing marks for the written examination would be 45% (UR, OBC, PwD and EWS category) and 40% for SC & ST Category. The skill test is qualifying in nature.

HOW TO APPLY

1. Offline applications can be uploaded on www.pdunippd.in within 21 days from the date of publication of this advertisement in newspaper.
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, all the self attested copies of educational, experience and other relevant certificates/documents, put your signature on the hard copy of the application, alongwith (i) Vigilance clearance (ii) APAR's last Five years (iii) No Objection Certificate and send the same to "The Director, Pt. Deen Dayal Upadhyaya National Institute for Persons with Physical Disabilities (Divyangjan), 4, Vishnu Digamber Marg, New Delhi-110002" Through Proper Channel only through speed post before the last date. After last date, the hard copy/printout of the application will not be accepted.

SPECIAL INSTRUCTIONS THOSE APPLYING ON DEPUATTION

- (1) The candidates should make an online application and print out of the same should be sent through proper channel within 21 days of publication of vacancies alongwith following documents:
 - a. No Objection Certificate/Cadre Clearance Certificate.
 - b. Attested photocopies of APAR/ACRs for the preceding 05 years minimum.
 - 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.
- (4) Incomplete applications shall be liable to be rejected.

Note: In case of any problem for filling up the online form, please send email on: iphmsje@gmail.com

**(Dr. Jitendra Sharma)
(Director)**