



सत्यमेव जयते

## Rehabilitation Council of India

(A Statutory Body of Ministry of Social Justice & Empowerment)  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
B-22, Qutab Institutional Area, New Delhi-110016  
Tel.: 011-26534287, 26532408, Fax: 011-26534297, Email: rci-depwd@gov.in



भारतीय पुनर्वास परिषद

### **Advertisement No.: 01/2021**

Applications are invited for recruitment to the following regular posts in the Rehabilitation Council of India (RCI), New Delhi :-

Sl. No	Name of the Post	No. of Post, Category & Pay Scale	Mode of Recruitment
1.	Private Secretary	01 (One) (UR) & Pay Matrix Level - 7, Rs.44900-142400/-	Deputation
2.	Junior Stenographer	01 (One) (OBC) & Pay Matrix Level - 4, Rs.25500 -81100/-	Direct Recruitment
3.	Staff Car Driver	01 (One) (UR) & Pay Matrix Level - 2, Rs.19900 -63200/-	Deputation /Absorption failing which by Direct Recruitment
4.	Despatch Rider	01 (One) (UR) & Pay Matrix Level - 2, Rs.19900 -63200/-	Deputation /Absorption failing which by Direct Recruitment
5.	Multi Tasking Staff (Library Attendant)	01 (One) (UR) & Pay Matrix Level - 1, Rs.18000 -56900/-	Direct Recruitment

Applications in the prescribed proforma along with copies of all relevant certificates must reach to the Member Secretary, RCI at the above address within 45 days from the date of publication of the advertisement in the Employment News/Rozgar Samachar and 60 days for the applicants residing in remote areas (Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep). For details regarding eligibility criteria, qualification/experience, age, reservation, pay scale, etc. and application proforma, log on to RCI website: [www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in).

Candidates already working in Government/ Semi Government/ Autonomous Bodies/PSUs/ Universities etc. should send their application through Proper Channel.

**Member Secretary**

# Rehabilitation Council of India

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Department of Empowerment of Persons with Disabilities (Divyangjan)

B-22, Qutab Institutional Area, New Delhi-110016,  
Ph.: 91-11-26532408, 26534287, Fax: 91-11-26534291  
E-mail: [rci-depwd@gov.in](mailto:rci-depwd@gov.in) Website: [www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in)

## Advt. No. – 01/2021

Application are invited from the eligible candidate(s) for filling up the following posts in the Rehabilitation Council of India as per the details given below:

### **Name of the post: Private Secretary**

Sl. No	Details	Private Secretary
1.	Number of Post	01 (One)
2.	Category	UR
3.	Pay Scale	Pay Matrix Level - 7, Rs.44900-142400/-
4.	Method of Recruitment	By Deputation
5.	Educational Qualification & Experience	Officers under Central/State Government/Universities/Recognised Research Institutes/Public Sector Undertaking/Semi Government/Autonomous/Statutory Organisation:  (a) (i) holding analogous posts on regular basis; or (ii) officer holding regular posts in the pay scale of Rs.5500-9000 (revised Pay Matrix Level – 6) with 5 years regular service (iii) With 7 years regular service in the scale of Rs.5000-8000 (revised Pay Matrix Level – 6).  (b) Possessing a speed of 120 words per minute in the Stenography (English or Hindi).  (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department shall not ordinarily exceed three years.) The maximum age limit for deputation shall not be exceeding <b>56 years</b> as on the closing date of receipt of applications.

### **Name of the post: Junior Stenographer**

Sl. No	Details	Junior Stenographer
1.	Number of Post	01 (One)
2.	Category	OBC
3.	Pay Scale	Pay Matrix Level - 4, Rs.25500-81100/-
4.	Method of Recruitment	Direct Recruitment
5.	Age limit	Between 18 to 25 years (Relaxable for Government servants upto 35 years in accordance with the instructions/orders issued by the Central Government from time to time).  <b>Note:</b> The correct date for determining the age limit shall be the closing date for

		receipt of application from candidates except for the closing date prescribed for those residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur Nagaland Tripura, Sikkim Jammu and Kashmir, Lahaul and spiti district of Himachal Pradesh Andaman and Nicobar Island or Lakshadweep.
6.	Educational Qualification & Experience	<p><b>Essential and other qualifications required for direct recruits:</b></p> <p><b>Essential:-</b> 1. Matriculation or equivalent from a recognized Board.</p> <p>2. A speed of 80 words per minute in Stenography (English/Hindi).</p>

**Name of the post: Staff Car Driver**

Sl. No	Details	Staff Car Driver
1.	Number of Post	01 (One)
2.	Category	UR
3.	Pay Scale	Pay Matrix Level - 2, Rs.19900-63200/-
4.	Method of Recruitment	By deputation/absorption failing which by Direct Recruitment
5.	Age limit	<p>Not exceeding 25 years (Relaxable for Government servants upto the age of 35 years in accordance with the instructions/orders issued by the Central Government from time to time).</p> <p><b>Note:</b> The correct date for determining the age limit shall be the closing date for receipt of application from candidates except for the closing date prescribed for those residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and spiti district of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep.</p>
6.	Educational Qualification & Experience	<p><b>Essential and other qualifications required for direct recruits:</b></p> <p><b>Essential:-</b> 1. Matriculation or equivalent from a recognized Board or University.</p> <p>2. Possession of a valid driving license for motorcars.</p> <p>3. Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle)</p> <p><b>Desirable:</b> 3 years experience as Home Guard/Civil Volunteers.</p> <p><b>By Deputation / Absorption:</b> From amongst (Group 'C' ) and Group 'D' employees in the Rehabilitation Council of India who possess valid Driving License for Motor Cars on the basis of a Driving Test to access the competence to drive motor cars. Failing which from officials holding the post of Dispatch Rider on regular basis or Group 'D' employees under Central/State Government/Universities/ Recognized Research Institutes/Public Sector Undertakings/ Semi Government/ Autonomous / Statutory Organization who fulfill the necessary qualification as mentioned for direct recruits.</p>

**Name of the post: Despatch Rider**

Sl. No	Details	Despatch Rider
1.	Number of Post	01 (One)
2.	Category	UR
3.	Pay Scale	Pay Matrix Level - 2, Rs.19900-63200/-
4.	Method of Recruitment	By deputation/absorption failing which by Direct Recruitment
5.	Age limit	Not exceeding 25 years (Relaxable for Government servants upto the age of 35 years in accordance with the instructions/orders issued by the Central Government from time to time).  <b>Note:</b> The correct date for determining the age limit shall be the closing date for receipt of application from candidates except for the closing date prescribed for those residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur Nagaland, Tripura, Sikkim, Jammu and Kashmir, Lahaul and spiti district of Himachal Pradesh, Andaman and Nicobar Island or Lakshadweep.
6.	Educational Qualification & Experience	<b>Essential and other qualifications required for direct recruits:</b>  <b>Essential:-</b> 1. Matriculation or equivalent from a recognized Board or University. 2. Possession of a valid driving license for motorcycle or Auto rickshaw. 3. Knowledge of motor cycle or auto rickshaw mechanism (The candidate should be able to remove minor defects in vehicle)  <b>Desirable:</b> Experience as Home Guard/Civil Defence Volunteers.  <b>By Deputation / Absorption:</b> From amongst regular Group 'D' employees in the Rehabilitation Council of India, failing which from regular Dispatch Riders or Group 'D' employees under the Central Government or State Government or Universities or Public Sector Undertakings or Semi Government or Autonomous or Statutory Organizations who possess the qualification and experience as mentioned for direct recruits.

**Name of the post: Multi Tasking Staff (Library Attendant)**

Sl. No	Details	Multi Tasking Staff (Library Attendant)
1.	Number of Post	01 (One)
2.	Category	UR
3.	Pay Scale	Pay Matrix Level - 1, Rs.18000-5690/-
4.	Method of Recruitment	Direct Recruitment
5.	Age limit	Not exceeding 25 years (Relaxable for Government servant upto the age of 35 years in accordance with the instructions/orders issued by the Central Government from time to time).  <b>Note:</b> The correct date for determining the age limit shall be the closing date for receipt of application from candidates except for the closing date prescribed for

		those residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur Nagaland Tripura, Sikkim Jammu and Kashmir, Lahaul and spite district of Himachal Pradesh Andaman and Nicobar Island or Lakshadweep.
6.	Educational Qualification & Experience	<p><b>Essential and other qualifications required for direct recruits:</b></p> <p><b>Essential:-</b> Middle School standard pass.</p> <p><b>Desirable:-</b> 2 years experience in a Library of repute.</p>

**General Conditions:**

1. Applications in the prescribed format available on the Council's website: [www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in), completed in all respects, accompanied by self-attested copies of testimonials/certificates should reach the **Member Secretary, Rehabilitation Council of India, B-22, Qutub Institutional Area, New Delhi-110 016** within 45 days from the date of publication of this advertisement in Employment News/Rozgar Samachar and 60 days for the applicants residing in remote areas (Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangri Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)
2. The applications received without requisite documents or received after the last date, will not be considered.
3. Persons with Disabilities (Divyangjan) are encouraged to apply for all the posts except for the post of Staff Car Driver.
4. Age relaxation as per the Government of India rules.
5. In case of **OBC Non-Creamy Layer (NCL)**, the certificate should be issued by the competent authority in the prescribed format for appointment to the posts under the Government of India. **The certificate should have been issued after 1.4.2021. In case, the same is issued prior to 1.4.2021, the candidate should produce a Non-Creamy Layer (NCL) certificate on or after 1.4.2021.**
6. Candidates applying on deputation basis should route their application through proper channel along with Integrity / Vigilance clearance/ Minor/Major penalty certificate and copies of ACRs/APARs for the last five years attested by an officer not below the rank of an Under Secretary.
7. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department shall not ordinarily exceed three years. The maximum age limit for deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
8. The deputation will be governed by the instructions issued by DOP&T as applicable to Central Government Departments/organizations.
9. For Direct Recruitment, the applicants already employed in Government of India / State Government/ PSUs/ Autonomous / Statutory organizations/Universities etc. must apply **through proper channel** only. They may send a copy of the application in advance. However, they will be required to produce a 'No Objection certificate' & 'Vigilance Clearance Certificate' at the time of written/Skill test.
10. No TA/DA will be paid for appearing in written/skill test.
11. Merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the written/skill test.
12. Canvassing in any form will be a disqualification.
13. The Council reserves the right to cancel or withdraw the vacancy without assigning any reason.

**Member Secretary, RCI**

# REHABILITATION COUNCIL OF INDIA

Format of Application (For Direct Recruitment)							Affix latest Passport Size Photograph duly self attested			
Post Applied for										
Advertisement Number										
1	Full Name (in Block Letters)									
2	Father's/ Husband's Name									
3	Address of Correspondence									
4	Permanent Address									
5	Contact No.	Resi.				Mobile.				
6	E-mail address									
7	Date of Birth with Documentary Evidence (Self attested copy of 10th class certificate)	D	D	M	M	Y	Y	Y	Y	
8	Category	SC		ST		OBC		UR		

# REHABILITATION COUNCIL OF INDIA

: 2:

9.	(a) Whether Persons with Disability (Divyangjan)?	Y/N	If Yes, % of Disability	
	(b) Government Employee	Y/N	If yes, write details of present employment i.e. Name of Organisation, Designation, Pay Scale etc.	
	(c) Ex-serviceman	Y/N	If yes, write details of PPO, last Basic Pay, name of organisation etc.	

10	Nationality	
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11	Details of Educational and Technical Qualifications (From Matriculation/10 <sup>th</sup> onwards):							
	Examination Passed	Board/University/Institution	Month and Year of Passing	Marks		% of marks and Division	CGPA	Subjects
				Total Marks	Marks obtained			

12	Details of employment in the chronological order in the table indicated below (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient).					
	Names of the Organization	Period of Service		Designation	Nature of Duties Performed	Pay Scale/ Pay Level
		From	To			

# REHABILITATION COUNCIL OF INDIA

: 3:

13	If Selected, specify the minimum joining time required	

**Declaration:** I hereby solemnly and sincerely affirm that the statements made and information furnished by me in the application form and true, complete and correct to the best of my knowlwdge and belief. In the event of any information false or incorrect or ineligibility being detected before or after selection, my candidature will stand cancelled and all my claims for the recruitment forfeited.

**Date:**

**(Signature of Candidate)**

**Place:**



# REHABILITATION COUNCIL OF INDIA

Format of Application (For Deputation)		Affix latest Passport Size Photograph duly self attested
Post Applied for		
Advertisement Number		

1. Name and Address (in Block Letter) :  
with Tel./Mob.Number & E-mail ID

2. Father's Name :

3. Date of Birth (in Christian Era) :

4. Date of retirement ( where applicable :  
under Central/ State Govt. Rules)

5. Educational Qualification :

6. Whether educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)

		Qualifications/Experience required	Qualifications/Experience Possessed by the Applicant
Essential	1		
	2		
	3		
Desired	1		
	2		

7. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post: Yes/No

Contd...2

# REHABILITATION COUNCIL OF INDIA

: 2 :

8.Details of Employment, in chronological order starting with the latest. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Organization	Post held/ Designation	From	To	Scale of Pay with GP/Pay Matrix and the Basic Pay	Nature of duties ( in details)

9.Nature of present employment i.e. Ad-hoc or Temporary or Permanent:

10.In case the present employment is held on deputation/ contract basis, please state-

- (a) The date of initial appointment
- (b) Period of appointment on deputation/ contract.
- (c) Name of the parent office/organization to which you belong

11. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)-

- (a) Central Govt.
- (b) State Govt.
- (c) Autonomous Organization
- (d) Government Undertaking
- (e) Universities
- (f) Others

12.Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

14. Total emoluments per month now drawn.

15. Additional information, if any, which you would like to mention in support of your suitability for the post.

16. Whether belong to SC/ST/ OBC/.PwD (OH, B, LV, HI)

17.Remarks [The candidates may indicate information with regard to (i) Research publication and reports and special projects (ii) Awards/ Scholarship/ Official Appreciation (iii) Affiliation with the professionals bodies/ institutions/ Societies and (iv) any other information.]  
(Note: Enclose a separate sheet if the space is insufficient).

Contd...3

# REHABILITATION COUNCIL OF INDIA

: 3 :

I have carefully gone through the Vacancy circular/advertisement and I am well aware that the curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the  
candidate

Date -----

Address .....

.....

COUNTERSIGNED

(Employer with seal)

Contd...4

# REHABILITATION COUNCIL OF INDIA

: 4:

## CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/FORWARDING AUTHORITY

It is also certified that there is no Criminal/Vigilance/Disciplinary case either pending or being contemplated against Shri/Smt/Kum \_\_\_\_\_, presently working with this Dept/Organization as \_\_\_\_\_ since \_\_\_\_\_.

2.His/her integrity is certified as beyond doubt.

3.No major or minor penalty has been imposed on Shri/Smt./Kum. \_\_\_\_\_ during the last 10 years.

4.The attested copies of the ACRs/APARs for the last 5 years are enclosed.

Place:

Countersigned

Dates:

(Employer with seal)