

Rehabilitation Council of India

(A Statutory Body under the Ministry of Social Justice & Empowerment,
Department of Empowerment of Persons with Disabilities (Divyangjan)

B-22, Qutub Institutional Area, New Delhi-110016,

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E-mail: rehabstd@nde.vsnl.net.in, rehcouncil_delhi@bol.net.in Website: www.rehabcouncil.nic.in

Advt. No. – 01/2019

Applications are invited from the eligible candidate(s) for filling up the following post 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)
3.	Pay Scale	Pay Matrix Level - 7, Rs.44900-142400/- (Pre-revised scale of PB-2, Rs.9300-34800+ GP 4600/-)
4.	Method of Recruitment	By Deputation
5.	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 56 years as on the closing date of receipt of applications.

General Conditions:

1. Applications in the prescribed format available on the Council's website: 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 Pangi 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. 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.

Contd.....2/.

: 2 :

4. The deputation will be governed by the instructions issued by DOP&T as applicable to Central Government Departments/organizations from time to time.
5. The applicants already employed in Government of India / State Government/ PSUs/ Autonomous /Statutory organizations must apply **through proper channel** only. They may send a copy of the application in advance.
6. No TA/DA will be paid for appearing in interview/skill test.
7. In case of selection, candidates will not be allowed to withdraw their names later on.
8. Canvassing in any form will be a disqualification.
9. The Council reserves the right to cancel or withdraw the vacancy without assigning any reason.

Member Secretary, RCI

REHABILITATION COUNCIL OF INDIA
Application Proforma for the post of Private Secretary
(on Deputation)

1. Name and Address (in Block Letter) :
with telephone/mobile number

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)

Please Affix Your Recent Passport Size Photograph duly self attested

		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

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, if any 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).

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.

Date -----

Signature of the candidate

Address

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COUNTERSIGNED

(Employer with seal)

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)