

Rehabilitation Council of India
(A Statutory Body under Ministry of Social Justice & Empowerment,
Department of Empowerment of Persons with Disabilities, Govt. of India)
B-22, Qutub Institutional Area, New Delhi – 110016

Applications are invited from eligible candidates for the following posts to be filled purely on contract basis in the National Board of Examination in Rehabilitation (NBER) (an adjunct body of RCI). Details of the number of posts, monthly consolidated remuneration, eligibility criteria, age, etc. are given below:

| Sl. No | Name of the Post | Number of Post | Consolidated Remuneration (in Rs.) | Age Limit | Essential Qualification and Experience | Desirable Qualification |
|--------|-------------------------------------|----------------|------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1. | Controller of Examination | 01 | 60,000 | 55 Years | 1. Master's degree with at-least 55% of the marks in any discipline from a recognized University/ Institute. 2. 03 years experience as Deputy Controller of Examination or 05 years experience as Assistant Controller of Examination in Administration & conducting Examinations in Universities/Institutes with knowledge of rules and procedure of conducting examinations. | |
| 2. | Deputy Controller of Examination | 01 | 50,000 | 50 Years | 1. Master's degree with at-least 55% of the marks in any discipline from a recognized University/ Institute. 2. 05 years experience as Assistant Controller of Examination in Administration & conducting Examinations in Universities/Institutes with knowledge of rules and procedure of conducting examinations. | Computer skills including MS office. |
| 3. | Assistant Controller of Examination | 01 | 40,000 | 45 Years | 1. Master's Degree with at least 55% of the marks from a recognized University/Institute. 2. 03 years experience in conduct of examinations in University/Recognized Educational Institutions or retired from University/ Institution/ Organization having experience in conduct of examinations. | Computer skills including MS office. |
| 4. | Section Officer | 01 | 35,000 | 35 Years | 1. Degree from a recognized University with minimum 50% marks from a recognized University/Institute. 2. 03 years experience in Administration/Establishment/Examination work in the Central/State Govt./ Universities/National Institutes/Autonomous/ Statutory Organization. | Computer skills including MS office. |

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|-----|-------------------------------------|----|--------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | Consultant (Legal) | 01 | 30,000 | 35 Years | <ol style="list-style-type: none"> 1. L.L.B. from a recognized University. 2. 05 years experience as Legal Practitioner or as legal work in any Court/Forum or with any other establishment. 3. Registered with the Bar Council of India. | Experience in relevant field. |
| 6. | Programmer (Computer) | 02 | 30,000 | 35 Years | <ol style="list-style-type: none"> 1. Master's Degree in Computer Science/ Information Technology/ MCA from a recognized University. 2. 03 years experience in the relevant field in a reputed organization. | |
| 7. | Accountant | 01 | 30,000 | 35 Years | <ol style="list-style-type: none"> 1. Master's Degree in Commerce with specialization in Accountancy/ Finance. 2. 03 years experience of working in the rank of Junior Accounts Officer/ Section Officer. | Preference will be given to those having experience in accounting package (Tally) in an externally aided project. |
| 8. | Personal Assistant/ Stenographer | 02 | 25,000 | 30 Years | <ol style="list-style-type: none"> 1. Graduate with at least three years of post qualification experience in the relevant field in a reputed organization. 2. Skill Test Norms <ol style="list-style-type: none"> a) Dictation: 10mts@100 w.p.m. b) Transcription: 40 mts. (English) or 55 mts (Hindi) on Computer. c) Computer Proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, E-Mail Communication etc. | <ol style="list-style-type: none"> 1. Diploma in Computer Application/ Science. 2. Knowledge of service rules applicable for Central Government Establishment. |
| 9. | Assistant | 02 | 20,000 | 30 Years | <ol style="list-style-type: none"> 1. Degree of a recognized University / Institute. 2. Good in drafting notes, report writing and publication work etc. 3. At least 03 years experience in a reputed organization or a company of repute. | Computer skills including MS office. |
| 10. | Data Entry Operator | 04 | 20,000 | 27 Years | <ol style="list-style-type: none"> 1. Degree of a recognized University or equivalent. 2. Diploma in computer application. 3. A speed of not less than 8000 numeric key depression per hour on Computer. <p>Note: The Speed of 8000 Key Depression per hour for Data entry work is to be judged by conducting a speed test on the Electronic Data Processing machine(s) by the Competent Authority.</p> | Experience in data entry work and computer applications. |

General Conditions:

1. The engagement of positions advertised are purely on contract basis, initially for a period of 01 year, extendable subject to the satisfactory performance.
2. The person engaged purely on contract basis shall have no claim either implicit or explicit, for his/her absorption or regularization in RCI.
3. The Council reserves the right to cancel this advertisement and/or the selection process without assigning any reason.
4. The number of posts may increase or decrease.
5. Candidates desirous of applying for more than one post should send separate application for each post.
6. Educational qualifications and experience may be relaxed for deserving candidates.
7. The Council may conduct written test / skill test, wherever required.
8. The terms of services for retired person (s) shall be as per the extant rules.
9. The application in the prescribed proforma enclosed alongwith self attested copies of educational qualifications & experience, etc. must reach to the Member Secretary, Rehabilitation Council of India, B-22, Qutub Institutional Area, New Delhi – 110016 within 21 days from the date of publication of advertisement in the newspapers.

Member Secretary, RCI

Rehabilitation Council of India
(A Statutory Body of Ministry of Social Justice & Empowerment),
Department of Empowerment of Persons with Disabilities
B-22, Qutab Institutional Area ,New Delhi - 110016

APPLICATION FORM

1. Name of the Post Applied for : _____
2. Name of the Applicant : _____
3. Date of Birth : _____
4. Father's/ Husband's Name : _____
5. Address for Correspondence : _____
: _____
6. Contact No. : _____
7. Email ID (if any) : _____
8. Educational Qualification (from SSC/ Equivalent onwards)

Affix a recent
passport size
photograph
and sign across

| Exam passed | Board/ University | Year of passing | Subjects | Percentage of marks | Division |
|-------------|----------------------|--------------------|----------|------------------------|----------|
| | | | | | |
| | | | | | |

9. Proficiency in Computer/IT, if any: _____
(Please specify the level of accomplishment)
10. Details of Employment, in chronological order starting with the latest. Enclose a separate sheet, if the space below is insufficient

| Name of the Organization | Post held/ Designation | From | To | Pay scale/ Salary drawn p.m. (in Rs.) | Nature of duties |
|-----------------------------|---------------------------|------|----|------------------------------------------|---------------------|
| | | | | | |
| | | | | | |

12. Whether belong to SC/ST/OBC/PH: _____
13. Additional information, if any, _____
with regard to your suitability for the post

DECLARATION

I solemnly declare that the above particulars are true and correct to the best of my knowledge and belief. I also understand that my candidature to the post applied for is liable to be cancelled, if any of the above information is found to be false or incorrect.

Place: _____

Date : _____

(Signature of the Applicant)