



# Rehabilitation Council of India

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

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

Tel.: 011-26534287, 26532408, Fax: 011-26534297, Email: rci-depwd@gov.in



भारतीय पुनर्वास परिषद

सत्यमेव जयते

## Advertisement No.: 01/2019

Applications are invited for recruitment to the following regular posts in the RCI:-

Sl. No	Name of the Post	No. of Post, Category & Pay Scale	Mode of Recruitment
1	Private Secretary	01 (One) & Pay Matrix Level - 7, Rs.44900-142400/- (Pre-revised Pay scale of PB-2, Rs.9300-34800+ GP 4600)	On Deputation
2.	Assistant Section Officer	01 (One) & Pay Matrix Level - 6, Rs.35400-112400/- (Pre-revised Pay scale of PB-2, Rs.9300-34800+ GP 4200)	
3.	Junior Stenographer	01 (One) (OBC) & Pay Matrix Level - 4, Rs.25500 -81100/- (Pre-revised Pay scale of PB-1, Rs.5200-20200 + GP 2400)	Direct Recruitment
4.	Junior Secretariat Assistant	01 (One) (OBC) & Pay Matrix Level - 2, Rs.19900 -63200/- (Pre-revised Pay scale of PB-1, Rs.5200 -20200 + GP 1900)	

Applications in the prescribed proforma along with copies of all relevant certificates must reach to the Member Secretary, RCI at the above address within 60 days from the date of publication of the advertisement in the Employment News/Rozgar Samachar. 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.

*Advertisement No.: Regular/2017 published in the Employment News dated 20-26 January, 2018 may be treated as cancelled.*

**Member Secretary**

**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,  
 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. – 01/2019**

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

**I. Name of the post: Private Secretary**

Sl. No	Details	
1.	Number of Post	01 (One)
3.	Pay Scale	Pay Matrix Level - 7, Rs.44900-142400/- (Pre-revised Pay scale of PB-2, Rs.9300-34800+ GP 4600/-)
4.	Method of Recruitment	On 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.

**II. Name of the post: Assistant Section Officer**

Sl. No	Details	
1.	Number of Post	01 (One)
3.	Pay Scale	Pay Matrix Level - 6, Rs.35400-112400/- (Pre-revised Pay scale of PB-2, Rs.9300-34800+ GP 4200/-)
4.	Method of Recruitment	On 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.4000-6000 (revised Pay Matrix Level – 4) with ten years regular service and

		<p>(b) Possessing:(i) Degree from a recognised University or equivalent. (ii) Five years experience in Administration/Accounts.</p> <p>(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.</p>
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### III. Name of the post: Junior Stenographer

Sl. No	Details	
1.	Number of Post	01 (One)
2.	Category	OBC
3.	Pay Scale	Pay Matrix Level - 4, Rs.25500 -81100/- (Pre-revised Pay scale of PB-1, Rs.5200-20200 + GP 2400/-)
4.	Method of Recruitment	Direct Recruitment
5.	Age limit	<p>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).</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 spite 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.</p> <p>2. A speed of 80 words per minute in Stenography (English/Hindi).</p>

### IV. Name of the post: Junior Secretariat Assistant

Sl. No	Details	Junior Secretariat Assistant
1.	Number of Post	01 (One)
2.	Category	OBC
3.	Pay Scale	Pay Matrix Level - 2, Rs.19900-63200/- (Pre- revised Pay scale of PB-1, Rs.5200-20200/-+ GP 1900)
4.	Method of Recruitment	Direct Recruitment
5.	Age limit	<p>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).</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 spite 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. 2. Typing speed of 30 words per minute in English or 25 words per minute in Hindi.</p>
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**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, Qutab Institutional Area, New Delhi-110 016** within 60 days from the date of publication of this advertisement in Employment News/Rozgar Samachar and 75 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. Persons with Disabilities (Divyangjan) are encouraged to apply.
4. Age relaxation would be 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 and should not be more than 3 financial years old.
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

Application for the post of \_\_\_\_\_

(Direct)

1. Name in full (in Block letters)  
(in case of female candidate the appropriate word "Miss" or "Mrs" should be given)

Affix recent passport size coloured photograph of the candidate with self-attestation across the photograph.

2. Address: Present—

Permanent—

Mobile No. : Telephone No. :

E-mail id :

3. Date and place of birth: (i) Date :  
(ii) Place :

4. Are you\* (a) a citizen of India by birth and /or by domicile? YES/NO  
OR  
(b) a person having migrated from Pakistan or Bangladesh or other countries with the intention to permanently settle in India or a subject of Nepal? YES/NO

5. Father's Name/ Husband's Name :  
Address\* :  
Occupation\* :

(if dead, state his last address and in case of married woman, give husband's name, address and occupation)

6. (a) Religion :  
(b) Are you a member of Scheduled Caste or Tribal or Other Backward Class? : YES/NO  
If the answer is 'Yes' please tick whichever is applicable & attach a certificate from the District Magistrate in support of your claim  
SC :  
ST :  
OBC :  
(c) Are you an Anglo Indian: : YES/NO  
(d) Are you physically handicapped? : YES/NO  
If yes, give details.

7. Details of Educational Qualifications:

Name of the Examination	Name of Board/ University	Percentage of Marks obtained	Class/ Division obtained	Year of passing

8. a. Details of professional/technical qualification:

Name of the Examination	Name of Institute/College / University	Percentage of Marks obtained	Class/ Division obtained	Year of passing

8. b. English Typing Speed :

Hindi Typing Speed :

8. c. English Stenography Speed :

Hindi Stenography Speed :

9. Details of Experience, if any (give details of all employments):

Name of the Organization	Date of Joining	Date of Leaving	Designation & Nature of work	Salary & Grade

10. What language (including Indian Languages) can you read, write or speak.

Read only	Speak only	Read & Speak	Read, Write and Speak

11. Are you employed in any Government/Semi-Government/Autonomous organization at present? : YES/NO

If yes, state whether your appointment is temporary or permanent :

12. If selected, how much time would you require to join ? :

13. Have you any relative working in this Council? :  
If so, please give details.

Note:

- Information in respect of Column 6(b), 6(d), 7, 8 (a, b & c) & 9 should be supported by self-attested copies of certificates and testimonials otherwise the application will not be considered.
- If in Government/ Semi Government/ Autonomous Bodies, application should be routed through Proper Channel
- Canvassing in any form/or bringing in any influence, political or otherwise, will be treated as disqualification for the post.

Date:

\_\_\_\_\_  
Candidate's Signature

Candidates already employed should get the following endorsement signed by his/her present employer.

**ENDORSEMENT BY THE HEAD OF THE DEPARTMENT OR OFFICE**

No. \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Seal

## REHABILITATION COUNCIL OF INDIA

Application for the post of \_\_\_\_\_  
(on Deputation )

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

Please Affix  
Your Recent  
Passport Size  
Photograph  
duly self  
attested

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

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 .....

.....

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)