

Rehabilitation Council of India  
(A Statutory Body under the Ministry of Social Justice & Empowerment,  
Department of Disability Affairs)  
B-22, Qutab Institutional Area, New Delhi-110 016

Advt. No. 1/2014

Applications are invited from the eligible candidates for filling up the following posts in Rehabilitation Council of India as per details given below.

S.No.	Name of Posts	No. of Posts	Mode of Recruitment	Pay Band & Grade Pay
1	Member Secretary	One	By deputation	PB-4 Rs.37400-67000 plus GP Rs. 8700/-
2	Deputy Director (Admn.)	One	By deputation	PB-3 Rs. 15600-39100 plus GP Rs. 6600
3	Data Entry Operator	One	By deputation	PB-1 Rs.5200-20200 plus GP Rs. 2800
4	Receptionist-cum- Telephone Operator	One	By Direct Recruitment	PB-1 Rs.5200-20200 plus GP Rs.1900/-

General Conditions

1. The applications in the prescribed proforma with necessary documents may be sent to the **Member Secretary, Rehabilitation Council of India, B-22, Qutub Institutional Area, New Delhi-110 016** within 60 days from the date of publication of this advertisement in Employment News/Rozgar Samachar.
2. For details of required Qualification, Experience, Age etc. and Application Format, please visit the Council's website [www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in)

**(T.D. Dhariyal)**  
**Member Secretary**

Rehabilitation Council of India  
(A Statutory Body under the M/o Social Justice & Empowerment,  
Department of Disability Affairs)  
B-22, Qutab Institutional Area, New Delhi-110 016

Advt. No. 1/2014

Applications are invited from the eligible candidates for filling up the following posts in Rehabilitation Council of India as per the details given against each.

**I. Member Secretary-** (01 existing vacancy) Group 'A', Ministerial in the scale of pay PB-4 Rs.37400-67000 + GP Rs. 8700/- **ON DEPUTATION BASIS ONLY.**

**Eligibility Criteria :** Officers under Central/State Government/Universities/Recognized Research Institutes/Public Sector Undertaking/Semi Government/Autonomous/Statutory Organization.

(a)(i) Analogous posts on regular basis, or

(ii) Posts in PB-3, Rs.15600-39100 plus Grade Pay Rs.7600/- with five years regular service in the grade.

(iii) Posts in PB-3 15600-39100 plus Grade Pay Rs.6600/- with eight years regular service in the grade.

(b) Possessing the following qualification:-

(i) Master's Degree from a recognized University or its equivalent

(ii) Ten years experience in responsible administrative capacity and in the field of rehabilitation of disabled.

**2. Deputy Director (Admn.)** – (01 anticipated vacancy w.e.f. 1.12.2014 ) Group 'A' Ministerial in the scale of pay PB-3 15600-39100 plus Grade Pay 6600/- **ON DEPUTATION BASIS ONLY**

**Eligibility Criteria:** Officers under Central/State Government/Universities/Recognized Research Institutes/Public Sector Undertaking/Semi Government/Autonomous/Statutory Organization.

(a) (i) Analogous posts on regular basis, or

(ii) Posts in PB-2, Rs.9300-34800 plus Grade Pay Rs.4600/- with eight years regular service.

(iii) Degree from a recognized University or its equivalent

**3. Data Entry Operator** – (01 existing vacancy) Group 'C' Non-Ministerial in the pay PB-1 5200-20200+ GP Rs.2800/- **ON DEPUTATION BASIS ONLY**

**Eligibility Criteria :**

(a) (i) Holding analogous posts on regular basis: or (ii) With 5 years regular service in the grade of PB-1 Rs. 5200-20200+ GP Rs.2400/- and :

**Essential :**

- (b) i) Possessing Degree of a recognized University or equivalent
- ii) Should possess a speed of not less than 8000 Key Depressions per hour for Data Entry work.
- iii) Three years experience in Data Entry work and Computer application.

**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.

**4.Receptionist-cum-Telephone Operator-** (01 existing vacancy) Group 'C' (Non-Ministerial) , in the scale of pay PB-1 Rs.5200-20200+ GP Rs.1900/- **ON DIRECT RECRUITMENT BASIS.** The vacancy is reserved for Persons with Disability (PwD) and suitable for B.LV (B=Blind, LV=Low Vision)

**Eligibility Criteria :**

(a) Age Between 18 to 25 years (Relaxable for Government servant up to 35 years in accordance with the instructions / order issued by the Central Government from time to time).

(b) Educational Qualification:

- (i) 10+2 or equivalent examination
- (ii) One year experience of operating electronic PABX, Telephone System & FAX.

## **General Conditions:**

1. Interested candidates may apply in the prescribed proforma available on website [www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in). The applications complete in respect along with attested copies of proof of age, educational qualification, experience etc. should reach the **Member Secretary, Rehabilitation Council of India, B-22, Qutub Institutional Area, New Delhi-110 016** within 60 days from the date of publication of this advertisement in Employment News/Rozgar Samachar. Candidates employed under Central/State Government/Universities/Public Sector Undertakings/Semi Govt./Autonomous/Statutory Organizations should forward their application through proper channel.
2. The posts of Member Secretary, Deputy Director (Admn) and Data Entry Operator are to be filled only by Deputation. The applications should, therefore, be sent **Through Proper Channel** duly accompanied with the attested copies of last 5 years ACRs/APARs, Integrity Certificate & Vigilance clearance certificate.
3. The deputation will be governed by the instructions issued by DOP&T from time to time as applicable to Central Govt. Department/Organizations.
4. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization of department shall not ordinarily be exceed three years. The maximum age limit for transfer on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.
5. The post of Receptionist-cum-Telephone Operator is identified as suitable for Persons with Disabilities and Reserved for PwDs. The vacancy will be open for B=Blind and LV=Low Vision. However, before applying for any post, the candidates should check the list of identified posts notified by the Department of Disability Affairs which is available in the website [www.socialjustice.nic.in](http://www.socialjustice.nic.in). Age relaxation of 10 years is admissible to PwD candidates.
6. Age relaxation and reservation for SC/ST/OBC/PwDs etc. will be as per the Government of India rules. The crucial date for determining the age shall be the closing date for receipt of applications.
7. Only short listed candidates will be called for Test/Interview. The Council, however, reserves the right to cancel or withdraw the vacancy without assigning any reason.
8. The applications received without requisite documents, incomplete applications or applications received after due date will not be entertained.
9. The envelop containing the application should be superscripted with the name of the post applied for. The Council shall not be responsible for any postal delay/loss.

(T.D. Dhariyal)  
Member Secretary

REHABILITATION COUNCIL OF INDIA

APPLICATION PROFORMA - (FOR DEPUTATION ONLY)

**Application Proforma for the post of \_\_\_\_\_**

Please Affix  
Your Recent  
Passport Size  
Photograph  
duly attested

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)

		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 was 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)

REHABILITATION COUNCIL OF INDIA

APPLICATION PROFORMA - ( FOR DIRECT RECRUITMENT ONLY)

1. Name of the Post : **Receptionist-cum-Telephone Operator**
2. Name of the candidate( in Block Letters) :
3. Father's /husband's Name :
4. Permanent Address :
5. Postal Address :  
with telephone/mobile number
6. Date of Birth (in Christian Era) :  
(in words) :
7. Age as on crucial date : years Months Days
8. Sex : Male / Female )
9. Religion :
10. Nationality :
11. Category to which you belong to: :  
( Unreserved / SC / ST / OBC / PwD / Ex-serviceman)
12. Educational Qualification

Please Affix  
Your Recent  
Passport Size  
Photograph  
duly attested

S.No	Exams passed	Year of passing	University/Board	Subjects	Division/ % of marks Obtained



13. Details of Employment, in chronological order starting with the latest. (please attach separate sheet if space is insufficient)

Organization	Post held/Designation	From	To	Scale of Pay with Grade Pay, if any and the Basic Pay last drawn	Nature of duties (in detail)

14. Details of computer knowledge & experience :

15. Additional information, if any :

I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in case any of the particulars furnished by me are found to be false or incorrect at any stage; my application/candidature is liable to be summarily rejected and my service is liable to be terminated.

Date -----

Signature of the candidate