

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
Website : www.rehabcouncil.nic.in

WALK-IN INTERVIEW

The Rehabilitation Council of India, a Statutory Body under the Ministry of Social Justice & Empowerment, Department of Disability Affairs, Govt. of India invites eligible candidates with relevant experience to be engaged purely on contractual basis under various projects of RCI. Interested candidates may attend walk-in-interview on the following dates indicated against each:

Name of the post	No. of Posts	Date	Consolidated Remuneration P.M. (Rs.)
1. Senior Programme Officer	1	15 Jun 2013	30000-40000
2. Programme Officer	2	15 Jun 2013	25000-30000
3. Administrative Officer	1	16 Jun 2013	25000-30000
4. Assistant Programme Officer	2	15 Jun 2013	15000-20000
5. Accountant	2	16 Jun 2013	15000-20000
6. Jr. Stenographer	1	16 Jun 2013	10000-15000
7. Data Entry Operator	3	16 Jun 2013	10000-15000
8. Clerk	1	16 Jun 2013	10000-15000
9. Multi Tasking staff	2	16 Jun 2013	8000-10000

Edusat Project– Subject to approval of the project under consideration

1. Research Officer (Web-Portal)	2	15 Jun 2013	25000-30000
2. Consultant –Edusat	1	15 Jun 2013	25000-30000

Registration will start from 10 a.m. to 11:30 a.m. on the day of walk-in-interview only. No registrations will be permitted after 11:30 a.m.. For more details about qualifications & experience etc., please visit RCI website www.rehabcouncil.nic.in.

Member Secretary

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(B) National Board of Examination:

1. Data Entry Operator (DEO): No. of Post – 1 (Consolidated Remuneration Rs.10000-15000)

Educational Qualification & Experience:

- (i) Degree from a recognized university or equivalent.
- (ii) A speed of not less than 8000 key depressions per hour for data entry work.
- (iii) Candidates with experience in data entry work and computer application will be preferred.

2. Jr. Stenographer: No. of Post – 1 (Consolidated Remuneration Rs.10000-15000)

Educational Qualification & Experience:

- (i) Graduate from a recognized university or equivalent.
- (ii) A speed of 80 words per minute in stenography (English/Hindi)
- (iii) Candidates with experience in stenography and computer application will be preferred.

3. Accountant: No. of Post – 1 (Consolidated Remuneration Rs.15000-20000)

Educational Qualification & Experience:

- (i) B. Com./CA (Inter)/ICWA(Inter) from a recognized university/institutions.
- (ii) Minimum 3 years experience in accounts
- (iii) Knowledge of Tally, Bank reconciliation, receipts & expenditure etc.
- (iv) Must be computer savvy with a good knowledge of computer applications
- (v) Candidates with experience in Central Govt. Ministries/Departments, statutory/autonomous bodies/PSUs/ Universities/ recognized research institutions will be preferred.

(B) Distance Education Cell:

1. Senior Programme Officer: No. of Post – 1 (Consolidated Remuneration Rs.30000-40000)

Educational Qualification & Experience:

- (i) Master's Degree in Special Education /Rehabilitation Science/Social Work/Rehab Psychology etc.
- (ii) Minimum 08 years post qualification experience in the area of Special Education/Social Work/Rehabilitation.
- (iii) Must be registered with RCI or be eligible for registration in RCI
- (iv) Must be computer savvy with a good knowledge of computer applications
- (v) Good in drafting notes, report writing and publication work etc.
- (vi) Candidates with M.Phil / Ph.D. in Special Education or any other Rehabilitation qualification approved by RCI/ Social Work/ Psychology and having experience in distance education system will be preferred

2. Programme Officer: No. of Posts – 2 (Consolidated Remuneration Rs.25000-30000)

Educational Qualification & Experience:

- (i) Master's Degree in Special Education /Rehabilitation Science/Social Work/Rehab Psychology etc.
- (ii) Minimum 05 years post qualification experience in the area of Special Education/Social Work/Rehabilitation.
- (iii) Must be registered with RCI or be eligible for registration in RCI

- (iv) Must be computer savvy with a good knowledge of computer applications
- (v) Good in drafting notes, report writing and publication work etc.
- (vi) Candidates with M.Phil / Ph.D. in Special Education or any other Rehabilitation qualification approved by RCI/ Social Work/ Psychology and having experience in distance education system will be preferred

3. Assistant Prog. Officer: No. of Posts – 2 (Consolidated Remuneration Rs.15000-20000)

Educational Qualification & Experience:

- (i) Master's Degree in Special Education /Rehabilitation Science/Social Work/Rehab Psychology etc.
- (ii) Minimum 03 years post qualification experience in the area of Special Education/Social Work/Rehabilitation.
- (iii) Must be registered with RCI or be eligible for registration in RCI
- (iv) Must be computer savvy with a good knowledge of computer applications
- (v) Good in drafting notes, report writing and publication work etc.

4. Accountant: No. of Post – 1 (Consolidated Remuneration Rs.15000-20000)

Educational Qualification & Experience:

- (i) B. Com./CA (Inter)/ICWA(Inter) from a recognized university/institutions.
- (ii) Minimum 3 years experience in accounts
- (iii) Knowledge of Tally, Bank reconciliation, receipts & expenditure etc.
- (iv) Must be computer savvy with a good knowledge of computer applications
- (v) Candidates with experience in Central Govt. Ministries/Departments, statutory/autonomous bodies/PSUs/ Universities/ recognized research institutions will be preferred.

5. Administrative Officer: No. of Post – 1 (Consolidated Remuneration Rs.25000-30000)

Educational Qualification & Experience:

- (i) Graduate from a recognized university/institutions.
- (ii) Minimum 8 years experience in accounts/establishment/administration work
- (iii) Must be computer savvy with a good knowledge of computer applications
- (iv) Candidates with experience in Central Govt. Ministries/Departments, statutory/autonomous bodies/PSUs/ Universities/ recognized research institutions will be preferred.

6. Data Entry Operator (DEO): No. of Posts – 2 (Consolidated Remuneration Rs.10000-15000)

Educational Qualification & Experience:

- (i) Degree from a recognized university or equivalent.
- (ii) A speed of not less than 8000 key depressions per hour for data entry work.
- (iii) Candidates with experience in data entry work and computer application will be preferred.

7. Clerk: No. of Post – 1 (Consolidated Remuneration Rs.10000-15000)

Educational Qualification & Experience:

- (i) Degree from a recognized university/institutions.
- (ii) Minimum 2 years working experience in an office set up
- (iii) Must be computer savvy with a good knowledge of computer applications
- (iv) Knowledge of noting/drafting
- (v) Candidates retired from Central Govt. Ministries/Departments, statutory/autonomous bodies/Universities/PSUs/ recognized research institutions will be preferred.

8. Multi Tasking staff: No. of Posts – 2 (Consolidated Remuneration Rs.8000-10000)

Essential:

- (i) Secondary school examination passed or ITI from a recognized board/institutions.
- (ii) Candidates having experience in the field and knowledge of computer will be preferred.

(C) Edusat Project (Web-Portal) – Subject to approval of the project under consideration

1. Research Officer: No. of Posts – 2 (Consolidated Remuneration Rs.25000-30000)

Educational Qualification & Experience:

- (i) Master's Degree in Special Education /Rehabilitation Science/Social Work/Rehab Psychology etc.
- (ii) Minimum 05 years post qualification experience in the area of research in Special Education/Social Work/Rehabilitation.
- (iii) Must be computer savvy with a good knowledge of computer applications
- (iv) Good in drafting notes, report printing and publicity work etc.
- (v) Candidates with M.Phil / Ph.D. in Special Education/ Rehabilitation qualification/Social Work/ Psychology etc. and having experience in distance education system will be preferred
- (vi) Experience in Teleconferencing programme related to disability sector

2. Consultant –Edusat : No. of Post – 1 (Consolidated Remuneration Rs.25000-30000)

Eligibility

Retired scientists from ISRO

May also be considered on part time basis.

General Conditions:

1. Registration will start from 10.00 am to 11:30 am. No candidates will be allowed to attend interview after registration time.
2. Venue of interview: Rehabilitation Council of India, B-22, Outub Institutional Area, New Delhi – 110016
3. The contractual engagements are purely temporary under the Project. The engagement will be initially for a period of six months extendable from time to time depending upon the performance and co-terminus with the project.
4. The person engaged under the project shall have no claim either implicit or explicit, for his/her absorption or regularization in RCI.
5. Officers/officials retired from Central Govt. Ministries/Departments, statutory/autonomous bodies/Universities/PSUs/ recognized research institutions will be preferred
6. Remuneration will be commensurate with qualification and experience.
7. Persons with disabilities are encouraged to apply.
8. The minimum age should not be less than 18 years and maximum not more than 65 years as on the date of interview.
9. The Council reserves the right to cancel or withdraw any or all the engagements without assigning any reason, if need arises.
10. The walk-in interview is the cut off date for all purposes
11. The candidate may also be considered for the post lower than that appeared for.

All the candidates are required to bring the original documents related to their educational/professional qualifications, date of birth, experience etc. alongwith attested copies thereof attached with their Bio-data/CV. One self attested recent passport size photograph should be pasted at the appropriate place in the bio-data/CV.