

# National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan)

(Department of Disability Affairs, Ministry of Social Justice & Empowerment, Govt. of India)

116 RAJPUR ROAD, DEHRADUN-248001 UTTARAKHAND

Applications are invited from the eligible candidates for filling up the following posts. Applications should reach the Director of the Institute at the above address within 21 days from the date of publication of this advertisement giving full particulars with latest photograph including (1) Name of Post applied for, (2) Name of the candidate, (3) Father's Name, (4) Address, (5) Date of Birth, (6) Qualifications, (7) Experience, (8) Telephone/Mob.No., (9) Whether SC/ST/OBC/Physically Handicapped/Ex-Serviceman and (10) Details of Demand Draft if enclosed (11) Any other relevant information alongwith supporting documents. The details of the post(s) are given below:-

## Posts to be filled on Regular Basis

**(1) Name of Post : Section Officer (Admn) -One Unreserved**

**Age Limit :** 45 Years

**Scale of pay :** Rs. 44900/- Pay Level 07 Index 01

**Essential Qualifications:**

1. Degree from a recognized University
2. Eight Years Secretarial experience of which at least two years in a supervisory capacity in a Govt. department/Autonomous Body or Educational Institution .
3. Knowledge of Govt. of India Rules relating to personnel matters and General Administration.

**(2) Name of Post : Trained Graduate Teacher (English)-One (Reserved for ST)**

**Age Limit :** 35 Years

**Scale of pay :** Rs. 44900/- Pay Level 07 Index 01

**Essential Qualifications:**

1. Second Class Bachelor's Degree with at least 50% marks in the concerned subject and in aggregate including elective and language in the combination of subject as under:-

- i) For TGT (English) - English as an elective subject at Degree level.
2. Four years integrated course in Special Education for Visual Impairment from a recognized University or equivalent with 50% marks in the concerned subject

OR

Diploma in Teaching the Visually Impaired (Secondary Level) or B. Ed. Special Education (Visual Impairment).

3. Proficiency in Bharati and Standard English Braille Grade II

**Desirable**

- i) Knowledge of Computer Application.
- ii) Two years teaching experience in teaching the visually impaired.

**(3) Name of the Post : Music Teacher (Instrumental) -One (Reserved for Visually Handicapped only)**

**Scale of pay :** Rs. 44900/- Pay Level 07 Index 01

**Age limit :** 30 years

**Essential Qualifications:-** B.A. Degree with Music as one of the subject from a recognized University.

OR

Higher Sec. with any one of the followings:

1. Sangeet Visharad Examination of the Gandharava Mahavidyala Mandal, Bombay
2. Sangeet Vid. Examination of the Indira Kala Sangeet Vishwa Vidhalaya, Khairabad (M.P.)
3. The Sangeet Prabhakar Examination of the Prayag Sangeet Samiti (Academy of Music) Allahabad :
4. Sangeet Visharad Examination of Bhatkhande Sangeet Vidhya Peeth, Lucknow (Previously, Norris College of Hindustani Music, Lucknow)
5. Final Examination of the Madhva Sangeet Mahavidyalaya, Lashkar, Gwalior
6. Highest Examination of Baroda state school of Music
7. The Final Examination of Shankar Gandharava Vidyalyaya, Gwalior.
8. Sangeet Ratan Diploma awarded by the Director, Department of Education M.P. (or the new diploma/degree awarded by the concerned agencies/institutions in lieu thereof)

**(4) Name of Post : Mobility Instructor (Reserved for Woman & SC)-One**

**Age Limit :** 40 Years

**Scale of pay :** Rs. 35400/- Pay Level 06 Index 01

**Mode of Recruitment :** By Direct Recruitment

**Essential Qualifications:**

1. Degree from recognized university.
2. Certificate/Diploma of training in O & M Instructors of the Visually Handicapped at a Course recognized by the Govt of India.

At least 3 years experience of imparting training in O & M.

**(5) Name of Post : Primary Teacher- Two Unreserved (For two years only)**

**(i) One post on contract for two years subject to completion of lien by the permanent incumbent on the post.**

**ii) One post against leave vacancy for two year only.**

**Age :** Upto 30 Years

**Scale of pay :** Rs. 35400/- Pay Level 06 Index 01.

**Educational Qualifications:**

- i) Intermediate or 10+2 or equivalent pass from a recognized Board/ University with at least 50% marks in the 12th standard;
- ii) Diploma in Teaching the Visually Impaired, Primary or Secondary Level or B. Ed. (Special Education) (Visual Impairment);
- iii) Proficiency in Bharati and Standard English Braille Gd-II .

**Desirable**

- i) Knowledge of Computer Application.
- ii) Two years teaching experience in teaching the visually impaired.

**(6) Name of Post : Narrator Artist-One (Reserved for OBC)**

**Age Limit :** 19-35 Years

**Scale of pay :** Rs. 35400/- Pay Level 06 Index 01

**Essential Qualifications:**

- a) Graduate
- b) Clarity in pronunciation and accent in Hindi/English
- c) Adequate knowledge of reading, writing and speaking Hindi/English
- d) Should be able to quality in audio tests.

**(7) Name of Post: Braille Instructor-One (Reserved for Visually Handicapped and OBC)**

**Pay :** Pay Band - Rs. 29200/-Pay Level 5 Index 01

**Age Limit :** 35 Years

**Essential:**

- i) Bachelor Degree from a recognized University
- ii) Diploma in Special Education (Visual Impairment)
- iii) Proficiency in Standard English Braille and Bharati Braille Hindi.

**Desirable:**

- i) Degree in Special Education (VI) with one year teaching experience in the field of visually disability.
- ii) Basic knowledge of computer with jaws

**(8) Name of Post : Proof Reader One (Unreserved) (Reserve for V.I. Only)**

**Age Limit :** 35 Years

**Scale of Pay :** Rs 25500 Pay Level-4 Index-1

**Essential Qualification**

1. Graduate Degree from a recognized University.
2. Knowledge of Standard English and Bharati Braille.
3. Good Knowledge of Braille in any recognized languages of the country in addition to Standard English and Bharati Braille.
4. English and Hindi as subjects at Intermediate level.

**Desirable:**

1. Two years experience in a Braille Press.

**(9) Name of Post : Technician A.C.-One (Unreserved)**

**Age Limit :** 30 Years

**Scale of Pay :** Rs. 19900 Pay Level-2 Index-1

**Essential Qualification**

1. High School
2. ITI Certificate in relevant Field.
3. One Year's experience in the field.

**(10) Name of Post : Lady Nurse (Reserved for OBC)**

**Age Limit :** 30 Years

**Scale of Pay :** Rs. 19900 Pay Level-2 Index-1

**Essential Qualification**

1. Matriculation.
2. Certificate in Nursing/Mid Wife/Diploma in Nursing.
3. Some experience of work in Hospital/Dispensary of repute.

## Posts to be filled on Contractual Basis

**(1) Name of Post : Project Coordinator BCI (Braille Council of India) & North East. (For One Year) - One**

**Age Limit :**

**Emoluments :** Rs. 50000/-P.M. with no other Allowances

**Essential Qualifications:-**

1. Retired Group 'A'/Group 'B' Officer from any Government Department/Institute working in the field of visual impairment;
2. Ten years experience in Braille Development related activities;
3. Proficiency in Hindi and English Braille with good knowledge of UEB and Technical Braille Codes;
4. Experience of teaching Braille to the students with visual impairment.

**(2) Consultant (Administration & Accounts) - One**

**Emoluments :** Rs. 50000/-P.M. with no other Allowances. (Not exceeding basic pay minus the total amount of Pension + DA whichever is less.)

**Essential Qualifications:**

Having Administrative and Accounts Experience and held the post at the level of 10 (GP 5400) and level 11 (GP 6600) as per the VII CPC.

**(3) Name of Post : Assistant Production Manager (Large Print) - One (For One year only)**

**Age Limit : 40 years**

**Monthly Honorarium : Rs. 35000/-**

**Essential Qualifications:**

1. Graduate Degree from a recognized University
2. At least three years experience in a printing press preferably in Large Print Press
3. Knowledge of desktop publishing softwares.
4. Familiar with computer based printing process.

**(4) Name of Post : Graphic Designer/Page Makers - Two (For One year only)**

**Age Limit : 35 Years**

**Monthly Honorarium Rs. 30000/-**

**Essential Qualifications:**

1. Graduate from a recognized University
2. Certificate/Diploma Course in Desk Top Publishing or any Computer Course with DTP as a subject.
3. Proficiency in Page Maker, Corel Draw, Photoshop, In Design, and MS Office
4. Proficiency in Hindi and English Typing.

**Desirable :**

At least one year experience as a DTP Operator in a publishing house preferably in book publishing.

**(5) Name of Post : Assistant Production Manager (Braille) - One (For One year only)**

**Age Limit : 40 Years**

**Monthly Honorarium : Rs. 35000/-**

**Essential Qualifications:**

1. Graduate Degree from a recognized University .
2. Five years experience in a printing press preferably in Braille Press
3. Knowledge of Standard English & Bharati Braille
4. Proficiency in Computer Applications.

Continued on page 11

Continued from page 10

**(6) Name of Post : Hardware and Networking Engineer - One ( For One year only)****Age Limit :** 35 Years**Monthly Honorarium :** Rs. 35000/-**Essential Qualifications:**

- B.E/B Tech/BCA/B.Sc. (Computer Sc./IT) from a recognized University
- One year experience in maintaining computer Hardware and Networking.

**Desirable :**

2 years experience in maintaining hardware and software.

**(7) Name of Post : Assistant Coordinator-One****(N.E. PROJECTS & OUTREACH ACTIVITIES)****Age Limit :** 35 Years**Monthly Honorarium :** Rs. 25000/-**Essential Qualifications:**

- Bachelor's Degree or Equivalent in any stream from a recognized university.
- Proficiency in Computer Application.
- Good Communication Skills.
- 2 years experience in a government or private organization for providing secretarial assistance.

**Desirable:**

i) B.Ed Special Education (Visual Impairment) or five years working experience in the field of visual disability.

**(8) Name of Post : Female Physical Education Instructor (PEI). (For One Year Only) - One****i) Age Limit :** 30 years**ii) Emoluments :** Rs. 30000/- P.M. with no other Allowances**Essential Qualifications:-**

- A Degree from a recognized University.
- A Degree or Diploma in Physical Training.
- Good working knowledge of Hindi.

**Desirable:**

Experience in similar capacity in an institute for the Blind.

**(9) Name of the Post: Lecturer (Teachers Training Centre - Primary level)****Unreserved- under project (For one year) -One****Age Limit :** 40 Years.**Consolidated Honorarium :** Rs. 25,000/- P.M. with no other allowances.**Essential Qualifications:-**

- M.A./M.Sc. with B.Ed. (Special Education) from a recognized University or Equivalent; or
- M.A./M. Sc. with B.Ed. from a recognized University or Equivalent; and Diploma in Special Education in Teaching Visually Impaired Children (Recognized by RCI).
- Minimum three years experience of teaching the visually impaired.
- Proficiency in Bharati and Standard English Braille (Grade II) and in use of special equipment and assistive devices required for the education of the visually impaired.

**Desirable:**

- Knowledge of computer application.
- Experience of Teaching Visually Impaired Children with Additional Disabilities/Low Vision Children.

**(10) Name of the Post : Information Technology and Assistive Technology Educator (Unreserved) under project (For one year) - One****Mode of recruitment :** Direct recruitment.**Age Limit :** 35 Years.**Consolidated Honorarium :** Rs.25,000/- P.M. with no other allowances.**Essential Qualifications:-**

- Bachelor Degree in Arts/Commerce/Science/Law Management from recognized University with at least 50% marks in aggregate.
- Two Years experience of work in the field of Computer Application for the Blind.
- Knowledge of working with JAWS Hardware and Software Maintenance.

**Desirable:** Proficiency in Braille reading, writing and in use of Braille writing devices.**(11) Name of the Post : Research Investigator (Unreserved) under project (For one year) - One****Consolidated Honorarium:** Rs. 30,000/- P.M. with no other allowances.**Essential Qualification:**

Having Masters degree in any subject preferably Special Education or Social Science and good knowledge of English

**(12) Name of Post : Carpenter (For One Year) - One****Age Limit :** 35 years**Emoluments :** Rs. 20000 /- P.M. with no other Allowances**Essential Qualifications:-**

- High School or Equivalent
- Certificate of NCVT in the trade of Carpenter with two years experience in Tool Room Work.

**Desirable :**

- Having knowledge of computer aided designing (C.A.D.)
- Three years experience of manufacturing of Braille Appliances.

**(13) Name of Post : Electrician (For One Year) - One****Age Limit :** 35 years**Emoluments :** Rs. 20000/- P.M. with no other Allowances**Essential Qualifications: -**

- High School or Equivalent
- Certificate of NCVT in the Trade of Electrician with two years experience.

**Desirable:**

- Having knowledge of computer aided designing (C.A.D.)
- Three years experience of manufacturing of Braille Appliances.

**(14) Name of Post : Streotype Operator (Data Entry Operator) - Three (For One year only)****Age Limit :** 35 years**Monthly Honorarium :** Rs. 20000/-**Essential Qualifications :**

- Graduate Degree from a recognized University
- Two years experience in a printing press preferably in Braille Press
- Knowledge of Standard English & Bharati Braille
- Good knowledge of one Regional Language.

5. Proficiency in Computer Applications.

**(15) Name of Post : Copy Holder-Two ( For One year only)****Age Limit :** 35 years**Monthly Honorarium :** Rs. 20000/-**Essential Qualifications:**

- Graduate Degree from a recognized University
- Knowledge of Standard English and Bharati Braille.
- Good Knowledge of one Regional Language.
- English and Hindi as subjects at Intermediate level.

**Desirable:**

1. Two years experience in a Braille Press

**(16) Name of Post : Mason. (For One Year) - One****Age Limit :** 30 years**Emoluments :** Rs. 18000 /- P.M. with no other Allowances**Essential Qualifications:-**

- Middle Pass.
- Should be able to understand civil drawings.
- 5 years experience in the line.
- Basic qualifications relaxable for highly experienced hand.

**Selection will be based on written test and skill test.****The following will be the criteria for conducting the test:**

S. No.	Particulars	Marks
1.	Written Test (Objective/Multiple Choice Questions)/Skill Test	80%
2.	Desirable Qualification	10%
3.	Desirable Experience	10%
	<b>Total Marks</b>	<b>100</b>

**GENERAL CONDITIONS**

- Demand Draft of **Rs. 200/- (non refundable)** drawn in favour of the Director, NIEPVD, payable at Dehradun must accompany with the application without which the application will not be considered. The SC/ST and Ex-Serviceman candidates are required to submit DD of **Rs. 100/-** only. Physically Handicapped candidates are exempted from above fee.
- Neat and clean application should be submitted giving full particulars as asked in the advertisement.
- Age Limit relaxable as per Govt. of India's rules for SC/ST/OBC/Physically Handicapped and Ex-serviceman.
- Applications must invariably be accompanied with attested copies of certificates, degrees, mark sheets, testimonials in support of qualifications, age and experience failing which application will be rejected straightway. No query will be entertained after receipt of application.
- Eligible candidates serving Central/State Government, Public Sector Undertaking, Autonomous bodies must send their applications through proper channel if applicable.
- The crucial date for determining the age limit will be the closing date of receipt of applications.
- This Institute will not be responsible for the matter/contents of advertisement published in any other news papers except Employment News & NIVH Website.
- The Director, NIEPVD Dehradun reserves the right to fill or not to fill any of the post(s) without assigning any reason thereof.

**Director, NIEPVD, Dehradun****davp 38102/11/0001/1920****EN 26/51**