

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

Advt.No:03/2015/RCI

12/06/2015

The Rehabilitation Council of India invites applications from suitable and eligible candidates for engagement purely on contract basis under different projects implemented by RCI. Details of the posts and remuneration are given below:

S.No.	Name of the Post	No. of Posts	Consolidated remuneration (Rs. Per month)
1.	Assistant	Two	20,000
2.	Stenographer (Eng/Hindi)	Four	20,000
3.	MTS	One	10,000

1. Assistant: No. of Post – 2 (Consolidated Monthly Remuneration Rs.20000)

Educational Qualification & Experience

- (i) Graduate from a recognized University or equivalent
- (ii) Must be computer savvy with a good knowledge of computer applications.
- (iii) Good in drafting notes, report writing and publication work etc.
- (iv) At least three years experience in a government organization or a company of repute.

Maximum Age Limit: 30 years

2. Stenographer: No. of Post – 4 (Two English Stenographer and Two Hindi Stenographer) (Consolidated Monthly Remuneration Rs.20,000)

Education Qualification & Experience

Stenographer (English)

- (i) Graduate from a recognized University or equivalent
- (ii) Speed in Shorthand (English): 100 w.p.m.
- (iii) Speed in Typing (English): 40 w.p.m.
- (iv) Knowledge of Computer Applications
- (v) At least 3 years experience as a stenographer in a Govt. organization or a company of repute.

Stenographer (Hindi)

- (i) Graduate from a recognized University or equivalent
- (ii) Speed in Shorthand (Hindi): 80 w.p.m.
- (iii) Speed in Typing (Hindi): 30 w.p.m.
- (iv) Knowledge of Computer Applications
- (v) At least 3 years experience as a stenographer in a Govt. organization or a company

of repute

Maximum Age Limit: 30 years

For the post of Stenographers, test would be conducted in Shorthand and Typing (English/Hindi, as applicable).

3. Multi-Tasking Staff: No. of Post – One (Consolidated Monthly Remuneration: Rs.10000)

Educational Qualification & Experience

- (i) Secondary School examination (10th) passed from a recognized Board
- (ii) One year experience of working as MTS/Peon/Photocopy Operator in a government organization or a company of repute

Maximum Age Limit: 28 years

General Conditions:

1. Applications in the prescribed format complete in all respects along with self-attested copies of testimonials/certificates should reach the Member Secretary, Rehabilitation Council of India, B-22, Qutab Institutional Area, New Delhi-110016 **within 21 days** from the date of publication of this advertisement in the newspaper. Prescribed application format can be downloaded from the Council's website: <http://www.rehabcouncil.nic.in>.
2. The applications received without requisite documents and after the last date will be rejected summarily.
3. The contractual engagement is purely temporary under various Projects of RCI. The engagement will be initially for a period of one year which can be extended or curtailed 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. The Council reserves the right to cancel or withdraw any or all the posts without assigning any reason, if need arises.

S.K. Srivastava
Member Secretary

Rehabilitation Council of India
(A Statutory Body under the Ministry of Social Justice & Empowerment,
Department of Disability Affairs, Govt. of India)
B-22, Qutub Institutional Area, New Delhi-110016,
Ph.: 91-11-26532408, 26534287, Fax: 91-11-26534291

APPLICATION PERFORMA

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)