



भारतीय पुनर्वास परिषद

## भारतीय पुनर्वास परिषद

(सामाजिक न्याय और अधिकारिता मंत्रालय, भारत सरकार के अधीन एक सांविधिक निकाय)

### REHABILITATION COUNCIL OF INDIA

(A Statutory Body under the Ministry of Social Justice and Empowerment)

सं/No. 5-190/2007-RCI

दिनांक/Date 8<sup>th</sup> April, 2013

To,

The Registrar  
Pondicherry University,  
R Venkataraman Nagar,  
Kalapet Pondicherry - 605 014  
Pondicherry

Sub. : Vacancy Circular for the post of Assistant, Accountant and Data-Entry-Operator, in RCI - reg.

Sir/Madam,

I am directed enclosed herewith a copy of the vacancy circular for the post of Assistant, Accountant and Data-Entry-Operator to be filled on deputation on foreign service failing which on Direct Recruitment basis in RCI. Full details about the posts are given in the RCI Web-site [www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in)

All the Ministries/Department are requested to circulate the enclosed vacancies to their employees and also their attached Offices/ Subordinate Offices/ Statutory & Autonomous Bodies/ Public Sector Undertaking/ Recognized Research Institutions under them for circulation amongst employees under them.

Yours faithfully,

  
(Mahesh Chandra)  
Deputy Director (Admn)

Copy to:

1. All Ministries/Departments/Attached Offices and Subordinate Offices of the Central Government.
2. The Chief Secretaries of All State Government.
3. The Administrators of U.T. Administration.
4. The Registrar, Supreme Court of India/ All High Courts.
5. All Central Universities.

बी-22, कुतुब इंस्टीट्यूशनल एरिया, नई दिल्ली - 110 016

B-22, Qutub Institutional Area, New Delhi - 110 016

Ph.: 011-2653 2408, 2653 2384, 2653 4287, 2653 2816 Fax : 011-2653 4291

E-mail : rehabstd@nde.vsnl.net.in, rehccouncil\_delhi@bol.net.in

Website : [www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in)

Rehabilitation Council of India  
(A Statutory Body under the Ministry of Social Justice & Empowerment)  
Department of Disability Affairs  
B-22, Qutub Institutional Area, New Delhi 110 016  
Website : [www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in)

Advertisement No. 1/2013

**CHALLENGING JOB OPPORTUNITIES**

Applications are invited from eligible candidates for filling up the following posts on deputation/direct recruitment:

S.N.	Name of Post	No. of Vacancies	Scale of Pay	Mode of recruitment	Upper age limit on closing date of application	Educational Qualifications/ Experience/Eligibility
1	Assistant	03* (1 SC, 1 OBC, 1 U/R)	PB-2 Rs.9300-34800+GP Rs.4200/-	By deputation failing which by direct recruitment.	<p><b>Deputation:</b> The maximum age limit for transfer on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p><b>Direct Recruitment:</b> The maximum age limit for direct recruitment not exceeding 30 years (Relaxable for Government Servants up to 5 years in accordance with instructions/orders issued by the Central Government from time to time).</p>	<p><b>Deputation:</b> Officers under Central/State Government/Universities/Recognized Research Institutes/Public Sector Undertaking/Semi Government/ Autonomous/Statutory Organizations: (a) (i) holding analogous posts on regular basis, or (ii) officers holding regular post in the grade pay scale of Rs.4000-6000 (pre-revised) (Revised- PB-1 Rs.5200-20200+GP Rs.2400) with ten years regular service and (b) (i) Degree from a recognized University or equivalent</p> <p><b>Direct Recruitment:</b> (i) Degree from a recognised University or equivalent (ii) Five years experience in administration/accounts</p>
2	Accountant	01* (U/R)	PB-2 Rs.9300-34800+GP Rs.4200/-	By deputation failing which by direct recruitment.	<p><b>Deputation:</b> The maximum age limit for transfer on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p><b>Direct Recruitment:</b> Not exceeding 30 years for Direct Recruitment (Relaxable up to 45 years in case of Government Servants in accordance with instructions or orders issued by the Central Government from time to time).</p>	<p><b>Deputation:</b> Officers under Central/State Government/Universities/Recognized Research Institutes/Public Sector Undertaking/Semi Government/ Autonomous/Statutory Organizations: (a) (i) holding analogous posts on regular basis or equivalent, or (ii) holding posts in the pay scale of Rs.4000-6000 (pre-revised) (Revised- PB-1 Rs.5200-20200 + GP Rs.2400/-) with ten years regular service in the grade. (b) undergone training in the Cash and Accounts work in Institute of Secretariat Training and Management or equivalent and possess three years experience in Cash and Accounts and Budget work.</p>

						<b>Direct Recruitment:</b> 1. Bachelor of Commerce/Chartered Accountant (Inter)/Institute of cost and Works Accountancy (Inter) from the recognised University/Institutions 2. Minimum 5 years experience in accounts in Government/ semi Government/Company of repute Desirable: Experience of preparation of pay bills, Travelling Allowance/ Dearness Allowance Bills and balance sheets
3	Data-Entry-Operator	01 (Anticipated)	PB-1 Rs.5200-20200+GP Rs.2800/-	On deputation	<b>Deputation:</b> The maximum age limit for transfer on deputation shall not be exceeding 56 years as on the closing date of receipt of applications.	<b>Deputation:</b> (a) (i) Holding analogous posts on regular basis; or (ii) With 5 years regular service in the grade of Rs.4000-6000 (pre-revised) and  1. Possessing Degree of a recognised University or equivalent 2. Should possess a speed of not less than 8000 Key Depressions per hour for Data Entry work. 3. 3 years experience in Data Entry work and Computer application

\* Out of three vacancies of Assistant and one vacancy of Accountant, one will be reserved for PWDs, if filled on direct recruitment basis.

#### General Conditions:

1. The number of posts may increase or decrease.
2. The appointing authority reserves the right to cancel the recruitment at any stage without assigning any reason.
3. Age relaxation and reservation for SC/ST/OBC/PWD etc. will be as per Government of India rules. The correct date for determining the age limit shall be the closing date for receipt of applications.
4. The posts of Assistant and Accountant are identified for persons with disabilities (BL, OA, OL, HH) and DEO is identified for OL, BL, LV, HH. One vacancy in the post of Assistant/Accountant will be reserved if the post is filled up on direct recruitment basis. If reserved, the vacancy will be open to both the identified categories of disability, namely, Locomotor Disability or Cerebral Palsy and Hearing Impairment.
5. 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.
6. 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.
7. Candidates employed under Central/State Governments, Universities/Recognized Research Institutes/ Public Sector Undertakings/ Semi Government/ Autonomous/ Statutory Organizations should forward their application through proper channel/submit NOC from their respective department at the time of Test/Interview.
8. Last date for submission of applications is 45 days from the date of publication of the advertisement in the Employment News/Rojgar Samachar and 60 days for the applicants from remote areas.
9. For details about the educational qualifications, experience, eligibility criteria, etc. and the prescribed application format, please visit Council's website: [www.rehabcouncil.nic.in](http://www.rehabcouncil.nic.in).
10. Application Proforma is given at Annexure-I below.
11. Applications in the prescribed proforma and completed in all respects should be sent to the Member Secretary, Rehabilitation Council of India, B-22, Qutab Institutional Area, New Delhi-110016. Incomplete applications and applications received after the last date will not be entertained.

All the above posts are suitable for persons with disabilities who are encouraged to apply

Member Secretary