**ALI YAVAR JUNG NATIONAL INSTITUTE OF SPEECH & HEARING DISABILITIES (DIVYANGJAN)**

**(Under Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Governement of India)**

**Bandra Reclamation, Bandra (W), Mumbai – 400050**

**EMPLOYMENT NOTICE**

AYJNISHD(D) invites applications from interested candidates having required qualification and experience to work on contract basis in the following positions at AYJNISHD(D) – NBER – Mumbai.

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| --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Post** | **Number of Posts** | **Consolidated Salary/ month** | **Age Limit** | **Qualifications** |
|  | Senior Consultant | 02 | ₹ 50,000/- | 50 Years | **Essential Qualification:**   * Master’s Degree with at least 55% of marks in any discipline from a recognized University/ Institute. * 05 years’ experience as assistant controller of examination in administration and conducting examinations in Universities/Institutes with knowledge of rules and procedures of conducting examinations.   **Desirable Qualification:**   * Computer skills including MS Office. |
|  | Consultant Examination | 02 | ₹ 45,000/- | 45 years | **Essential Qualification:**   * Master’s Degree with at least 55% of marks in any discipline from a recognized University/ Institute * 03 years’ experience as assistant controller of examination in administration and conducting examinations in Universities/Institutes with knowledge of rules and procedures of conducting examinations.   **Desirable Qualification:**   * Computer skills including MS Office. |
|  | Consultant Examination Software Developer | 01 | ₹ 45,000/- | 35 years | **Essential Qualification:**   * Master’s Degree in Computer Science / Information Technology / MCA from a recognized University. * 03 years of experience in the relevant field in a reputed Organization. |
|  | Junior Consultant | 04 | ₹ 35,000/- | 35 years | **Essential Qualification:**   * Master’s Degree with at least 55% of marks in any discipline from a recognized University/ Institute * 02 years’ experience as assistant controller of examination in administration and conducting examinations in Universities/Institutes with knowledge of rules and procedures of conducting examinations.   **Desirable Qualification**   * Computer skills including MS Office. |
|  | DEO- Data Entry Operator | 2 | ₹ 25,000/- | 27 years | * Degree of a recognized University or equivalent. * Diploma in computer application. * Speed of not less than 8000 numeric key depression per hour on the computer.   **Note –** The speed of 8000 Key Depression per hour for Data Entry work is to be judged by conducting a speed test on Electronic Data Processing Machine (s) by the competent Authority. |
|  | MTS | 2 | ₹ 18,000/- | 30 years | * Higher Secondary (10+2) or equivalent qualification. * Efficient in reading and writing skills in Hindi and English language. |

**GENERAL CONDITIONS:**

1. The engagements of positions advertised are purely on contract basis, and only for a period of 11 months, extendable subject to the satisfactory performance.
2. The person engaged purely on contract basis shall no claim either implicit or explicit, for his/her absorption or regularization in Examination body, AYJNISHD(D) – NBER – Mumbai.
3. The AYJNISHD (D) – NBER - Mumbai reserved the right to cancel this advertisement and/or the selection process without assigning any reason.
4. The number of posts may increase or decrease.
5. Candidates desires of applying for more than one post should send separate application for each post.
6. The AYJNISHD(D) – NBER - Mumbai may conduct written test/skill test, wherever required.
7. The terms of services for retired person (s) shall be as per the extent rules.
8. Application (s) should be made on the prescribed proforma, which can be downloaded from the Institute’s website https://www.ayjnihh.nic.in
9. Applications addressed to the Director, AYJNISHD(D) – NBER – K.C. Marg, Bandra Reclamation, Bandra (W), Mumbai - 400050 (India) must reach within 15 days of publishing of notification in leading newspaper/employment news uploading the advertisement on Institute web site mentioned above.
10. Application fee (non-refundable):

: @Rs. 500/- (Rupees five hundred only) for General, OBC & EWS category.

: @Rs. 250/- (Rupees Two hundred fifty only) for SC/ST category.

: Persons with Disability (Divyangjan) are exempted from above fee.

Application fees in the form of Account Payee Demand Draft drawn in favour of “AYJNISHD(D) RCI Exam” payable at Mumbai and shuld be send alongwith the Applicaton Form.

1. Applications (application form as per ‘Annexure -I’) must invariably be accompanied with self attested copies of certificates, degrees, mark sheets, and testimonials in support of qualifications, age and experience failing which application will be rejected straightway. No query will be entertained after receipt of application.
2. Mere fulfilling the qualification does not entitle a candidate to be necessary considered or called for the written test/interview.
3. The AYJNISHD(D) – NBER - Mumbai reserves the right to: (a) Conduct written/interview and/ or skill/trade test for the post wherever the circumstances so warranted or may fix a criterion after taking into the qualification and experience of the applicants (b) not to fill any or all the advertised positions (c) fill up consequential vacancies including additional post arising at the time of selection for available candidate by direct recruitment (d) reject any or all the applications without assigning any reasons thereof (e) any edition/deletion and changes in matter of terms and conditions given in this notification of recruitment (f) Increase/ Decrease the number of posts without giving any reason. The number of position is thus open to change.
4. Incomplete application or without relevant supporting enclosures (self-attested clear copies of degree/certificates/mark sheets/experience certificate/application fee, caste certificate (if any) etc. will be rejected out-rightly. Experience and qualifications will be reckoned as on last date of submission of application form.
5. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to the called for written/interview.
6. In case of larger number of applications are received, screening will be done to limit the number of candidates to those possessing higher/relevant qualification and experience.
7. Only shortlisted candidates will be called for written test/skill/interview/presentation.
8. Application received after the last due date to postal delay or any other reason(s) thereof or incomplete in any form or without the application fee, shall be summarily rejected.
9. No corresponding will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of test/Interview, reasons for not being called etc.
10. Applicants must superscribe the envelope with ‘Application for the post of\_\_\_\_\_\_\_\_\_\_\_\_\_.
11. Canvassing in any form on behalf of any candidate will disqualify such candidate.
12. AYJNISHD(D) – NBER - Mumbai strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
13. In case any mistake in selection process is detected, the Institute reserves the right to modify/ withdraw/cancel any communication made to the candidates.
14. The Director, AYJNISHD(D) – NBER - Mumbai reserves the right to fill or not to fill the post(s) without assigning any reason thereof.
15. Corrigendum, if any shall be posted on the Institute website only. <https://www.ayjnihh.nic.in>
16. Interim correspondence will not be entertained and replied to.
17. Any dispute with regard to the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Mumbai.

Director, (Officiating)

Annexure –I

**Ali Yavar Jung National Institute Speech and Hearing Disabilities (Divyangjan)**

**K C Marg, Bandra Reclamation, Bandra (W), Mumbai – 400 050**

Application No.

*(To be filled by the office)*

Paste a recent passport size photo

Advertisement No & Date:-

1. Applied for the post:
2. Particulars of details of Demand Draft : Amount Rs.\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| D.D. No. |  | DD Date |  | Drawn on Bank |  |

1. Name (in Block letters) :
2. Father’s Name/Husband’s Name:
3. Gender :
4. Marital Status : Married/Single
5. Date of Birth:
6. Age as on last date of Application:
7. Nationality
8. Postal Address :
9. Permanent :
10. Present :
11. Category :

*(UR/OBC(NCL)/SC/ST/EWS etc)*

1. Are you a PwDs (Divyangjan): Yes/No
2. Are you an Ex-Servicemen: Yes/No
3. Details of Employment (beginning with the Present Post)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Office/ Institutio n employed | Date of Joining | Date of Leaving | Post held/ Designati on | Scale of Pay with Grade  Pay/Lev el | Basi c Pay Rs. | Total Salary (Gross  ) Rs. | Natur e of Duties |
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1. Educational Qualification (Commencing with Matriculation):

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| --- | --- | --- | --- | --- | --- |
| Examination Passed | University/ Board | Year of Passing | Class/Division  /Grade | % of Marks | Subjects offered |
|  |  |  |  |  |  |
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1. Contact Details :
2. Mobile Number :
3. Email Id :
4. Proficiency in Computer if any:

*(Please specify the level of accomplishment & attach certificate)*

1. Valid CRR No. (if applicable) :

APPLICANT’S DECLARATION

I hereby declare that in the event of information or part thereof being found incorrect at any stage, my candidature/ appointment is liable to be cancelled/terminated without any notice to me and action can be taken against me.

Place:

Date: Signature of the applicant