



Central Employment Exchange

Advt. No. 01/2023

Applications are invited for the following post(s) by various employers indicated in the advertisement within 30 days of date of advertisement in Employment News & Rozgar Samachar in the prescribed format given at the end of the advertisement. Applications received after due date will not be considered.

S.No.	Particulars	Details
1.	Name, Address & Tel. no. of the Employer	As per Annex-I Attached
2.	Name, Designation & Tel. no. of the indenting officer	As per Annex-I Attached
3.	Nature of the vacancy:-	
	(a) Designation of the post to be filled	Vocational Instructor, (Trade of Vocational Instructor is as per Annex-I Attached)
	(b) Description of duties	<ul style="list-style-type: none">• Evaluation and training of PWD and maintain records such as attendance and progress register.• Assign work to the PWD as per the evaluation plan chalked out by the Psychologist/ Workshop Foreman.• Proper maintenance and up keep of machinery, tools & equipment and raw materials etc. of his trade, maintaining various registers like Tools & Equipment Register, Raw Material Registers, Finished goods Registers etc. and submitting the same to the Workshop Foreman/ Workshop Engineer/ Head of the Centre for proper and periodical check up• Initiate formalities for the grant of stipend/scholarship such as filling of forms, enclosures etc.• Developing adequate evaluation models and assessing the functional suitability of the clients on the basis of simulated work condition.• Develop simulated work samples for evaluation of residual abilities and skills for developing a suitable vocational training plan.• Evaluation of the clients as per the requirement of the various jobs in the employment market.• Advising the Head of the Centre through Workshop Foreman/workshop Engineer about modifications in the machines & equipment keeping in view the degree and type of disability.• Providing training/community based vocational training to the PWD inside the Centre and monitoring the cases of those undergoing training outside the Centre,• Administering monthly and quarterly tests for review of training and reporting about their progress in the achievement of skills.• Visit factories/workshops and other employers along with Rehabilitation Officer/Psychologist or separately for job identification and assimilating the new technology.• Take adequate steps for placing the trainees of his trade in wage-paid employment or self-employment.

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		<ul style="list-style-type: none"> • Maintain the records related to the persons trained in his section including placement details. • Develop low cost modules of training in new avenues related to his area of skills. • Inspect the tools & equipment to ensure that they are as per the requirements of the Section before the purchase is affected. • Prepare and submit periodical reports on the progress of evaluation or training as the case may be. 	
(c) Qualification required	1. Essential	<p>1. For the trades of Metal Cutting, Carpentry, Radio and TV, Cutting and Tailoring, Hosiery etc.:</p> <p>(1) Matriculation or its equivalent.</p> <p>(2) National Trade Certificate in the appropriate trade or National Apprenticeship Certificate in the appropriate trade or any other recognized equivalent qualification in the appropriate trade with at least 3 years practical experience (Preference will be given to candidates trained in Central Training Institute for Instructors in the appropriate trade.)</p> <p>2. For Commerce trade:-</p> <p>(i) Essential:- Graduate of a recognized university.</p> <p>(ii) Diploma or Certificate in Commercial or Secretariat practice from a recognized institute.</p> <p>Desirable: Speed of 40 words per minute in typing and 80 words per minute in shorthand.</p> <p>Note: In respect of all the above said trades the Qualifications regarding experience are relaxable at the discretion of the authority competent to make the appointment in the case of candidates belonged to the Scheduled Castes and Scheduled Tribes, if at any stage of selection such authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>	
	2. Desirable		
(d) Age limit, if any		<p>30 years. (The age limit relaxable upto 35 years in case of Govt. servants) Note: Crucial Date for calculating age shall be the date of notification of this advertisement.</p>	
(e) Whether women are eligible		Yes	
4.	Number of posts to be filled duration wise:-	Duration	Number of Posts
	(a) Permanent	Permanent	14 (Fourteen)
	(b) Temporary		
	i. Less than 3 months		
	ii. Between 3 months & one year		
	iii. Likely to continue beyond One year		

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5.	Whether there is any obligation or arrangement for giving preference to any category of persons such as SC,ST,Ex. Servicemen, PH & OBC persons in the filling up the vacancy and, if so, the number of vacancies to be filled by such category persons:	Yes.																						
		<table border="1"> <thead> <tr> <th>Category</th> <th>Non-Priority</th> <th>Priority**</th> </tr> </thead> <tbody> <tr> <td>SC</td> <td>3</td> <td></td> </tr> <tr> <td>ST</td> <td>2</td> <td></td> </tr> <tr> <td>PwBD#</td> <td>3 (horizontal reservation)</td> <td></td> </tr> <tr> <td>OBC</td> <td>2</td> <td></td> </tr> <tr> <td>EWS</td> <td>2</td> <td></td> </tr> <tr> <td>UR</td> <td>5</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>14 (including 3 PwD)</td> <td></td> </tr> </tbody> </table> <p>Note #: Out of 14 posts, 3 posts are reserved for PwBD- one post for each category as given below:- a) B, LV b) HH d) SLD, MI & e) MD involving (a), (b) & (d) above.</p>	Category	Non-Priority	Priority**	SC	3		ST	2		PwBD#	3 (horizontal reservation)		OBC	2		EWS	2		UR	5		TOTAL
Category	Non-Priority	Priority**																						
SC	3																							
ST	2																							
PwBD#	3 (horizontal reservation)																							
OBC	2																							
EWS	2																							
UR	5																							
TOTAL	14 (including 3 PwD)																							
6.	Pay & Allowances	Level-6 (Rs.35,400-1,12,400) in the 7 th CPC & Allowances as per Extant Rules.																						
7.	Place of Work (Name of Town /Village and District in which it is situated)	As per Annex-I Attached																						
8.	Probable date by which the vacancy will be filled	Immediately																						
9.	Particulars regarding Examination:-																							
	a) Date of Examination	Date & Time will be intimated directly to the candidates																						
	b) Address time of Examination	Address & Time will be intimated directly to the candidates																						
	c) Place of Examination	Place of Examination will be intimated directly to the candidates																						
	Name, Designation, Address & Tel No. of the Officer to whom application should report	As per Annex-I Attached																						
10.	Any other relevant information	<p>Note: Crucial Date for calculating age shall be the date of notification of this advertisement.</p> <p>Candidates, who have already applied for the posts at S.no 1 to 5 of Annex-I, advertised vide Employment News dated 12th November 2022 [Adv.No.06/2022], need not apply again.</p> <p>Candidates already employed in Govt. service shall apply through proper channel.</p>																						

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Annex-I

S.No	National Career Service Centre for Differently Abled	Name of Post with Trade	No.	Category	Applications to be addressed to
1.	NCSC for DA, Bangalore Phone No.:- 080-28392907 Email- dydirvrch.blr-dget@gov.in	Vocational Instructor (General Mechanic)	1	UR*	Sh. Umashankara, K.N, Head of Office National Career Service centre for Differently Abled, No. A-417, 1st Cross, B Main Road, Behind Peenya Police Station, Peenya 1st Stage, Bengaluru, Karnataka- 560 058.
		Vocational Instructor (Refrigeration and Air Conditioning)	1	SC	
		Total	2 [* post is reserved for PwBD category (b) HH]		
2.	NCSC for DA, Chennai Phone No.:- 044-22501534 Email- vrcchennai.tn@nic.in	Vocational Instructor (Photography, Audio and Visual Animation)	1	UR	Ms. Sangeetha P., Head of Office National Career Service Centre for Differently Abled, NSTI Campus, Guindy, Chennai - 600 032
		Vocational Instructor (Computer Applications)	1	UR**	
		Vocational Instructor (Printing, DTP and Book binding)	1	SC	
		Total	3 [**post is reserved for PwBD category (a) B, LV]		
3.	NCSC for DA, Hyderabad Phone No.:- 040-27427381 Email ID- vrchyd.ap@nic.in, ncsdahyd68@gmail.com	Vocational Instructor (Wood Works)	1	UR***	Ms. Taruna Talari Tayappa, Head of Office National Career Service Centre for Differently Abled, NSTI campus, Vidyanagar, Hyderabad, Telangana -500007.
		Total	1 [*** post is reserved for PwBD category (d) SLD, MI & (e) MD involving (a), (b) & (d)]		
4.	NCSC for DA, Kolkata Phone No.:- 03323576489 Email- vrchkol.wb@gmail.com	Vocational Instructor (Dress Making)	1	SC	Dr. Pradeep Mohapatra, Head of Office National Career Service Centre for Differently Abled, Block - EN/81, Sector - 5, Salt Lake City, Kolkata - 700091
		Total	1		

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<u>S.No</u>	<u>National Career Service Centre for Differently Abled</u>	<u>Name of Post with Trade</u>	<u>No.</u>	<u>Category</u>	<u>Applications to be addressed to</u>
5.	NCSC for DA, Ranchi Phone No.: 0651 - 2952025 Email- ranchivrc@gmail.com, dd-vrcranchi@gov.in	Vocational Instructor (Dress making)	1	ST	Sh. Rakesh Ranjan, Head of Office National Career Service Centre for Differently Abled, I.T.I Campus, Hehal, Ranchi, Jharkhand - 834005
		Vocational Instructor (Offset Printing and Book Binding)	1	ST	
		Vocational Instructor (Computer Application and Office Management)	1	UR	
		Vocational Instructor (Hair and Skin Care)	1	OBC	
		Vocational Instructor (Computer Hardware Maintenance)	1	EWS	
		Vocational Instructor (Consumer Electronics)	1	EWS	
		Total	6		
6.	NCSC for DA, Mumbai Phone No:- 022-24052707 Email- vrc.mumbai@yahoo.com, vrcmumbai@nic.in	Vocational Instructor (Computer Application and Office Management)	1	OBC	Dr. Suresh Kumar Kushwaha, Head of Office National Career Service Centre for Differently Abled, NSTI Campus, V N Purav Marg, Chunabhattsion, Mumbai - 400022
		Total	1		
Total			14 posts		

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FORMAT OF APPLICATION FORM

1. Advertisement No.
2. Serial number of the post :
3. Post applied for :
4. Name of Employment Exchange where registered:if any
5. Employment Exchange Registration No.if any
6. Name of the applicant (Mr./Miss/Mrs.):
In block letters
7. Date of Birth : Date Month Year

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8. Father's Name :
9. Address (in full): -----

10. Nationality:
11. Category to which belong (SC/ST/OBC)
(ATTCH PHOTOCOPY OF CERTIFICATE)
12. Whether Ex-Serviceman (Yes/No):
13. Whether Physically Handicapped (Yes/No):
14. Academic/technical/professional qualifications
(Beginning with matriculation level) attach photocopies of certificates

Sl. No.	Name of Exam.	Year of passing	Univ./Board	Div./Class /Grade	Subjects	% of marks

15. Experience (attach photocopies of certificates in support of experience):

Sl. No.	Name of employer/ Org.	Period From - To	Designation	Pay Scale/Pay	Nature of duties	Reasons for leaving

I solemnly declare that the statement made by me in this form are correct to the best of my knowledge and belief.

Dated: _____ (Signature of the candidate)

Place: _____
List of enclosures: 1.
 2.
 3.

CBC 23105/12/0020/2223