

National Institute of Public Cooperation and Child Development

5, Siri Institutional Area, Hauz Khas, New Delhi 110 016

**(An Autonomous Body under the aegis of the
Ministry of Women and Child Development, Govt. of India)**

Applications are invited from Indian Citizens for appointment to the following posts in the Institute.

On Regular Basis				
Sl. No.	Post, Pay Band and Grade Pay	Number of posts and reservation status	Eligibility conditions	Maximum Age limit
1	Joint Director /Regional Director Level-12 (Rs.78800-Rs.209200)	01 (Reserved for OBC)	<p>Essential:</p> <p>i) Masters Degree in respective discipline i.e. Home Science, Human Resource Development, Psychology, Education, Sociology, Social Work, Women's Studies, Child Development, Anthropology, Operational Research (including Statistics) and preventive and social medicine as per requirements of the Institute.</p> <p>ii) Doctoral degree in the relevant subject.</p> <p>iii) 15 years experience in training/teaching at degree level and research or advocacy of which 5 years should be at a senior supervisory level.</p>	50 years
2	Deputy Director (Prog. Div.) Level-11 (Rs.67700-Rs.208700)	02 posts 01 (UR) 01 (Reserved for ST)	<p>Essential:</p> <p>i) Post Graduate degree in relevant discipline i.e. Home Science with specialization in Community Resource Management or Foods and Nutrition or Child Development/Psychology/Education/Social Work/Sociology/Aanthropology/Management/Public Administration/Statistics depending upon the field relevant to the post. M.B.B.S. or equivalent degree recognized by Medical Council of India for appointment to the Post of Deputy Director (Health).</p> <p>ii) Five years experience in teaching/research/project formulation/ monitoring and supervision in the fields of Child Development/Mother Care/Social Welfare/Maternal and Child Health/Designing and Production of Audio-Visual Material for teaching and extension, relevant to the post.</p> <p>Desirable:</p>	40 years

			<p>Doctoral Degree in the relevant discipline or holder of any one of the following diplomas:</p> <p>i) D.C.H. ii) D.P.H. or M.P.H. i) D. G.O. For the post of Deputy Director (Health).</p>	
3	<p>Assistant Director Level-10 (Rs.56100-Rs.177500)</p>	<p>11 (08 posts unreserved, 01-OBC, 01-ST and 01-reserved for PH hearing impaired person.)</p>	<p>Essential: (i) At least second class post-graduate degree in the relevant discipline i.e. Home Science/Child Development/Psychology/Education/Social Work/ Sociology/ Social Anthropology/ Management/ Public Administration/ Statistics; and (ii) Three years experience in teaching/ research/ project formulation/ monitoring and supervision in the fields of Child Development/ Mother Care/ Social Development/ Social Welfare.</p>	35 years
4	<p>Publication Officer Level-10 (Rs.56100-Rs.177500)</p>	01 (01- Un-reserved)	<p>Essential: i) A Certificate of Higher Secondary or 10+2 or equivalent level from any Indian University or Board of Education in India. ii) Degree/ Diploma (Full-time) in printing technology from recognized University / Institute. iii). Minimum 3 years experience in the capacity of supervisor in a large Printing Establishment with specialization in colour slide preparation, Micro fishing, Book Production, colour separation and other connected jobs. Desirable: i). Experience in colour printing jobs. ii) Knowledge of Maintenance of Reprographic and Printing machines. iii) Knowledge of Kolistograph and Electronic Scanners.</p>	35 years
5	<p>Assistant Admn. Officer Level-7 (Rs.44900-Rs.142400)</p>	02 (02-UR)	<p>(i) Post Graduate degree from a recognized University / Institute. (ii) At least three years experience in Government / Semi Government / Public Sector / Autonomous Organization / Education Institution of Higher Learning or in a commercial organization of national standing and Knowledge of Computer Application</p>	30 years

6	Research Assistant Level-6 (Rs.35400-Rs.112400)	15 (03- OBC , out of which one visually handicapped person suffering with low vision 02- ST, 02-SC and 08 – Un-reserved)	Essential: (i) At least second class Master's degree in relevant discipline. (ii) Two years' experience of Investigation/ Tabulation/analysis of data etc.	30 years
7	Assistant Level-6 (Rs.35400-Rs.112400)	04 (01-OBC 03- UR)	Graduate from a recognized university with (five years) experience of working in a Central/State Government office or Autonomous Bodies and knowledge of Government rules and orders. Experience of work in Cash, Establishment/General administration will be preferred.	30 years
8	Joint Director (CS)	01	Transfer on deputation: Officers holding analogous posts in the Central / State Governments, universities, autonomous bodies or officers in the Pay Band of Rs. 15600-39100 (PB-3) + Grade Pay of Rs. 6600/- with 5 years service in the grade.	56 years

SYLLABUS for the post of Joint Director (Programme Division)/Regional Director, Deputy Director (Programme Division), Assistant Director and Research Assistant& MEDIUM OF EXAMINATION& SCHEME :

(i) A written test will be conducted based on the issues of Women and Child Development. The candidate can answer the questions either in English or Hindi. Not to attempted in part Hindi or part English. The Written Test will be one hour of duration. **(Maximum Marks -60)**

(ii) A Computer Skill Test will also be conducted to test the ability of candidates on Powerpoint Presentation , Ms-Office, Excel etc. The paper will be 20 Minutes of duration.**(Maximum Marks -20)**

(iii) The minimum qualifying marks will be 50% of the maximum marks for the un-reserved posts and 45% of the maximum marks for the reserved category of post. The candidate who will qualify the Written Examination and Skill Test will be called for an Interview. The candidate will be at the liberty to answer the questions either in English or Hindi during the Interview. **(Maximum Marks -20)**

For the posts of Assistant Admn. Officer and Assistant:

PaperI: Language – **30 Marks** (Precis Writing, Essay Writing & Comprehension)

PaperII: Numerical Ability – **30 Marks** (Arithmetic of Matric Level)

PaperIII: Government Rules and Regulation – **20 Marks.**

Duration of the paper will be 2 ½ Hours. Option to answer either in Hindi or English. Not to attempted in part Hindi or part English.

The minimum qualifying marks will be 50% of the maximum marks for the un-reserved posts and 45% of the maximum marks for the reserved category of post. The candidate who will

qualify the Written Examination will be called for an Interview. The candidate will be at the liberty to answer the questions either in English or Hindi during the Interview. **(Maximum Marks -20)**

AGE LIMITS:

- (i) The maximum age limit will be reckoned as on the last date of receipt of application.
- (ii) The upper age limit prescribed above will be relaxable up to:
 - a) A maximum of five years, if the candidate belongs to Scheduled Caste (SC) or a Scheduled Tribe (ST) category for the vacancies reserved for SC and ST as the case may be;
 - b) A maximum of three years, if the candidate belongs to Other Backward Classes (OBC) but does not belong to the creamy layer for the vacancies reserved for OBC;
 - c) A maximum of ten years, if the candidate belongs to Persons with Disabilities;
 - d) A maximum of five years, if the candidate is working in Govt./Autonomous Body/ attached offices of Govt. of India etc. he /she has completed 3 years of regular and continuous service as on closing date of submission of application. The age relaxation is further subject to the condition that the employee continues to be in the regular employment till his/her final selection; and
 - e) A maximum of three years plus length of Military Service, subject to a maximum of 45 years of age, if the candidate is an ex-serviceman.
- (iii) A candidate will be eligible to get the benefit of community (SC/ST/OBC) reservation or age relaxation only in case the particular caste/tribe to which the candidate belongs to is included in the list of such community issues by the Central Govt. for purpose of reservation.
- (iv) Relaxation in age limit to Persons with Disabilities shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for the nature of disability possessed by the candidate.
- (v) The term Ex-servicemen, will apply to the persons who are defined as ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time. The age relaxation will not be admissible to ex-servicemen who are released on their own request.
- (vi) Candidate applying against reserved vacancies or seeking age relaxation shall be required to submit, a certificate in support of his/her being SC/ST/OBC/Person with Disabilities/Ex-servicemen/Govt. Servant in the prescribed format. Failure to produce such certificate would lead to summary rejection of the candidature.
- (vii) **Facility of Scribe:** Visually Handicapped (VH) candidates with visual disabilities of forty per cent and above may avail the assistance of a SCRIBE in the Examination subject to such requests being made in the application forms. VH candidates would have to bring their own scribe who fulfils the criterion fixed by the NIPCCD. Such candidates would be further required to apply to the Institute in the prescribed format at least two weeks ahead of the date of examination for which scribe is needed and obtain its approval for it. Question papers and Answer Sheets will not be provided in BRAILLE. Persons with visual disability/one eyed candidates who wish to write/indicate the answers with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall. Such candidates will have to bring their own Magnifying Glass to be Examination Hall.

Visually Handicapped, including blind and partially blind candidates with visual disability of forty per cent and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems. No attendant of VH candidates except Scribe where permissible, will be allowed inside the examination premises.

- (viii) The criteria for engagement of such scribed by candidate who is Visually Handicapped with Visual Disabilities of 40% and above is as under:
 - a) The facility of Scribe can be availed by the candidate only if a request for the same has been made by him/her in the following prescribed Proforma alongwith his / her application form.
 - b) To avail the facility of the Scribe, the candidate must submit duly filled in 'Application Form for engagement of Scribe'.
 - c) The Scribe should not possess qualification of Graduation or above on the date of examination on which he/she is to be engaged as Scribe.
 - d) The candidate will have to arrange his/her own Scribe at his/her own cost.
 - e) NIPCCD shall not bear any expenses towards or have any liability in respect of the Scribe.
 - f) Candidate shall be responsible for ensuring the veracity and accuracy of the particulars of the Scribe furnished by him/her.
 - g) In case, any information given in the application form for engagement of Scribe, is found to be false or incorrect at any time, his/her candidature is liable to be cancelled and in case he/she has been appointed, his/her appointment shall be terminate forthwith.

- h) Scribe to be engaged by the candidate should have been got approved as Scribe by the Institute before the commencement of examination, for which services of the Scribe are to be availed. No Scribe would be permitted unless the same has been approved by NIPCCD.
- i) The candidate shall furnish only one application form for Engagement of Scribe.
- j) Candidates availing the facility of Scribe shall be eligible for "Compensatory Time" of 20 minutes per hour in the examinations.

APPLICATION FEE:

An application fee of Rs. 250/- (Non-Refundable) in the form of a Demand Draft in favour of "**National Institute of Public Cooperation and Child Development**" payable at New Delhi. SC/ST/Physically Handicapped Candidates are exempted from the payment of Application Fee. The application fee is also not applicable for the post being filled up by "Transfer on Deputation basis".

Further Note/Instructions:-

1. Application for the post to be filled up on transfer on deputation basis should be sent alongwith the complete ACR dossiers for the preceding five years in a sealed cover. The authority forwarding the applications should also certify that no vigilance/disciplinary case is pending/contemplated against the officers whose applications are being forwarded.
2. Separate applications may be submitted by the applicants for applying to different posts. The envelope may be superscripted "Application for the post of _____".
3. The eligible Physically Challenged persons suitable for the above categories of posts can also apply for the posts which are not reserved for them.
4. All the posts are transferable among the Institute's Headquarters to its existing Regional Centres located in Guwahati, Bengaluru, Lucknow, Indore; and the new Regional Centre proposed at Mohali.
5. In addition to Pay, other allowances like Dearness Allowance, H.R.A. etc. are payable as per rules of this Institute, which are, in general, similar to the Rules for employees of Govt. of India.
6. Mere satisfying the essentially required minimum qualification and experience does not entitle an applicant to be called for test/interview/appointment.
7. Applications lacking all the supporting evidential documents or certificates etc or applications lacking any of the information mentioned herein, or applications received after last date of receipt of application and with those without application fee shall be similarly rejected.
8. The Institute reserves the right to cancel the requirement for any of the posts at any stage/time.
9. Actual number of positions may increase/decrease.
10. Canvassing in any form will be a disqualification.
11. The material information received will be confidential.
12. As regards applicants already in service in Govt./Autonomous Body/public undertaking/Govt. Co. etc the application should be sent through proper channel. Only those applications will be processed/considered, which are received by the Institute through proper channel by the prescribed last date. A candidate should ensure also that there is a certificate of the employer along with the application certifying the pay-scale(s), post(s), period of the post(s), and the nature of the duties/experience regarding each of the posts mentioned in the application.

The candidate must apply in the following prescribed format alongwith recent passport size photograph.

Note: The last date for receipt of applications is within 30 days of publication of advertisement in the Employments News

NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT
5-Siri Institutional Area, HauzKhas, New Delhi-110 016

Application form

Recent Passport size
Photograph

1	NAME OF THE POST APPLIED FOR	:	
2.	Full Name (in Capital letters)	:	
3.	Father's Name	:	
4	Mother's Name	:	
5.	Husband's Name (In case of female married candidates)	:	
6.	Nationality	:	
7.	(a) Address for communication	:	
	(b) Permanent Address	:	
		:	
	(c) e-mail ID	:	
	(d) Mobile phone No.	:	
	(e) Telephone No.	:	
8.	Date of Birth (DD/MM/YYYY)	:	
9.	Age as on the date of last date of receipt of application	:	
10.	Category (SC/ST/OBC/GEN/PH) (Certificate obtained from Revenue Official not below the rank of Deputy Tahsildar4 / Competent Medical Authority in case of PH should be attached as evidence)	:	

11.	Details of Educational Qualifications					:
Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks	
12.	Details of Professional / Technical Educational Qualifications					:
	Additional Sheet may be added, if required.					
Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks	
13.	Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection) Additional sheet may be added, if required.					
Name of Organization	Post held	Pay Scale	Duration of Service		Nature of appointment whether regular/ adhoc/full time/part time	Remarks
			From	To		

14.	Have you ever been imposed any penalty. if yes please give details					
15	If any departmental inquiry pending or contemplated against you. If yes please give details					
16.	Application Fee: a) Amount of Demand Draft b) DD Number & Date c) Drawn on (Drawer Bank) & Place					
17.	Any other relevant information which you would like to mention in support of your suitability for the post applied for:					
18.	DECLARATION: (i) I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature / appointment is liable to be cancelled / terminated. (ii) I have enclosed the required attested copies of the certificates.					

Place :

Date :

Signature of the Applicant

NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT
5, SIRI INSTITUTIONAL AREA, HAUZ KHAS, NEW DELHI – 110016

Application form for availing the facility of SCRIBE by candidates who are visually handicapped
with visual disability of 40% and above.

I. Details of Candidate

1. Name of the Candidate: _____

2. Nature of Physical disability: _____

3. Are you visually handicapped with visual disability of 40% and above. Yes No

(Enclose a self attested copy of the disability certificate)

Affix a self-attested recent passport size coloured photograph

II. Details of SCRIBE

1. Name of the SCRIBE: _____

2. Date of Birth (DD/MM/YYYY): _____

3. Identification Mark: _____

4. Highest educational qualification
obtained by the SCRIBE: _____

5. Address of the SCRIBE: _____

6. Signature of the SCRIBE:

Affix a recent passport size coloured photograph of the Scribe, attested by the Candidate

Declaration

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that the NIPCCD may cancel/ terminate my candidature. Appointment in case any information given in this application form is found to be false or incorrect at any time. I further declare that the Scribe whose particulars are given above fulfils the criteria for engagement of Scribe prescribed by NIPCCD. I further declare that I have not submitted more than one application for availing the facility of a Scribe. I also understand that NIPCCD shall not bear any expenses or have any liability towards engagement of the aforesaid Scribe by me.

Signature of the Candidate