

Requisition form to be used when calling for application from Employment Exchanges.

01	Name & Address & Telephone No. (if any)	Dr. S.K.Kushwaha Psychologist / Head of Office National Career Service Centre for Differently Abled, N.S.T.I. Campus, V.N.Purav Marg, Chunabhatti, Mumbai 400 022. Tel. No. 022-24052707
02	Name & Designation of the Indenting Officer, Telephone No.	Dr. S.K.Kushwaha Psychologist / Head of Office National Career Service Centre for Differently Abled, N.S.T.I. Campus, V.N.Purav Marg, Chunabhatti, Mumbai 400 022. Tel. No. 022-24052707
03	Designation of the post to be filled	Vocational Instructor (CA & OM)
04	Qualification required	1. Graduate of a recognized university. 2. Diploma or certificate in Commercial or Secretariat Practice from a recognized Institute.
	a) Essential	
	b) Desirable	Speed of 40 words per minute in typing and 80 words per minute in Shorthand in Hindi & English & Knowledge of Computer.
06	Age Limit if any	30 Years or below with age relaxable as per the Central Govt. Rules.
07	Whether women are eligible	Yes
08	No. of posts to be filled up	
	a) Permanent / Regular	01 (One)
	b) Temporary	Nil
	i) Less than 3 months	Nil
	ii) Between 3 months & 1 year	Nil
	iii) Likely to be continued beyond one year	Nil
	Whether there is any obligation or arrangement for giving preference to any category of persons such as SC, ST, Ex Servicemen, P.H., OBC, persons in filling up the vacancy, and if so the number of vacancy in the filled up by such categories of persons.	
	Categories	No. of vacancies to be filled up (by priority Candidates (Applicable for Central Govt. Posts only)
	Scheduled Caste	Total
	Scheduled Tribe	Nil
	Ex-Servicemen	Nil
	Physically Handicapped	Nil
	Other Backward Class	01
	Others	Nil
09	Pay & Allowances	Revised Pay Matrix at Level -6 (35400-142400) Total emoluments P.M.61818/-
10	Place of work	Mumbai with all India Transfer

11	Probable date by which the vacancy will be filled	Immediately subject to approval by the Ministry
12	Particulars regarding Interview /Test of Applicants	To be decided after receipt of application
13	Place of Interview Test	NCSC for Differently Abled, NSTI Campus, V.N.Purav Marg, Chunabhatti, Mumbai -400 022.
14	Name, Designation, Address & Telephone (If any of the Officer to whom the applicant should report.)	Dr. S.K.Kushwaha Psychologist / Head of Office National Career Service Centre for Differently Abled, N.S.T.I. Campus, V.N.Purav Marg, Chunabhatti, Mumbai 400 022. Tel. No. 022-24052707
15	Any other relevant information	1. The Applicant working under Central/State Govt./Public Sector undertaking or any other organization, are directed to submit their application through proper channel.

Certified that while placing this demand the instructions connect with the order on communal presentation in Service have been strictly followed with due regard to the roster maintained in coordination with these orders.

(Dr. S.K.Kushwaha)

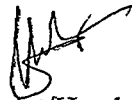
Psychologist / Head of Office

**Head of Office**  
**National Career Service Center for Differently Abled**  
**Govt. of India**  
**Min. Labour & Employment (DGE)**  
**NSTI Campus, Sion, Chunabhatti,**  
**Mumbai - 400 022.**

National Career Service Centre for D.A., Mumbai.

Brief description of duties of Vocational Instructors (CA & OM)

Evaluation and training of PWD and maintain record of machinery, tool, equipment's and raw materials etc. Developing adequate evaluation models and assessing the functional suitability of the clients on the basis of simulated work condition. Evaluation of the clients as per the requirement of the various jobs in the employment market. Take adequate steps for placing the trainees in wage paid employment or self employment Develop low cost modules of training in new avenues related to his area of skills.

  
Psychologist/Head of Office  
NCSC for DA,  
Mumbai

Head of Office  
National Career Service Center for Differently Abled  
Govt. of India  
Min Labour & Employment (DGE)  
ATI Campus, Sion, Chunarbhavi,  
Mumbai - 400 022.

➤ The Foreman is primarily responsible for drawing and executing vocational evaluation plan and supervising the same inside the workshop premises and maintains suitable records of materials and client records.

## 10. Vocational Instructors:

- 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.
- 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.

*The Post of Vocational Instructor is trade related and training would be provided in the particular trade or related skills. Normally 16-20 trainees are admitted in each Trade for evaluation/training.*

## 11. Workshop Attendants:

- Cleaning of machines, tools & equipment etc. of the Sections in which he/she has been deputed.
- Keeping the Section, its furniture neat and tidy and raw materials ready for distribution among the trainees.
- Assisting in job-exercises to the clients undergoing evaluation and in plant training and help them in marking, cutting, measurement etc. as assigned by the Vocational Instructor.
- Collecting the completed jobs from the trainees
- Keeping tools and equipment used by the trainees in safe custody after proper cleaning.
- Providing drinking water and other necessities to the trainees
- Help the trainees in their movements, if necessary by pushing the wheel chair etc.
- Make home visits for follow up as assigned by the other Officers of the Centre.
- Attending to Security and other similar duties as and when assigned.
- Looking after the section during the brief absence of Vocational Instructors
- Providing vocational training in allied skills under the supervision of the Vocational Instructor
- Any other duties assigned by the seniors.

## 12. Store Keeper:

- Maintenance of main Store, all the records and registers like material store register, dead stock register, raw material, tools & equipment, inventories of the Store, bins and bin cards.

# RESERVATION ROSTER REGISTER POST BASED (DIRECT RECRUITMENT)

1) Name of the post : Vocational Instructor

2) Method of recruitment : Direct Recruitment

3) Number of posts in the cadre : 08

4) Percentage of reservation prescribed : SCs = 15% STs = 7%  
OBC = 27%

Cycle No./ Point No.	UR or Reserved for SCs/STs/OBCs	Name	Date of Appointment	Whether SC/ST/OBC/General	Filled as UR or reserved for SCs/STs/OBCs	Signature of Appointing Authority or other Authorised officer	Remarks
1	2	3	4	5	6	7	8
1	UR	Shri A.R. Taide	23.04.79	SC	UR	Jaiji	Promoted as S.F.
2	UR	Shri V.Y. More	18.5.1982	SC	UR	Jaiji	Superannual on 30/6/201
3	UR	Shri S.M. Bhargode	26.5.1982	SC	UR	Jaiji	Superannual on 30/6/20
4	OBC	Shri R.G. Nandanwar	29.5.1982	ST	UR	Jaiji	UTZ by General on 31/7/201
5	UR	Shri D.S. Patil	28.10.1986	General	UR	Jaiji	Superannual on 31/7/201
6	UR	Smt. S.U. Parab	19.6.1987	General	UR	Jaiji	
7	SC	Shri B.B. Pande	19.6.1987	General	UR	Jaiji	UTZ by General on 31/7/201
8	OBC	Smt. M.L. Upadaya	26.9.1990	SC	SC	Jaiji	UTZ by SC
9	R/1/01	UR	Shri G.C. Lepakshetti	28.11.1990	General	UR	Transfer to A.T.I.
10	R/00/02	UR	Shri D.K. Gaudam	11.3.1999	General	UR	Resigned 14.12.2000
11	R/01/03	UR	Smt. Suman Vishwakarma	30.4.2005	OBC	OBC	UTZ by OBC on 31/7/201
12	R/1/04	OBC	Shri P. Pring B.B.				Replaced for the vacancy under category
13	R/1/15	UR					Cycle No. Point No. 1
14	R/1/06	ST					

One post of OBC short fall may be filled up.

Future vacancies

(ओ. पी. सिंह/O. P. SINGH)

Director (Employment)  
Ministry of Labour & Employment

03/12/19  
Dr. Shikha Agardh  
Director (Employment)  
Ministry of Labour & Employment  
New Delhi



भारत सरकार

Government of India

श्रम एवं रोजगार मंत्रालय

Ministry of Labour & Employment

रोजगार महानिदेशालय

Directorate General of Employment

दिव्यांगो हेतु नेशनल केरीयर सर्विसेस सेंटर

National Career Service Centre for Differently Abled

एन.एस.टी.आय.कैम्पस, (ए.टी.आय.कैम्पस) वि.एन.पुरव मार्ग, सायन,

N.S.T.I. Campus, (A.T.I. Campus) V.N. Purav Marg, Sion, Mumbai

मुंबई

i E-mail vrc.mumbai@yohoo.com

Telefax No.- 022-24052707

No-NCSC/A-12024/1/2022(CA40M)/102

दिनांक : 21/11/22

प्रति,

उपनिदेशक (रो)/सहायक निदेशक(रो) सभी एन.सी.एस.सी. फॉर डी.ए.

विषय : व्यावसायिक अनुदेशक - कम्प्यूटर एप्लीकेशन एण्ड ऑफिस मैनेजमेंट अराजपत्रित वेतन स्तर-6 (पूर्व संशोधित 9300-34800 ग्रेड पे 4200-00) के पद पर नियमित अंतर विभागीय स्थानान्तरण पर भरने के लिए आवेदन पत्रों का आमंजन।

महोदय/महोदया,

इस केन्द्र में व्यावसायिक अनुदेशक - कम्प्यूटर एप्लीकेशन एण्ड ऑफिस मैनेजमेंट अराजपत्रित वेतन स्तर-6 (पूर्व संशोधित 9300-34800 ग्रेड पे 4200-00) का एक पद दिनांक 01 जून 2022 से रिक्त होना है जिसको रोजगार महानिदेशालय, श्रम एवं रोजगार मंत्रालय में से समान पद पर कार्यरत कर्मचारी से नियमित अंतर विभागीय स्थानान्तरण पर भरने के लिए आवेदन पत्र आमंत्रित किये जाते हैं। पद का विवरण निम्न है।

- व्यावसायिक अनुदेशक - कम्प्यूटर एप्लीकेशन एण्ड ऑफिस मैनेजमेंट - 1 पद
- वर्ग ग्रुप "बी" अराजपत्रित
- वेतन स्तर -6 (पूर्व संशोधित 9300-34800 ग्रेड पे 4200-00)

आवश्यक शैक्षणिक योग्यताएं

- मान्यता प्राप्त किसी बोर्ड/विश्वविद्यालय से स्नातक उत्तीर्ण
- सचिवकीय कार्य में डिप्लोमा/प्रमाणपत्र
- वांछनीय - हिन्दी आशुलिपि/ अंग्रेजी आशुलिपि का ज्ञान, टंकण कार्य में दक्षता एवं संगणक का मूल ज्ञान
- वांछनीय अनुभव - संबंधित व्यवसाय में अनुभव रखने वालों की वरीयता दी जाएगी।

इच्छुक उम्मीदवार अपना आवेदन पत्र अपने नियंत्रण अधिकारी /केन्द्र प्रमुख के माध्यम से दिए गए प्रपत्र में सभी आवश्यक दस्तावेजों के साथ इस केन्द्र को दिनांक 19/12/2022 तक प्रेषित करें। इस तिथि के उपरान्त प्राप्त आवेदन पत्रों और अग्रिम आवेदन पत्र पर कोई विचार नहीं किया जाएगा।

भवदीय

( डॉ.एस.के.कुशवाहा )

केन्द्र प्रमुख

प्रतिलिपि सूचनार्थ।

उपमहानिदेशक, रोजगार सेवाएं, श्रम एवं रोजगार मंत्रालय, श्रम शक्ति भवन, 2 एवं 4 रफी मार्ग, नई दिल्ली-110001

( डॉ.एस.के.कुशवाहा )

केन्द्र प्रमुख

केन्द्र प्रमुख

F.No. 2/12(NG)/2022-R&amp;R and DC

Government of India

M/o Personnel, Public Grievances and Pensions

D/o Personnel and Training

(Division of Retraining and Redeployment)

Loknaya Bhawan, Khan Market

New Delhi - 110003

Dated : 21/06/2022

Dr. S.K.Kushwaha

H.O.O.

Ministry of Labour &amp; Employment

National Career Service Centre for

Differently Abled

A.T.I. Capmpus, Sion, Mumbai-440022

Sub : Redeployment of Surplus Staff - Issue of 'NOC' regarding

Sir/Madam

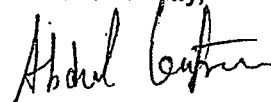
I am directed to refer to your letter No. NCSC/A.12025/1/2019/75 dated 05/05/2022 regarding filling up of 01 post (OBC) of Vocational Instructor (Computer Application & Office Management) in the Pay Level-6 by way of direct recruitment.

2. In this regard, it is intimated that due to non-availability of suitable surplus staff, this Department is not in a position, at present to provide surplus staff for said post(s). This Department has, therefore, no objection if the said vacant post(s) is/are filled up through other permissible channels as per the recruitment rules of the said post(s).

3. However, before proceeding to fill the direct recruitment vacancies, the Department/Organization/Office must ensure that all statutory requirements, Rules, regulations, etc., for making appointment in the Government, have duly been complied with.

4. This issues with the approval of competent authority.

Your faithfully,



(Abdul Gufran)

Section Officer

Note :-

This Clearance is subject to the restriction/ban that may have been imposed by the Central Government under other Rules/Orders for filling up of vacancies.

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- (4) An officer belonging to the Scheduled Castes or the Scheduled Tribes category not below the rank of Group B.

1	2	3	4	5	6	7
7. Vocational Instructor	5	Central Government service Group C Non-Gazetted Non-Ministerial	440-20-500-EB-25-700-EB-25-750	Not applicable	30 years. (The age limit relaxable upto 35 years in case of Govt. servants.)	For the Trades of Metal Cutting, Carpentry, Radio & TV, Cutting & Tailoring, Hosiery etc.— (1) Matriculation or its equivalent. (2) National Trade Certificate in the appropriate Trade or National Apprenticeship Certificate in the appropriate Trade or any other recognised equivalent qualification in the appropriate Trade with at least 3 years' practical experience (preference will be given to candidates trained in Central Tg. Institute for Instructors in the appropriate trade.) 2. For Commerce Trade :— (i) Essential :—Graduate of a recognised University. (ii) Diploma or Certificate in Commercial or Secretariate practice from a recognised Institute. Desirable :— Speed of 40 words per minute in typing and 80 words per minute in Shorthand. 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 belonging to the Scheduled Castes and the 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.

8	9	10	11	12	13
Not applicable	Two years	By Transfer failing which by direct recruitment.	Transfer :— Officer holding similar or equivalent post in the subordinate offices of the Directorate General of Employment and Training.	Group C Departmental Promotion Committee consisting of :— (1) Director of Employment Exchanges or his nominee— Chairman.	Not applicable



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- (2) Superintendent of the Vocational Rehabilitation Centre concerned.
- (3) Principal of the local Central Training Institute or Industrial Training Institute where Central Training Institute does not exist. In case of Vocational Rehabilitation Centre Delhi, Dy. Director, NVTI, New Delhi.
- (4) An officer belonging to the Scheduled Castes or the Scheduled Tribes category not below the rank of Group B.

1	2	3	4	5	6	7
8. Service Vehicle Driver.	1 Central Government service Group C Non-Gazetted Non-Ministerial.	260-6-326-EB-8-350.	Not applicable	Between 23 & 30 yrs. (The age limit relaxable upto 35 years in case of Govt., servants.	Essential :— Possession of a valid driving licence for motor car, knowledge of motor mechanics and experience of driving a motor car for at least 5 years. Desirable :— A pass in the 8th standard. The qualification regarding experience is relaxable at the discretion of the authority competent to make appointment in the case of candidates belonging to the Scheduled Castes or the 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.	
8	9	10	11	12	13	
Not applicable	Two years	By transfer failing which by direct recruitment.	By transfer, on the result of a test designed to adjudge suitability for the post with reference to standards considered essential in drivers of staff cars from amongst Group D staff of the centre who possess the qualification in column 7.	Group C Departmental Promotion Committee consisting of— (1) Director of Employment Exchanges or his nominee—Chairman. (2) Superintendent of the Vocational Rehabilitation Centre concerned.	Not applicable	