

**DGE-A-12026/2/2022-EE-II**  
**Government of India**  
**Ministry of Labour & Employment**  
**Directorate General of Employment**

Shram Shakti Bhawan,  
Rafi Marg, New Delhi-110001  
Dated: 19<sup>th</sup> January, 2023

To

Sh. Om Pal Singh  
Director I/c, DGE  
Central Employment Exchange

**Subject: - Advertisement in the Employment Newspaper for 14 posts of Vocational Instructor (various trades) in CEE Column.**

Sir,

The requisition for 14 posts of Vocational Instructor (various trades) Level-6 of Pay Matrix, of various National Career Service Centres for Differently Abled, along with the recruitment rules, is herewith enclosed. You are requested to get an advertisement published in the Employment Newspaper for the 14 posts of Vocational Instructor (various trades) [5-UR, 2-OBC, 3-SC, 2-ST and 2-EWS].

Yours faithfully

Encl.: as above

  
.. 19/1/2023

(Vikram Singh Negi)

Under Secretary to the Govt. of India

Copy to: -

- i. Sh. Aswani Kumar, Joint Director (E), NCS Section, with a request to upload the vacancies on NCS portal.
- ii. Dr. Shailja Singh, Joint Director (E), DGE, with a request to upload the vacancies on DGE website.
- iii. IT Cell, M/o L&E, with a request to upload the vacancies on M/o L&E website.
- iv. PPS to Director (E) for information.

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"> <li>• Evaluation and training of PWD and maintain records such as attendance and progress register.</li> <li>• Assign work to the PWD as per the evaluation plan chalked out by the Psychologist/ Workshop Foreman.</li> <li>• Proper maintenance and up keep of machinery, tools &amp; equipment and raw materials etc. of his trade, maintaining various registers like Tools &amp; 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</li> <li>• Initiate formalities for the grant of stipend/scholarship such as filling of forms, enclosures etc.</li> <li>• Developing adequate evaluation models and assessing the functional suitability of the clients on the basis of simulated work condition.</li> <li>• Develop simulated work samples for evaluation of residual abilities and skills for developing a suitable vocational training plan.</li> <li>• Evaluation of the clients as per the requirement of the various jobs in the employment market.</li> <li>• Advising the Head of the Centre through Workshop Foreman/workshop Engineer about modifications in the machines &amp; equipment keeping in view the degree and type of disability.</li> <li>• Providing training/community based vocational training to the PWD inside the Centre and monitoring the cases of those undergoing training outside the Centre,</li> <li>• Administering monthly and quarterly tests for review of training and reporting about their progress in the achievement of skills.</li> <li>• Visit factories/workshops and other employers along with Rehabilitation Officer/Psychologist or separately for job identification and assimilating the new technology.</li> <li>• Take adequate steps for placing the trainees of his trade in wage-paid employment or self-employment.</li> <li>• Maintain the records related to the persons trained in his section including placement details.</li> <li>• Develop low cost modules of training in new avenues related to his area of skills.</li> </ul>

		<ul style="list-style-type: none"> <li>• Inspect the tools &amp; equipment to ensure that they are as per the requirements of the Section before the purchase is affected.</li> <li>• Prepare and submit periodical reports on the progress of evaluation or training as the case may be.</li> </ul>	
	<p>(c) Qualification required</p> <p>1. Essential</p> <p>2. Desirable</p>	<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><b>Note:</b> 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>	
	(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
	<p>(a) Permanent</p> <p>(b) Temporary</p> <p>i. Less than 3 months</p> <p>ii. Between 3 months &amp; one year</p> <p>iii. Likely to continue beyond One year</p>	Permanent	14 (Fourteen)

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><b>TOTAL</b></td> <td><b>14 (including 3 PwD)</b></td> <td></td> </tr> </tbody> </table>	Category	Non-Priority	Priority**	SC	3		ST	2		PwBD#	3 (horizontal reservation)		OBC	2		EWS	2		UR	5		<b>TOTAL</b>	<b>14 (including 3 PwD)</b>	
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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.																										
6.	Pay & Allowances	Level-6 (Rs.35,400-1,12,400) in the 7 <sup>th</sup> 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>																								

**Annex-I**

<b>S.No</b>	<b><u>National Career Service Centre for Differently Abled</u></b>	<b><u>Name of Post with Trade</u></b>	<b>No.</b>	<b>Category</b>	<b><u>Applications to be addressed to</u></b>
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	
		<b>Total</b>	<b>2 [* post is reserved for PwBD category (b) HH]</b>		
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	
		<b>Total</b>	<b>3 [**post is reserved for PwBD category (a) B, LV]</b>		
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.
		<b>Total</b>	<b>1 [*** post is reserved for PwBD category (d) SLD, MI &amp; (e) MD involving (a), (b) &amp; (d)]</b>		
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
		<b>Total</b>	<b>1</b>		

<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	
		<b>Total</b>	<b>6</b>		
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
		<b>Total</b>	<b>1</b>		
	<b>Total</b>		<b>14 posts</b>		