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**PT. DEENDAYAL UPHADHYAYA INSTITUTE FOR THE PHYSICALLY HANDICAPPED  
4, VISHNU DIGAMBER MARG, NEW DELHI-02**

**“RECRUITMENT RULES IN RESPECT OF THE POST OF : DIRECTOR OF THE INSTITUTES**

1 S.NO.	2 Name of the post	3 No. of Posts	4 Classification	5 Scale of pay	6 Whether Selection post or non-selection	7 As required direct recruitment
1.	Director	1(one)	Group 'A'	Rs. 3700-5000 Now revised to (Rs.14300-400-18,300)		Not exceeding 45 yrs. (relaxable for Govt. servant)
8	9	10	11	12	13	14
Educational and other Qualifications required For direct recruits	Whether age and educational qualifications Prescribed for Direct recruits will apply in case of promote.	Period of probation if any:	Method of recruitment whether by direct rectt. or by promotion or by deputation / transfer and 'X' of the vacancies to be filled by various method.	Grade from which promotion/deputation/ transfer /short term contract/re-employment is to made.	If a departmental promotion committee exists. What is its composition	Circumstance in which UPSC is to be consulted in making recruitments
<b>Essential:</b> i) Master's Degree of a recognized University or Equivalent. ii) 7yrs. administrative experience in the field of rehabilitation of orthopaedically Handicapped in a recognized Institution. (Qualification relaxable at the discretion of the Appointing Authority in case of candidates otherwise well qualified; in particular, the qualification regarding experience is relaxable in case of candidates belonging to Scheduled Castes and Scheduled Tribes for Posts reserved for them.) <b>Desirable:</b> i) Post-Graduate Degree /Diploma in Vocational Guidance and Training / Physio-therapy / Occupational Therapy/ Medical Social Work of a recognised Institution / Orthotic and Prosthetic Technology / Post Graduate in Physical Medicine & Rehab. ii) Experience of research in the field of medical social work / Vocational Guidance and Training / Physio Therapy / Occupational Therapy.	Not applicable	2yrs	By transfer on deputation (including short terms contract) failing which by direct recruitment.	Officers under the Central / State Govt.'s /All India Services/Central services class I, Universities, Public Sector Undertakings and recognized research Institutions, holding analogues posts. (Period of deputation contract shall ordinarily not exceed 4 yrs.)	Appointment shall be made by Standing Committee of the Institute after prior concurrence of Ministry of Social Welfare now Ministry of Social Justice & Empowerment By a selection Committee consisting of i) President, General Council of IPH ii) Chairman, SC.IPE: iii) 2 experts from the field to be nominated by the Standing committee. iv) One officer nominated by Govt. of India	Chairman Member Members Member

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**PT DEEN DAYAL UPADHYAYA INSTITUTE FOR THE PHYSICALLY HANDICAPPED**  
**4, VISHNU DIGAMBER MARG, NEW DELHI-110002**

**RECRUITMENT RULES IN RESPECT OF THE DEPUTY DIRECTOR (ADMN.)**

1	2	3	4	5	6	7
S.NO.	Name of the post	No. of Posts	Classification	Scale of pay	Whether Selection post or non-selection	Age required for direct recruitment
1.	Deputy Director (Admn.)	01 (one)	Group 'A'	Rs. 10000-15200 (pre-revised) Rs. 15600-39100 (GP. 6600)	Selection	Not exceeding 45 yrs
8	9	10	11	12	13	14
Educational and other Qualifications required For direct recruits	Whether age and educational qualifications Prescribed for Direct recruits will apply in case of promote.	Period of probation if any:	Method of recruitment whether by direct rectt. or by promotion or by deputation / transfer and 'X' of the vacancies to be filled by various method.	Grade from which which recruitment by promotion/deputation/ transfer /short term contract/re-employment is to made.	If a departmental promotion committee exists. What is its composition	Circumstance in which UPSC is to be consulted in making recruitments

**Essential:** N.A. 2 Yrs.

(i) Post Graduate Degree from a recognised University or equivalent

(ii) 5 years administrative experience in a responsible capacity in the pay scale of Rs. 8000-13500 (pre revised)  
8 years in the pay scale of Rs. 6500-10500 (pre revised)

**Desirable:**

Experience in handling procurement of stores, Recruitment of personnel, budget and accounts at the Supervisory level.

Two yrs. experience in framing / implementing programmes for the welfare, (employment) education & rehabilitation) of the Handicapped.

By transfer on deputation failing which by direct recruitment

**By Transfer/ Deputation**  
(i) Officers holding analogues post in the Centre/State Public Ssector Undertaking / Autonomous bodies or officers in the pay scale of Rs.8000-13500 (pre revised) with 5 yrs. regular service or in the scale of pay of Rs.6500-10500 (pre revised) With 8 yrs.regular service with Admn./Estt./Actt. experience

(ii) **By Direct Recruitment**

- Chairman, Standing Committee N.A.
- Two experts in the field to be nominated by the Chairman, Standing Committee
- One member to represent the SC/ST/OBC/Minority Community to be nominated by the Chairman Standing Committee
- Director, IPH : Member Secretary

Qualification & experience should be as envisaged in column No.8

*[Signature]*  
12/13/2010

Approved by the SC in its 95th meeting held on 19.2.2010.



THE INSTITUTE FOR THE PHYSICALLY HANDICAPPED  
4, VISHNU DIGAMBER MARG, NEW DELHI-11002

RECRUITMENT RULES IN RESPECT OF THE : ADMINISTRATIVE OFFICER

1	2	3	4	5	6	7
S.NO.	Name of the post	No. of Posts	Classification	Scale of pay	Whether Selection post or non -selection	As required direct recruitment
1.	Administrative Officer	1	Group 'B'	Rs. 9300-34800 Grade Pay Rs.4600	Selection if no suitable candidate available in the Institute.	35 years
8	9	10	11	12	13	14
Educational and other Qualifications required For direct recruits	Whether age and educational qualifications Prescribed for Direct recruits will apply in case of promotee.	Period of probation if any:	Method of recruitment whether by direct rectt. or by promotion or by deputation / transfer and 'X' of the vacancies to be filled by various method.	Grade from which recruitment by promotion/deputation/ transfer /short term contract/re-employment is to made.	If a departmental promotion committee exists. What is its composition	Circumstance in which UPSC is to be consulted in making recruitments
Essential			By Deputation		DPC	N.A.
1. Degree from a recognised University	Yes	2 years	deputation failing which by direct recruitment	Deputation from the post of Assistant in the pay scale of Rs. 9300-34800 PB II & G.P. of Rs. 4200/- with 5 yrs experience or at least 3 years experience as Superintendents (Admn.) in a Govt. organizations/ autonomous body/PSUs etc.	1. Director of the Instt. 2. One Expert in the field nominated by the Chairman 3. One representative from SC/ST 4. One representative from OBC/minority community 5. Dy. Director (Admn)	: Chairman : Member : Member : Member Secretary
2. Desirable Post Graduate Degree from a recognized University preference will be given to MBA(Human Resource Management/Personnel Management)						
3. Experience 5 years experience in Administrative/ Supervisory level posts in Estt/Accounts						

Approved by the Sec in its  
100th Meeting held on 4.7.12

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**PT. DEENDAYAL UPHADHYAYA INSTITUTE FOR THE PHYSICALLY HANDICAPPED**  
**4, VISHNU DIGAMBER MARG, NEW DELHI-02**

**\*RECRUITMENT RULES FOR THE POST OF : ACCOUNTS OFFICER.**

1	2	3	4	5	6	7
Name of the post	No. of post	Classification of the posts/.service	Scale of pay	Whether Selection post or non-selection	Age for direct recruitment	Whether benefit of added years of service is admissible under rule of 30 CCS(Pension) rule 1972
Accounts Officer	1	Group B	Rs. 7450-225-11500	Selection	35 years	Yes
8	9	10	11	12	13	14
Educational and other Qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in case of promote.	Period of probation if any:	Method of Recruitment whether by Direct Rectt. or by promotion or by deputation / transfer and percentage of the vacancies to be filled by various method.	In case of recruitment by promotion/deputation/ transfer grades from which promotion/deputation/ transfer is to made.	If a departmental promotion committee exists. What is its composition	Circumstance in which UPSC is to be consulted in making recruitments

**Essential**

- Degree in Commerce from recognized University
- 5 years experience as Section Officer/ accountant in the pay Scale of Rs.5500-9000/- or equivalent in Govt/ PSU/Autonomous bodies/ Reputed Pvt organizations.

**Desirable:-**

Passed final year examination of either the Institute of Chartered Accountants of India or ICWA of India

Or

Qualified SAS examination conducted by D.C.A

**Deputation**

By deputation from amongst section Officer (Audit & A/c Junior Accounts Officer in the Five years in regular service experience As Account Officer/ Jr Account Officer in State/ Central Govt./the Central Govt. autonomous bodies/public sector undertaking

- Director - Chairman
- One outside expert Member
- Representative from Ministry of S&JE
- Representative of SC/ST Member
- Dy Director(Admn) Member-Secretary

N.A.

