

COMPOSITE REGIONAL CENTRE FOR SKILL DEVELOPMENT, REHABILITATION & EMPOWERMENT OF PERSONS WITH DISABILITIES, KOZHICODE [CRC-K], KERALA

(Under the administrative control of NIEPMD, Chennai)

Department of Empowerment of Persons with Disabilities (Divyangjan)

Ministry of Social Justice & Empowerment, Government of India

Golf Link Road, Chevayur P.O, Kozhikode, Kerala – 673 017

MANPOWER ENGAGEMENT NOTIFICATION : CONSULTANT

No. 05/2023-24/CRCK

Applications are invited from eligible Indian Nationals for engagement to the following temporary consultant positions on contract basis at Composite Regional Centre for Skill Development, Rehabilitation and Empowerment of Persons with Disabilities, Kozhikode (CRC-K) established to serve as Resource Centre for disability rehabilitation of all categories. Details are furnished below:

S. No.	Name of the Position	Number	Maximum Age Limit	Consolidated Salary per month	Essential and Desirable Qualification
1	Administrative Officer (Consultant)	01	56 Years	Rs. 50,000/-	Essential: 1. Post Graduate Degree / MBA from recognized University. 2. Minimum 5 years of experience in Establishment / Admin matters in a Government organization /Autonomous Bodies / Public Sector Undertaking / Semi Government / Quasi Government.

IMPORTANT NOTE:

- The above consultant positions will be filled purely on contractual basis.
- Engagement will be governed by the rules and regulations, terms and conditions of the engagement of the Institute presently in force or as may be framed, amended, altered or extended from time to time by the Ministry.
- Engagement to the above posts will be purely temporary and only for a period of not exceeding **11 months**. The Director reserves the right to terminate the engagement/contract at any time without assigning any reason.
- The selected candidate will be entitled to only lump sum monthly consolidated remuneration as mentioned against each position. No other Allowances such as Dearness Allowance/House Rent Allowance/Medical Allowance/GPF/NPS and other allowances entitled for Government servant will be paid.
- Paid leave of absence may be allowed @ 1.5 days for each completed month.

- vi. The contractual engagement would be on full time basis and they would not be permitted to take up any other commercial assignment during the period of consultancy.
 - vii. Application fee of Rs. 500/- for the said position in the mode of Demand Draft made in favour of Director, CRC Kozhikode, payable at Kozhikode need to be enclosed. SC/ST/PwDs and female candidates are exempted from payment of application fee.
 - viii. The envelope containing application should be superscribed "Application for the positions of _____ (Consultant) at CRC Kozhikode".
 - ix. Bringing in any type of Political/Official interference, influence, canvassing, other pressures in any form etc., will render disqualification of the candidature and action as deemed fit will be taken against such candidates. No correspondence in this matter will be entertained.
 - x. NIEPMD / CRC-K will retain data of applications received from non-shortlisted candidates only for a period of six months after completion of Engagement process i.e., the issuance of offer letter to the selected candidate.
 - xi. Maximum age limit mentioned against each position shall be reckoned as on closing date of receipt of application.
- *APPLICATION FORM DULY FILLED IN, SUPPORTED WITH SELF-ATTESTED PHOTOCOPIES SHOULD BE SUBMITTED ON OR BEFORE 21st SEPTEMBER 2023, TO THE FOLLOWING ADDRESS:*

**THE DIRECTOR,
COMPOSITE REGIONAL CENTRE FOR SKILL DEVELOPMENT, REHABILITATION &
EMPOWERMENT OF PERSONS WITH DISABILITIES, KOZHIKODE [CRC-K], GOLF LINK
ROAD, CHEVAYUR P.O, KOZHIKODE, KERALA – 673 017**

Sd/-
DIRECTOR

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APPLICATION FORMAT FOR
CONTRACTUAL POSITION AT CRC - KOZHIKODE

Recent
Passport size
Photograph

Self-
attested

Application No:
(Office use)

Application for the position of: Administrative Officer (On contractual basis)
(Fill this column without fail)

1. CRC-K Advt No	Advt.No.
2. MCI/ RCI Registration No. (wherever applicable)	
3. Name in Full (Capital Letters) (as in Matric/Degree Certificate)	
4. Date of Birth and Age (enclose copy of matric certificate)	Date Month Year Age
5. Citizenship Status	Citizen of India By Birth By Domicile
6. Member of Scheduled Caste (SC) / Tribe (ST) / Other Backward Class (OBC) / Person with Disability (PwD) etc.,	Write SC or ST or OBC (Attach certificate) or Person with Disability (PWD)
7. Address for Communication (with Phone/mobile number & Email ID) (Please give full postal address)	

8. Permanent residential Address	
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9. Name of Father/ Husband /Mother	
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10. Details of Education starting from matric (SSLC/X Std.,) onwards :-

11. (to give details **ONLY** ON PASSED COURSES & WHERE DEGREE/CERTIFICATEs etc., ARE ALREADY AWARDED/ISSUED).

Academic/ Professional Qualification	Subject with specialisation	University /Inst/Board	Year& Month of Entry	Year& Month Passed	Marks Obtained / Total Marks	/Class / Division

12. Additional Qualification/ Certificate Courses if any (Training, Apprentice programs attended, refresher courses completed etc.,)

Course	Duration	Certifying Organisation	Whether Govt. authorized/recognized	Class/Mark/details

13. Experience in chronological order upto the present post:

Organization/ Department/ Office/Institution/ University/College etc.	Designation/ Post held	From	
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13. (a) Details of Present Employment

(b) Nature of present work & responsibility held

(c) Time required to join if offered the post

14. References { Names, Designation and Address with email ID & contact details of three Referees/ references {withwhom you have interaction during your work or study period) (03 references)

(a)

(b)

(c)

DECLARATION OF THE APPLICANT

I hereby declare that the information given above is correct to the best of my knowledge and belief and I fully understand that if it is found at a later date that any information given in the application is incorrect / false or if I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled / terminated.

Place:

Date:

Signature of the Applicant With full name
in Block letters

Correspondence address of the candidate:
(to include contact /mobile number, E - mail ID also)