



HEADQUARTERS  
**INDIAN ROADS CONGRESS**

Sec. VI, R.K. Puram, New Delh-110 022

**SPECIAL RECRUITMENT DRIVE FOR FILLING UP THE POST  
UNDER PwD CATEGORY OF LDC (ORTHO PHYSICALLY DISABLED) IN  
HEADQUARTERS OF IRC, NEW DELHI**

Applications are invited from candidates belonging to PwD (Persons with Disabilities) Ortho Physically Disabled Category for filling up the post of LDC in IRC Headquarters, New Delhi on **Regular basis by Direct Recruitment under Special Recruitment Drive for PwDs**. The detail of vacancy is as under:-

Post	Pay Band	Grade Pay	No. of Vacancy under Persons with Disabilities Category (PwD)			
			OH	HH	VH	Total
Lower Division Clerk	PB-1 (Rs.5200-20200)	Rs.1900	1	-	-	1

2. DA, HRA, Transport Allowance and other allowance are payable as per Govt. of India rules in force.

3. Age limit 18-27 years as on 30.11.2015 (relaxation of 10 years for candidates of General Category, 15 years in case of SC/ST, 13 years in case of OBC category & 3 years/6 years/8 years after deduction of Military Service rendered from actual age in case of General/OBC/SC&ST Ex-Serviceman respectively).

4. Candidates are warned that they will be dealt in accordance to the prevailing statutes in case he/she fraudulently claims SC/ST/OBC/ExS/PH status.

5. **Qualification:**

(a) **Essential:** 10+2 or equivalent from recognized Board.

(b) Minimum typing speed 35 WPM in English or 30 WPM in Hindi on computer or  
Minimum typing speed 30 WPM in English or 25 WPM in Hindi on manual type writer

(c) **Desirable:** Basic knowledge in computer

6. **Selection procedure:** Selection will be made from amongst the shortlisted eligible candidates through written (bilingual question paper) test & typing (English or Hindi) test (10 minutes passage) on computer followed by interview. The merit list of successful candidates will be prepared on the basis of written test & interview. However, candidates seeking exemption from typing test shall be considered only provided such a candidate submits a certificate in a prescribed format from the Competent Medical Authority. The written exam will consist of objective type – multiple choice questions in 3 sections {general awareness; quantitative (arithmetic) aptitude

and basic knowledge of English each 25 questions of equal marks} with negative marking of 0.25 marks for each wrong answer. The duration of examination will be 90 minutes.

7. **Probation Period:** 2 years from date of joining of Govt. Service.

8. **Last date of receipt of application** is 30.11.2015 (Last date for receipt of application from candidates residing in far flung areas will be 07.12.2015).

9. **Terms & Conditions:**

- a. The definition of disabilities for reservation under the category is as per “The Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
- b. Only Indian nationals need to apply.
- c. The IRC reserves the right to fill in or otherwise of the advertised post.
- d. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for the interview.
- e. For Person with Disability, the minimum degree of disability is 40%.
- f. **Applicants must fill-in all the parts (Part-A and Part-B) of the application form.** Incomplete application and application not in the prescribed form and application without self-certified copies of certificates / mark sheets, proof of date of birth, caste certificate, etc. will be rejected. A list of enclosures must be furnished as indicated in the application form.
- g. Canvassing in any form will be a disqualification.
- h. Any change of address for correspondence should be communicated to the Secretary General, Indian Roads Congress, giving reference of the Advertisement and post(s) applied for.
- i. **The filled-in application form should be addressed to the “The Secretary General, Indian Roads Congress, Sec.-VI , R.K. Puram, New Delhi – 110 022” in an envelope superscribing “APPLICATION FOR THE POST OF Lower Division Clerk (Ortho Physically Disabled)”.**
- j. All Certificates, Degrees and other documents must be produced in original at the time of interview. Failure to produce these may result in not interviewing the candidate.
- k. Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication. If short-listed, all communications regarding written test & interview, etc. will be made preferably through e-mail.
- l. The IRC reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications.
- m. Applicants may attach additional sheet(s), wherever necessary, quoting the serial number.

10. **Check list:**

- i. Duly filled-in application form in original which is to be downloaded from the IRC website.*
- ii. Self-certified copy of the Birth Certificate.*
- iii. Self-certified copy of PwD Certificate.*
- iv. Self-certified copy of all academic Certificates.*
- v. Self-certified copy of all certificates indicating extent and duration of professional experience.*
- vi. A set of 3 names of referees along with their postal address, e-mail address, fax number, office and residence telephone numbers etc.*
- vii. Any other document or documents as specified in the above notes/instructions.*
- viii. Any additional document to support your candidature.*

(S.S. Nahar)  
Secretary General

Applicant must  
Paste here recent  
passport size  
photograph

**Part-'A'**

**Application for the post of Lower Division Clerk  
(Ortho Physically Disabled)**

1. Name (in Block letters): \_\_\_\_\_

2. Father's/Husband Name: \_\_\_\_\_

3. Sex (Male/Female): \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_  
(As recorded in Matriculation Certificate)

5. Citizenship/Nationality: \_\_\_\_\_

6. Category UR/SC/ST/OBC/Ex-S \_\_\_\_\_  
(attach attested copy of Certificate in case of SC/ST/OBC/Ex-Serviceman)

7. Marital Status \_\_\_\_\_

8. Permanent and \_\_\_\_\_

Correspondence Address \_\_\_\_\_

with Telephone No.& E-mail ID \_\_\_\_\_

9. Academic Qualification (beginning with Matriculation with percent of marks obtained, subjects & Institution passed from) (attach attested copies of certificates)

Examination Passed	Subjects	Years of Passing	Division	% of Marks	Name of Board/University

10. Other Qualifications \_\_\_\_\_  
(attach certificates, if any)

11. Speed in English/Hindi Typing \_\_\_\_\_

12. Details of Experience \_\_\_\_\_

13. Experience in Computer usage \_\_\_\_\_  
(supported by relevant attested certificates)

(Signature of Candidate)

**PART-'B'**

1. Have you previously applied for any post in this Office?  
If so, give details.

2. Additional remarks:  
***Applicant(s) may mention here any special qualifications or experiences e.g. in organisations, which have not been included under the heads given above.***

3. References:

(i) Name :  
Designation :  
Address :

e-mail :  
Mobile / Phone No. with  
STD code :

(ii) Name :  
Designation :  
Address :

e-mail :  
Mobile / Phone No. with  
STD code :

(iii) Name :  
Designation :  
Address :

e-mail :  
Mobile / Phone No. with  
STD code :

4. Details of enclosures sent with this application form:

- |       |       |
|-------|-------|
| i)    | ii)   |
| iii)  | iv)   |
| v)    | vi)   |
| vii)  | viii) |
| ix)   | x)    |
| xi)   | xii)  |
| xiii) | xiv)  |

5. **Declaration:**

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the competent authority can take appropriate action against me in case any of the information is found to be incorrect at any stage.

**Date:**

**Signature of the applicant**

**Place:**

**Name in full:** .....