



INDIAN ROADS CONGRESS

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

Indian Roads Congress invites application from candidates belonging to PwD (Persons with Disabilities) Visually Handicapped Category for filling up the post of Telephone Operator-cum-Receptionist in the pay scale of Rs.5200-20200+1900(GP) in IRC Headquarters, New Delhi on Regular basis by Direct Recruitment under Special Recruitment Drive for PwDs. The last date of receipt of applications is 04.04.2016. The detailed advertisement is available in the website of the IRC www.irc.nic.in



HEADQUARTERS
INDIAN ROADS CONGRESS

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

SPECIAL RECRUITMENT DRIVE FOR FILLING UP THE POST OF “TELEPHONE OPERATOR-CUM-RECEPTIONIST” UNDER PERSONS WITH DISABILITIES (VISUALLY HANDICAPPED) CATEGORY IN CONFIRMATION OF THE JUDGEMENT OF HON’BLE SUPREME COURT IN THE MATTER OF UNION OF INDIA AND Anr. Vs. National Federation of Blind and Ors. IN HEADQUARTERS OF IRC, NEW DELHI

Applications are invited from candidates belonging to Persons with Disabilities (Visually Handicapped) Category for filling up the post of “Telephone Operator-Cum-Receptionist” in IRC Headquarters, New Delhi on Regular basis by Direct Recruitment. 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
Telephone Operator-Cum-Receptionist	PB-1 (Rs.5200-20200)	Rs.1900	-	-	1	1

2. DA, HRA, Transport Allowance and other allowance are payable as per prevailing rules and orders 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:**

Intermediate or 10+2 or equivalent from recognized institution / college

Desirable: Diploma in Telephone Operation and fluency in English and Hindi

6. **Selection procedure:** Selection will be made from amongst the shortlisted eligible candidates whose applications are found to be received duly by due date in accordance to the attached checklist.

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

8. **Last date of receipt of application** is 04.04.2016 (4th April, 2016, Monday) Last date for receipt of application from candidates residing in far flung areas will be 11.04.2016 (11th April, 2016, Monday).

9. **Terms & Conditions:**

- (i) 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.
- (ii) Only Indian nationals need to apply.
- (iii) The IRC reserves the right to fill in or otherwise of the advertised post.
- (iv) For Person with Disability, the minimum degree of disability is 40%.
- (v) **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.
- (vi) Canvassing in any form will be a disqualification.
- (vii) 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.
- (viii) **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 TELEPHONE OPERATOR-CUM-RECEPTIONIST (VISUALLY HANDICAPPED)”.**
- (ix) Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication.
- (x) 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.
- (xi) 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 (Visually handicapped) 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 "Telephone Operator-Cum-Receptionist" (Visually Handicapped)

1. Name (in Block letters): _____

2. Mother's /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. Details of Experience _____

(Signature of Candidate)

PART-'B'

1.	Have you previously applied for any post in this Office? If so, give details.
2.	Additional remarks: <i>Applicant(s) may mention here any special qualifications or experiences e.g. in organisations, which have not been included under the heads given above.</i>
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 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: