

**National Institute of Public Cooperation and Child Development**  
**5, Siri, Institutional Area, Hauz Khas, New Delhi- 110016**

**VACANCY NOTIFICATION**

The Institute is an Autonomous Organization under the aegis of Ministry of Women and Child Development, Government of India. The Institute is going to prepare a panel for the following part time project/contractual staff, purely on contractual basis at Headquarters, New Delhi. The details of requirement are as under:-

2. The eligibility criteria are given in the table.

<b>S. No</b>	<b>Name of the project post</b>	<b>Educational Qualification</b>	<b>Experience and age limit</b>	<b>Remuneration (consolidated)</b>
1.	Occupational Therapist (Part-Time) for Child Guidance Centre (CGC)  24 hours in a months (As to be decided by Institute)	The Person should have pursued Bachelors in Occupational Therapy with three years of experience or Masters in Occupational Therapy with specialization in Pediatrics/ Neurology.	Rs. 15,000/- for having more than ten years experience.  Rs. 12,000/- for having less than ten years experience.  <b>Maximum Age: 55 Years</b>	
2.	Speech Therapist (Part-Time) for Child Guidance Centre (CGC)	i. B.Sc. in Speech & Language Pathology or Graduate with DSE (HI) with RCI Registration.  ii. Minimum 2 years' experience in relevant field  <b><u>Desirable Qualification</u></b>  iii. MSc. in Speech & Language Pathology with at least 1 years' experience working with children having Speech & Language Problems	@Rs. 20,000/- for having more than ten years experience  @Rs. 17,000/- for having less than ten years experience  <b>Maximum Age: 60 Years</b>	
3.	Psychiatrist (Part-time) for Adolescent Guidance Service Centre (AGSC)  24 hours in a months (As to be decided by Institute)	Professional in MBBS and Specialization (M.D.) in Psychiatry or Child Psychiatry	@Rs. 15,000/- for having more than ten years experience  @Rs. 12,000/- for having less than ten years experience  <b>Maximum Age: 60 Years</b>	
4.	Clinical Psychologist (Part-time) for Adolescent Guidance Service Centre (AGSC)  48 hours in a months (As to be decided by Institute)	The person should have completed M. Phil in Clinical Psychology with atleast two years of experience of working in the field.	@Rs. 20,000/- for having more than ten years experience  @Rs. 17,000/- for having less than ten years experience  <b>Maximum Age: 60 Years</b>	
5.	Project Assistant	Candidates should possess Master's Degree in Social Work/Sociology/ Psychology/ Home Science Nutrition, Statistics Management & Child Development.	i) Preferably Two years experience of working in areas of Women & child related Programme.  ii) Functional knowledge of Computer is essential.  @Rs. 30,000/- Per month. (Consolidated remuneration)  <b>Maximum Age: 45 Years</b>	

6.	Demonstrator (Bal Sevika) for Child Care Centre (CCC)	Matric/Higher Secondary Certificate from recognized university/board. Training as Bal sevika/Nursery Teacher Anganwadi Workers from a recognized Institution.	Experience of working with children in an educational setting for at least two years. @Rs. 25,000/- Per month. (Consolidated remuneration) <b>Maximum Age: 30 Years</b>
7.	हिन्दी अनुवादक (संविदा)	<b>i) अनिवार्य :</b> 1. किसी मान्यता प्राप्त विश्वविद्यालय से स्नातक डिग्री जिसमें हिन्दी व अंग्रेजी मुख्य विषयों सहित अनिवार्य/वैकल्पिक विषयों की शर्त शामिल है । 2. किसी मान्यता प्राप्त विश्वविद्यालय/संस्था से हिन्दी से अंग्रेजी और इसके विपरीत अनुवाद में डिप्लोमा/प्रमाण पत्र 3. 25 शब्द प्रति मिनट की गति से हिन्दी टंकण 4. एमएस आफिस और इसके समकक्ष कंप्यूटर अनुप्रयोग की जानकारी <b>ii) वांछनीय</b> स्वायत्तशासी संगठनों समेत केन्द्र/राज्य सरकार के कार्यालयों में हिन्दी से अंग्रेजी और इसके विपरीत अनुवाद कार्य का अनुभव	30,000 /-रूपये प्रतिमाह (समेकित) <b>आयु सीमा 35 वर्ष</b>
8.	Assistant (Accounts Section)	Post Graduate in Commerce, MBA/M.Com with specialization in Accountancy/Finance and at least 2 year's experience	i) Must possess basic computer skills (MS-Office) ii) Knowledge about GST, Taxation, TDS Calculation etc. <b>Maximum Age: 45 Years</b>
9.	Accounts Clerk	The candidate should have Bachelor of Commerce Knowledge of typing on computer.	One year experience. Preferable with knowledge of Tally. <b>Maximum Age: 30 Years</b>

#### NOTE/INSTRUCTIONS

- Interested candidates who fulfill the eligibility criteria may download the application form available on [www.nipccd.nic.in](http://www.nipccd.nic.in) under vacancies and submit their application duly self-attested copies of testimonials, experience certificate, age-proof alongwith a copy of address proof, PAN Card, Aadhar Card, recent passport size photograph etc. to the Assistant Administrative Officer (Pers.), National Institute of Public Cooperation and Child Development 5, Siri, Institutional Area, Hauz Khas, New Delhi- 110016. **The last date of receipt of application is 24.12.2021.**
- The eligible candidates will be called / informed for written test, computer skill test and Interview to be held in the Institute at its premises.

3. It is the responsibility of the candidates to ensure that they fulfill the eligibility criteria in terms of educational qualification, experience, age etc. for the post they are applying for.
4. All posts will be filled up on short term project and purely on contractual basis and the candidates have no right to claim for any regular post in the Institute.
5. The Selection Committee/ Appointing Authority has discretionary power to relax any conditions with regard to Experience and Age.
6. No other allowances, TA/DA etc. will be given for attending the interview etc.
7. Canvassing in any form will be a disqualification.

**Joint Director (CS)**



**NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT**  
**5-Siri Institutional Area, HauzKhas, New Delhi-110 016**

Recent Passport  
size Photograph

**Application form for Part Time / Project posts on Contractual basis**

1.	<b>NAME OF THE POST APPLIED FOR</b>	:				
2.	Full Name (in Capital letters)	:				
3.	Father's Name	:				
4.	Mother's Name	:				
5.	Husband's Name (In case of female married candidates )	:				
6.	Nationality	:				
7.	(a) Address for communication	:				
	(b) Permanent Address	:				
	(c) e-mail ID	:				
	(d) Mobile phone No.	:				
	(e) Telephone No.	:				
8.	Date of Birth (DD/MM/YYYY)	:				
9.	Age as on the date of last date of receipt of application	:				
10.	Details of Educational Qualifications					
	Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks


11. Details of Professional / Technical Educational Qualifications:  
**Additional Sheet may be added, if required.**

Exam Passed	Institution/University	Subject studied	Duration of Study	Year of Passing	% of marks

12. Details of Experience (Candidates are advised to fill-up this column carefully and in terms of conditions stipulated in the Advertisement to avoid rejection).  
**Additional sheet may be added, if required.**

Name of Organization	Post held	Pay Scale	Duration of Service		Nature of appointment whether regular/ adhoc/full time/part time	Remarks
			From	To		

13.	Any other relevant information which you would like to mention in support of your suitability for the post applied for:					
14.	<p><b>DECLARATION:</b> (i) I hereby declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirement mentioned in the advertisement, my candidature / appointment is liable to be cancelled / terminated. (ii) I have enclosed the required attested copies of the certificates.</p>					

Place :

Date :

Signature of the Applicant