



अखिल भारतीय वाक् श्रवण संस्थान :मैसूरु - 570006
ALL INDIA INSTITUTE OF SPEECH & HEARING: MYSORE - 570006
 (An Autonomous body under the Ministry of Health and Family Welfare,
 Govt. of India), Manasagangothri, Mysore - 570 006
 फोन /Phone: 0821-2502000/ 2502100, www.aiishmysore.in

विज्ञापनसंख्या / ADVERTISEMENT No. 13/2019

अ भा वा श्र सं, मैसूरु, द्वारा संस्थान में यथा निम्नांकित पदों की नियमित/ नियुक्ति भर्ती हेतु आवेदन आमंत्रित किए जाते हैं। / AIISH, Mysore invites applications for the following posts to be filled on regular / deputation basis at the Institute as detailed below:

पद कोड/ Post Code	पद का नाम/ Name of the Post	पद की संख्या/ No. of Posts & Category
1	Assistant Audit Officer (IAC)	1 (Deputation)
2	Cognitive Psychologist	1 (UR)
3	Special Educator	1 (EWS)
4	Clinical Psychologist Grade II	1(OBC)
5	Library and Information Assistant	1(UR)
6	Artist-cum-Photographer	1(UR)

Educational Qualification and Experience:

For Post code No. 1: Assistant Audit Officer (IAC) (1- On deputation):

Method of Recruitment: Deputation	
Age	Below 56 Years
Period of Deputation	Initially for a period of 1 year likely to be extended on yearly basis (Subject to maximum of 5 years).
Scale of Pay	PB-2 Rs. 9300-34800/- + GP Rs. 4600/- (Level 07 of pay matrix under VII pay commission).
Eligibility	<p>The officers/ staff of Central Government/ Autonomous Bodies/ State Government holding analogous post in the pay band -2: Rs. 9300-34800/- +G.P Rs. 4600/- (VI CPC)</p> <p>OR</p> <p>a. Graduate from a recognized University (preferably in commerce) with SAS or 3 months training in cash and accountancy conducted by ISTM.</p> <p>b. 3 years of experience in accounts and Audit.</p> <p>c. Knowledge of work experience of Government rules and regulations.</p>
Desirable Qualification	Knowledge of computers.

For Post code No. 2: Cognitive Psychologist (UR-01):

Method of Recruitment: Direct Recruitment	
Age	Up to 30 Years
Category	UR
Scale of Pay	Level 6 of pay matrix under VII CPC
Educational & other qualification	Essential: M.A or M.Sc in Psychology from a recognized University with Clinical Psychology as a special subject. Desirable: 2 years experience in the field.

For Post code No. 3: Special Educator (EWS-01):

Method of Recruitment: Direct Recruitment	
Age	Up to 30 Years.
Category	EWS
Scale of Pay	Level 6 of pay matrix under VII CPC
Essential Qualification	B.S.Ed (Hearing Impairment/ MR/LD/Autism etc). <u>OR</u> other equivalent qualification recognized by RCI
Desirable Qualification	2 Years experience in working in a pre-school setup for children with disability.

For Post code No. 4: Clinical Psychologist Grade II (OBC-01):

Method of Recruitment: Direct Recruitment	
Age	Up to 30 years
Category	OBC
Scale of Pay	PB-2 Rs. 9300-34800/- + GP Rs. 4200/- (Level 06 of pay matrix under VII pay commission).
Essential Qualification	M.A or M.Sc in Psychology with clinical psychology as a special subject.
Desirable Qualification	Two years experience of having worked with children with disability.

For Post code No. 5: Library and Information Assistant (UR-01)

Method of Recruitment: Direct Recruitment	
Age	Up to 30 years
Category	UR
Scale of Pay	PB-2 Rs. 9300-34800/- + GP Rs. 4200/- (Level 06 of pay matrix under VII pay commission).
Essential Qualification	1. Bachelor's degree in Library Science or Library and Information Science of a recognized University/ Institute. 2. 2 years professional experience in a Library under Central/ State Government/ Autonomous or Statutory organization/ PSU/ University or recognized research or educational institution.
Desirable Qualification	Diploma in Computer Applications from a recognized University or Institute.

For Post code No. 6: Artist-cum-Photographer (UR-01)

Method of Recruitment: Direct Recruitment	
Age	Up to 27 years
Category	UR
Scale of Pay	PB-1 Rs.5200-20200/- + GP Rs. 2400/- (Level 04 of pay matrix under VII pay commission).
Essential Qualification	Bachelor of Fine Arts/ Multi Media Technology or equivalent.
Desirable Qualification	Experience in Graphic designing and Photography. Knowledge of computers designing and editing software.

GENERAL CONDITIONS / INFORMATION:

- 1 It is intended to fill all the above posts on regular/ deputation basis at this Institute.
- 2 All the details furnished in the offline application will be treated as final and no changes shall be entertained.
- 3 Applications without photograph, Signature and necessary Marks cards, Degree certificates, Age proof, Age Relaxation in support of their application, certificates in support of claim for exemption under SC/ST/OBC Category, **No Objection Certificate** (wherever applicable) shall be summarily rejected. This shall also be applicable to the candidates working in All India Institute of Speech and Hearing.

- 4 The prescribed Essential Qualifications are a bare minimum and mere possession of it, will not entitle the candidates to be considered for the post. The candidates should furnish all the Qualifications and Experience possessed in the relevant field, over and above the minimum qualifications prescribed for consideration of their candidature. Medical/ Rehabilitation professionals shall hold a valid registration with MCI/ RCI as the case may be.
- 5 The Off-line application has to be invariably followed-up with a '**No Objection Certificate**' from the employer concerned, by those already in employment under Central/State Government, Public Sector Undertakings or Autonomous Bodies, duly indicating the name and post applied for on the reverse.
- 6 Employees Under Disciplinary Proceedings:
- Employees against whom disciplinary Proceedings are pending or contemplated shall not be considered for appointment on Direct Recruitment.
- 7 The scales of pay notified are as per 7th CPC Recommendations.
- 8 The posts carry usual allowances i.e., DA, HRA, and TA etc., as admissible to Central Government employees posted at Mysore.
- 9 The qualifications prescribed should have been obtained through recognized Universities/ Institutions.
- 10 Candidates are encouraged to apply for posts reserved for the respective category by enclosing appropriate certificates issued by competent authorities.

Age Relaxation: Age should not exceed the limit prescribed for each category of post as on the closing date for Receipt of Filled in Applications.

The Upper age limit mentioned against each post is for general category posts wherever posts are reserved for SC/ST/OBCs which are indicated against the posts, relaxation in age shall be provided as per Government of India orders in the subject. This relaxation is subject to production of certificates issued by competent authority as per Govt. of India Rules. (The Certificates in the format of Govt. of India only are acceptable. State Govt. formats are not acceptable and request for Age relaxation shall be summarily rejected).

Upper age limit will be reckoned as on the last date prescribed for receipt of applications.

- 11 The applications received in response to advertisement will be scrutinized and only short listed candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for skill, trade test, written test or Interview.
- 12 A Skill Test/ written test if found necessary may be conducted and details will be notified in the AIISH website and the eligible candidates will be informed of it in due course.
- 13 As per Government of India orders, interviews for posts in Group B & C are dispensed with. Selection for these posts will be based on merit in the essential qualification. The results of skill test/ written test if conducted, in such cases will only be qualifying in nature and merit in the essential qualification would form the basis for selection.

- 14 In case of submission of multiple applications, the last application submitted before the last date for submission of application only shall be considered for further processing.
- 15 The period of experience in a discipline / area of work, wherever prescribed, shall be reckoned from the date of acquiring the minimum prescribed educational qualification prescribed for the post and will be reckoned as on the last date prescribed for receipt of Applications.
- 16 **The competent authority has the right to accept or reject any application without assigning any reasons.**
- 17 **The competent authority reserves right not to fill all or any of the posts mentioned in the advertisement.**
- 18 **Canvassing in any form and/or bringing in any influence political or otherwise will be treated as a disqualification for the post.**
- 19 Candidates applying for more than one post should submit separate Applications for each post **indicating the name of the post and post code** in each Application applied for.
- 20 **The last date of receipt of application is 16.12.2019 at 5.30 PM.**
- 21 The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.
- 22 **Interim enquiries and other enquiries will not be attended to.**
- 23 **The candidates claiming reservation under EWS quota have to enclose the EWS (issued by officer not below the rank of Tahashildar) certificate along with the application in the format provided as annexure to this advertisement. The certificates in the other formats are not accepted.**

HOW TO APPLY:

For Direct Recruitment:

- a) Application may be downloaded from our website www.aiishmysore.in.
- b) Interested candidates who meet the requirement, may **send their Applications** along with Bio-data, Self attested copies of Matriculation / SSLC / Diploma/ Degree / Provisional Degree Certificate(s) and Mark sheets for all the Semesters / Years, SC / ST / OBC/ EWS Certificate(s), wherever applicable, Certificate of Disability and other testimonials in support of experience etc., to Office of the Chief Administrative Officer, All India Institute of Speech and Hearing, Manasagangothri, Mysore-570006 **on or before 16.12.2019 at 5.30 PM.**
- c) Application fee of ₹100/- for General Category candidates, OBC, EWS candidates and ₹40/- for candidates belonging to SC/ST Categories. Women and PH candidates are exempted from payment of application fee.
- d) **Application forms without the prescribed Application fees, DD.No & date are liable to be rejected.**
- e) Applications received after the last date or with insufficient information would not be considered.

Payment of Application Fee: By way of Demand Draft in favour of Director, AIISH, Mysore. The Candidates should mention the prescribed application fee details in the Application also.

General Instructions for Deputation:

Applications for the posts duly signed by the candidate and countersigned by the Head of Office or an officer authorized to sign on his behalf in the pro forma along with the following documents in respect of the eligible candidates who can be spared for taking up the assignment within one month from the date of intimation about their selection, may please be forwarded:

1. Cadre/department Clearance/Specific No Objection.
2. Photocopies of the Annual Confidential Reports/ Annual Performance Appraisal Reports of the candidate for the last five years duly attested by an Officer not below the rank of Under Secretary to the Govt. of India;
3. Integrity Certificate (IC) to be signed by an Officer not below the rank of Deputy Secretary to the Govt. of India (format enclosed);
4. Vigilance Clearance (VC) indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officer concerned (format enclosed);
5. Documents for Age proof and proof for essential qualification (All marks cards).
6. List of major/ minor penalties, if any, imposed on the candidate during the last 10 years OR No Penalty Certificate, as the case may be. (format enclosed)

Application along with the above documents may send to the Office of the Chief Administrative Officer, All India Institute of Speech and Hearing, Manasagangothri, Mysore-570006 on or before **16.12.2019 at 5.30 PM.**

Advt. No. 13/2019
Date: 06.11.2019

M. P. S. S. S.
निदेशक/DIRECTOR

8/11/19

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**FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED
ALONG WITH THE APPLICATION OF CANDIDATE WHO IS APPLYING FOR
DEPUTATION**

INTEGRITY CERTIFICATE

After scrutinizing the Annual Performance Appraisal Reports of Shri/Smt./Ms. _____ who has applied for the post of <name of post applying for> in the All India Institute of Speech and Hearing, Mysore for deputation, it is certified that his/her integrity is beyond doubt.

*(To be signed by an
Officer of the rank of
Deputy Secy. or above)*

Name & Office Seal:

Date:

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceedings is either pending or contemplated against Dr./Shri/Smt./Ms. _____ who has applied for the post of <name of post applying for> in the All India Institute of Speech and Hearing, Mysore for deputation.

(Authorized signatory)

Name & Office Seal:

Date:

NO PENALTY CERTIFICATE

Certified that no minor/ major penalty has been imposed on Dr./Shri/Smt./Ms. _____ who has applied for the post of <name of post applying for> in the All India Institute of Speech and Hearing, Mysore for deputation, in the past.

(Authorized signatory)

Name & Office Seal:

Date:

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____ Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport size
attested photograph of
the applicant

*Note1:. Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

No. of advertisement:

Closing Date :



DD/Receipt No.

Date :

Amount:

Photo

ALL INDIA INSTITUTE OF SPEECH & HEARING, MYSORE-6
(An Autonomous Body under Ministry of Health & Family Welfare, Govt. of India)

APPLICATION FOR THE POST OF Post No.

1. Name in full (in block letters) Mr./ Mrs./ Ms./Dr.			
2. Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
3. (a) Address for communication (b) Permanent Address (Contact telephone / Mobile No. / fax / email, if any)			
4. Date and place of birth			
5. Are you (a) a citizen of India by birth and / or by domicile? (b) If not, indicate the Nationality			
6. Name the state to which you belong			
7. Father's Name and Address Occupation			
8. State whether you are a member of Scheduled Caste / Scheduled Tribe / OBC / PWD (If so, please produce an attested copy in support)			
9. Academic Qualifications (starting from Matriculation)			
Examination	Percentage of marks obtained	Major subjects	Year of passing

=Percentage should be CALCULATED STRICTLY in accordance with the Rules & Regulations of the respective University / Board (as awarded in the Degree Certificate).

OGPA/CGPA points should be converted correctly and accurately to equivalent percentage as per the university rules and regulations should only be indicated in the marks column.

10. Have you been outside India? If so, give the following particulars:				
Country	Date of visit	Duration of visit	Purpose of visit	
11. Particulars of Passport				
No.	Issuing Authority	Valid upto		
12. Research publications: (List them in a separate sheet referring to this serial number):				
13. Research Projects completed / ongoing with you as an investigator: (Give these particulars in a separate sheet quoting this serial number) (a) Title (b) Source of Funds (c) Duration (d) Status				
14. Awards / Honors received				
15. Membership of professional organizations				
16. Language known (read and / or speak):				
17. Work experience (starting from the most recent):				
Name of the employer	Position	Duration From to	Duties	Remuneration / salary paid

18.	Are you willing to accept the minimum initial pay offered ? If not, state what is the lowest initial pay that you would accept in the prescribed scale.	
19.	How early you can join this institute, if selected?	
20.	Reference: Give names / address of three professionals in the field who are in a position to comment on your professional work (The institute may write to them for a confidential assessment of the candidate's capabilities)	
	Name / Address	Telephone / Mobile / Fax / Email
1.		
2.		
3.		
21.	Briefly explain (within 50 words) how you are suitable for this post.	
22.	List of enclosures	
	(a) (b) (c) (d) (e) (f) (g)	

DECLARATION

I, hereby declare that the information given in this application is true and correct to the best of my knowledge and belief. If any information is found false, my candidature may be disqualified without prejudice to any action that may be taken under the rules.

Station:

Date:

.....
Candidate's Signature

Instructions to candidates:

- (1) This application should be returned to this office on or before the last date prescribed for receipt of application.
- (2) Any change in the mailing / contact address should be intimated to this office well in advance.
- (3) Proof in respect of their claims like age, educational qualifications, caste, work experience, etc., should be attached.
- (4) Candidates, who are in service at present, should obtain an endorsement given below from his / her employer.

ENDORSEMENT BY THE EMPLOYER (where the candidate is presently employed)

No.....

Date

Mr. / Mrs. / Ms. / Dr. who is at present employed as (Designation).....a Permanent / Temporary employee in this office, will be relieved if selected, without delay. His / Her present basic pay is per month in the pay scale / band of Rs.

Signature

Designation