



ALL INDIA INSTITUTE OF SPEECH AND HEARING
NAIMISHAM CAMPUS, MANASAGANGOTRI, MYSORE - 570 006
(Ph: 0821-2502000/2502100, Web:www.aiishmysore.in)

ADVERTISEMENT NO: 04/2019

निदेशक, अ भा वा श्र सं, मैसूरु, द्वारा संस्थान में यथा निम्नांकित पदों की नियमित/नियुक्ति भर्ती हेतु आवेदन आमंत्रित किए जाते हैं। / The Director, 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	वर्ग / Category
1	Assistant Audit Officer (IAC)	01	Deputation
2	Accounts Officer	01	Deputation
3	Executive Assistant Grade II	04	UR-03, OBC-01
4	Clinical Psychologist Grade II	01	OBC
5	Stenographer Grade I	01	UR

The Recruitment Rules in respect of the individual post are given below:

Assistant Audit Officer (IAC):

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	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) OR a. Graduate from a recognized University (preferably in commerce) with SAS or 3 months training in cash and accountancy conducted by ISTM. b. 3 years of experience in accounts and Audit. c. Knowledge of work experience of Government rules and regulations.
Desirable Qualification	Knowledge of computers.

Accounts Officer:

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	A.A.O in the grade of Rs. 6500-10500/- (PB-2 Rs. 9300-34800/- + GP Rs. 4600/- as per VI CPC) with three years of service or A.A.O with combined service of 6 years in the grades of A.A.O or Sr. Accountant/ Office Superintendent working in the Central Government / Autonomous bodies / State Governments with: a. Degree of a recognized University (preferably in commerce). b. 6 years of experience in supervisory capacity in Accounts section.
Desirable Qualification	Knowledge of FR/SR and GFR and other rules of Government of India.

Executive Assistant Grade II:

Method of Recruitment: Direct Recruitment	
Age	Up to 30 years
Category	UR-03, OBC-01
Scale of Pay	PB-2 Rs. 9300-34800/- + GP Rs. 4200/- (Level 06 of pay matrix under VII pay commission).
Essential Qualification	a. Bachelor's Degree of a recognized University b. Skill test – shorthand: Dictation 10 min. @ 100 wpm, transcription 40 min. on computer.
Desirable Qualification	c. Five years experience as Stenographer/ Steno- typist/ Secretarial Assistance d. Knowledge of computers, MS Office, DTP software packages.

GENERAL CONDITIONS INFORMATION

Clinical Psychologist Grade II:

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.

Stenographer Grade I:

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	a. Degree of a recognized University or equivalent. b. Skill test – shorthand: Dictation 10 min. @ 100 wpm, transcription 40 min. on computer.
Desirable Qualification	c. Five years experience in profession. d. Knowledge of computers, MS Office, DTP software packages.

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**13-05-19**.....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.**

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 Certificate(s), wherever applicable, Certificate of Disability and other testimonials in support of experience etc., to the Director All India Institute of Speech and Hearing, Manasagangothri, Mysore-570006 **on or before13-05-19.....at 5.30 PM**.
- c) Application fee of ₹100/- for General Category candidates, OBC 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 Director All India Institute of Speech and Hearing, Manasagangothri, Mysore-570006 **on or before ..13-05-19.....at 5.30 PM.**

Advt. No. 04/2019
Date: ..29.05.2019

M. Purpanti 29/5/19
निदेशक/DIRECTOR