



IMPRESSIVE DATA SERVICES PVT. LTD.

E-Mail-impressivedataservices@yahoo.in

Contact No-9999344579,

Ref.No- IDSPL/ Tender/Outsourcing /NIEPMD/AL/2016/222

Dated-13/09/2016

To,

The Director
NIEPMD, Chennai.

Dear Sir,

Ref: Work Order No. NIEPMD/ Admin.2 (135)/OSM/2016/775, dated 10/08/2016

With reference to referred work order for employment of staff by our agency at HQrs NIEPMD, Chennai, we propose the following guidelines.

These guidelines will not only facilitate engagement of well qualified and efficient staff at your office in a systematic manner; adhering to the tender clauses and contract agreement, but also ensure transparency and efficiency.

(1) SELECTION SCHEDULE:-

(a) For the post of RO/ Jr Manager : 24th September 2016 (Saturday)

- | | | | |
|-------|---------------------------|---|------------------------|
| (i) | Registration | - | 09:00 A.M to 09:45 A.M |
| (ii) | Examination | - | 10:30 A.M to 12:00 P.M |
| (iii) | Verification of Documents | - | 12:30 P.M to 05:00 P.M |
| (iv) | Skill Test * | - | 03:00 P.M to 05:00 P.M |

(b) For the post of Clinical Staff Sr Level / Supervisory Cadre : 25th September 2016

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|-------|---------------------------|---|------------------------|
| (i) | Registration | - | 09:00 A.M to 09:45 A.M |
| (ii) | Examination | - | 10:30 A.M to 12:00 P.M |
| (iii) | Verification of Documents | - | 12:30 P.M to 05:00 P.M |
| (iv) | Skill Test * | - | 03:00 P.M to 05:00 P.M |

(c) For the post of Technical Staff / Clinical Staff – mid level & Caregiver / activity teacher :-

01st October 2016

- | | | | |
|-------|---------------------------|---|------------------------|
| (i) | Registration | - | 09:00 A.M to 09:45 A.M |
| (ii) | Examination | - | 10:30 A.M to 12:00 P.M |
| (iii) | Verification of Documents | - | 12:30 P.M to 05:00 P.M |
| (iv) | Skill Test * | - | 03:00 P.M to 05:00 P.M |



(d) For the post of Junior Level / Special Teacher / Assistant : 08th Oct 2016 :-

- | | | | |
|-------|---------------------------|---|------------------------|
| (i) | Registration | - | 09:00 A.M to 09:45 A.M |
| (ii) | Examination | - | 10:30 A.M to 12:00 P.M |
| (iii) | Verification of Documents | - | 12:30 P.M to 05:00 P.M |
| (iv) | Skill Test * | - | 03:00 P.M to 05:00 P.M |

(e) For the post of Support Staff; DEO/Clerical Staff : 09th October 2016 :-

- | | | | |
|-------|---------------------------|---|------------------------|
| (i) | Registration | - | 09:00 A.M to 09:45 A.M |
| (ii) | Examination | - | 10:30 A.M to 12:00 P.M |
| (iii) | Verification of Documents | - | 12:30 P.M to 05:00 P.M |
| (iv) | Skill Test * | - | 03:00 P.M to 05:00 P.M |

NOTE : * Written Test & Skill Test will be only be of qualifying nature. Assessment will be done on the basis of weightage.

(2) The Essential Qualification; Consolidated salary and experience prescribed for the employees to be engaged at HQrs, NIEPMD by M/s Impressive Data Services Pvt Ltd., Delhi is as per the ANNEXURE – I.

(3) SELECTION PROCESS IMPLEMENTATION & ROLE OF OUR AGENCY :- M/S Impressive Data Services Pvt Pvt Ltd., Delhi. :-

- Registration
- Question Paper Setting
- Documents Verification
- Conduction of Skill Test
- Conducting of Written Test
- Declaration of Weightage and Written Test Result
- Declaration of Result
- Offer of Appointment Letter with joining instructions to the candidates.

(4) The Selection Procedure for all the posts will be as under :-

- Weightage = 50 marks.
- Written Test = 50 marks – 40% i.e. 20 marks will be qualifying marks.
- Skill Test = 50 marks – 50% i.e. 25 marks will be qualifying marks.

Assessment of weightage :-

S/No.	Particulars	Marks	Maximum marks
1.	Marks for essential qualification (Maximum)		20
	Upto 50%	4	
	50% to 60%	8	
	60% to 70%	12	
	70% to 80%	16	
	Above 80%	20	



2.	Marks for additional qualifications (Maximum)		10
	PG Diploma	5	
	PG Degree	6	
	M.Phil/ Professional Qualification in the field	7	
	Ph.D.,	10	
3.	Marks for essential experience		20
	Per year 1.5 marks	15	
	Meritorious Experience	5	
	TOTAL MARKS FOR WEIGHTAGE		50 marks.

(b)WRITTEN TEST : 50 MARKS

(WILL BE OBJECTIVE / MULTIPLE CHOICE QUESTIONS

NO NEGATIVE MARKS. DURATION OF TEST WILL BE 60 MINUTES.)

We would like to implement the above selection process so as to ensure efficient; qualified and meritorious candidates are employed by us at HQrs NIEPMD, Chennai; thus fulfilling our commitment in our tender document and contract agreement.

We would request the NIEPMD to render us technical support in conduct of all the above said proceedings and the required space/infrastructure facilities for conduct of the written test/skill/trade test etc., as proposed above, please.

Expecting your early approval; to enable us proceed further; as per the above said proposal. Assuring you the best of our services; always.

Thanking you,
Yours sincerely,

For IMPRESSIVE DATA SERVICES PVT.LTD.



Enclosure : Eligibility criteria for each post and number
Of post department wise.

Registered office – HNO-40,Block-B,Street No-2,Sahdev Gali,Harsh Vihar,New Delhi-93
Admin Office – 633, D1, Durga Home, Shalimar Garden Ext.1, GZB. (U.P.)

RECRUITMENT RULES FOR PROJECT BASED TEMPORARY CONTRACT POSTS THROUGH OUTSOURCING AGENCY

Unit/ Department	RO / Jr. Manager	Clinical Staff Senior Level / Supervisory cadre	Technical staff / Clinical staff mid- level	Clinical Staff Junior Level/ Special Teacher/ Assistant	Support Staff	Caregiver / Activity teacher	DEO / Clerical staff
PSYCHOLOGY	Rs.27000/-	Rs.24000/-	Rs.20000/-	Rs.15200/-	Rs.14000/-	Rs.9500/-	Rs.10500/-
		1 Post EQ : Master's degree in Psychology. Minimum 2 years' Experience in the field of MD / CP/ ASD / ID. (OR) RCI recognized minimum 01 year course in RP/CP/SE.		1 Post EQ : Graduate with B.Ed Spl. Edn. Or D.Ed Spl. Edn. In any category.	1 Post EQ : 10+2 qualification with D.Ed., Spl Edn/ Diploma in Spl Edn.		1 Post 10+2 with 30 wpm typing & computer proficiency.
		DQ : M. Phil in Rehab. Psy.					
		No Exp. in case of M.Phil.					
SPEECH & HEARING	-	2 Posts EQ : BASLP with 02 years' experience in the field of	2 Posts <u>I.B.Tech/B.E</u> (Electrical/Electronics) <u>ECEI & (I SE)</u>				1 10+2 with 30 wpm typing & computer proficiency.
		1 SE : EQ :	1 SE : EQ :				
		with Graduate	with Graduate				



		<p>disability. DQ: MASLP. No Exp. in case of MASLP.</p>	<p>B.Ed., in Spl Edn in HV/ D.Ed., Spl Edn in HI./D.Ed., Spl Edn in DB/DHLS (OR) BASLP. DQ: Higher Qualification in the respective field.</p>				
<p>SOCIAL WORK</p>	<p>2 Posts EQ: M.A., Social Work (OR) MOT/ MPT (OR) PG in any RCI recognized course/ PG in Psychology with RCI any recognized qualification branch any RCI Recognized qualification of min 1 year duration. DQ: M.Phil in SW/Cli Psy/ Rehab Psy/</p>	<p>2 Posts EQ: M.A., Social Work (OR) MOT/ MPT (OR) M.Phil in SW/Cli Psy/ Rehab Psy/any relevant field. DQ: M.Phil in SW/Cli Psy/ Rehab Psy/any relevant field.</p>	<p>-</p>	<p>-</p>	<p>4 Posts EQ: M.A., Social Work (OR) MSW / BSW with knowledge of computer application (OR) Graduate with minimum with 30 WPM English Typing and proficiency in computer applications. Minimum experience of 1 year. DQ: Typing in Tamil / Hindi / English and Shorthand (English)</p>	<p>-</p>	<p>1 Post 10+2 with 30 wpm typing & computer proficiency.</p>



	any relevant field.				Fluency in ICT.		
OT	-	<p>2 Posts</p> <p>EQ : BOT Atleast 2 years of experience.</p> <p>(experience not mandatory in case of MOT)</p> <p>DQ : PGDDT/PGDEI MOT.</p>	=	=	=	<p>1 Post</p> <p>CCCCG- RCI CCCCG - NT ANM (OR)</p> <p>3 year experience in caregiving of IWMD</p> <p>DQ : Diploma/ B.Ed in Spl. Edn.</p>	<p>1 Post</p> <p>10+2 with 30 wpm typing & computer proficiency.</p>
PT	-	<p>2 Posts</p> <p>EQ : BPT. Atleast 2 years of experience. (Experience not mandatory in case of MPT).</p> <p>DQ : PGDDT/PGDEI MPT.</p>	=	=	=	<p>1 Post</p> <p>CCCCG- RCI CCCCG - NT ANM (OR)</p> <p>3 year experience in caregiving of IWMD</p> <p>DQ : Diploma/ B.Ed in Spl. Edn.</p>	=



MEDICAL Sciences	-	=	=	=	=	=	=	<u>1 Post</u> D.Pharm
EIS	<u>1 Post</u> EQ : BPT/ BOT/ BSLP/ BMR/ BRSC/ PG in Psy with PGDDT / PGDEI / DESCSEMR / BEDSE/ D.Ed., SE/ Diploma in Spl.Edn.	<u>1 Post</u> EQ : BPT/ BOT/ BSLP/BMR/ BRSC/ PG in Psy with PGDDT / PGDEI / DESCSEMR / BEDSE/ D.Ed., SE/ Diploma in Spl.Edn.	=	=	=	=	<u>1 Post</u> CCCCG- RCI CCCCG - NT (OR) 3 years' experience in caregiving of IWMMD DQ : Diploma/ B.Ed in Spl. Edn.	=
P&O	= Higher edn in disability rehab / Spl Edn CP & ICT Skills.	<u>1 Post</u> EQ : Higher edn in disability rehab / Spl Edn CP & ICT Skills.	=	<u>2 Post</u> A. P&O	=	=	=	=



SPL EDN (OPD)	-	<p>BPO DQ: MPO with 2 years' experience (Experience not mandatory for MPO)</p>	-	<p><u>Technician:</u> BPO - Exp. not needed. DPO - 2 years' experience. CPC - 4 years' experience B. <u>Leather Technician:</u> C. Certificate in leather work/_____, 5 years' experience.</p>	-	<p><u>1 Post</u> CCCCG-RCI CCCCG-NT (OR) 3 years' experience in caregiving of IWMD DQ: Diploma/ B.Ed in Spl. Edn.</p>	<p><u>1 Post</u> 10+2 with 30 wpm typing & computer proficiency.</p>
SPL EDN (OPD)	-	<p><u>1 Post</u> EQ: Master's degree with B.Ed., SE/ PGDSE/D.Ed., in Spl. Edn/ Diploma in MR/ASD/CP /MD/DB with ICT/ computer skills (OR) M.Ed in SE. No Exp. for M.Ed SE. 02 years' Experience in the relevant field. (experience not mandatory in case of M.Ed., in SE) DQ:</p>	-	-	-	-	-



SPL SCHOOL	1 Post EQ : Master's degree with M.Ed., in Spl. Edn. Two years' of relevant experience. BMR/BRT/ BRSc with 10 years' experience. DQ : Higher Qualification in Spl Edn. ICT/Computers Skill.	4 Posts EQ : Master's degree with B.Ed., SE/ PGDSE/D.Ed., in Spl. Edn. Two years' Experience in the relevant field. (Experience not mandatory in case of M.Ed., in SE). DQ : Higher Qualification in Spl Edn. ICT/Computers Skill.	3 Posts EQ : Graduate degree with B.Ed., SE/ PGDSE/D.Ed., in Spl. Edn (Experience not mandatory in case of M.Ed., in SE). DQ : Higher Qualification in Spl Edn. ICT/Computers Skill.	10 Posts EQ : 10+2 with B.Ed., SE/ PGDSE/D.Ed., in Spl. Edn. DQ : Higher Qualification in Spl Edn. ICT/Computers Skill.	2 Posts EQ : 10+2 with B.Ed., SE/ PGDSE/D.Ed., in Spl. Edn. / Yoga / PET/ Music etc. DQ : Higher Qualification in Spl Edn. ICT/Computers Skill.	4 Posts 10 th Pass with 2 years' experience (OR) VIII Pass with CCGC. DQ: XII Pass with CCGC of RCI.		=	
DIAL OPD	=	=	=	1 Post 10+2 with B.Ed SE/ D.Ed SE/ DVTE.	=	=	=		
DIAL WKSP	1 Post MSW/MOT (OR) PG with B.Ed SE/	2 Posts PG with B.Ed SE/ D.Ed SE/BOT/	2 Posts Graduation with B.Ed/D.Ed SE/	6 Posts 10+2 with B.Ed SE/ D.Ed SE/	=	1 Post 10 th Pass with 2 years'	1 Post 10+2 with 30 wpm typing		



	D.Ed SE/BOT/ DVR/ DVTE with 3 years' experience. M.Ed Spl. Edn. – 1 year experience.	DVR/ DVTE with 2 years' experience.	Diploma in SE/ DVR/ DVTE.	Diploma SE/ DVR/ DVTE.		experience (OR) VIII Pass with CCGC. DQ: XII Pass with CCGC of RCI.	& computer proficiency.
DIAL SIPDA	1 post MSW/MOT (OR) PG with B.Ed SE/ D.Ed SE/BOT/ DVR/ DVTE with 3 years' experience. M.Ed Spl. Edn. – 1 year experience.	=	=	2 posts 10+2 with B.Ed SE/ D.Ed SE/ Diploma SE/ PVR/ DVTE.	1 (a/cs.) post B.Com with 2 years' experience.	=	=
RESOURCE MGMT – ACADMICS	1 post EQ : Master's degree with B.Ed./D.Ed./ PGPDSE/Diplom a / D.Ed. in Spl. Edn/ MSW/MPT/ MOT/MASLP. Atleast 3 years of experience. For M.Ed, in Spl.	=	=	2 posts BOT/BPT/BASLP/ PGDEI/ B.Ed SE/ PGDPS&E (OR) Graduate with D.Ed SE.	=	=	1 post 10+2 with 30 wpm typing & computer proficiency.



	Edn 1 year of exp. DQ: M.Ed., in Spl. Edn.							
RESOURCE MANAGEM ENT - ADMIN	<u>1 post</u> Graduate with 10 years' experience in Govt. depts./ AB.	=	=	=	<u>1 post</u> Graduate + Computer proficiency+ Typing - 30 wpm + 2 years' of relevant experience.	=	=	=
RESOURCE MANAGEM ENT - ESTT.	=	=	=	=	<u>2 posts</u> Graduate + Computer proficiency+ Typing - 30 wpm + 2 years' of relevant experience.	<u>1 post</u> Graduate + Computer proficiency+ Typing - 30 wpm + 1 year of relevant experience.	=	=
RESOURCE MANAGEM ENT - Stores & Purchase	=	=	=	=	<u>2 posts</u> Graduate + Computer proficiency+ Typing - 30 wpm + 2 years' of relevant experience.	=	=	=
RES MGMT - Estates & Maintenance	=	=	<u>2 posts</u> 1. Diploma in Electrical/	<u>2 posts</u> 1. Diploma in Electrical Engg.	=	=	=	=



			Electronic with 7 years' experience. DQ: B.E 2. Diploma in Civil Engineering with 7 years' relevant experience. DQ: B.E	with C license & B license holder with 4 years' experience. 2. I.T.I in Plumbing with 4 years' experience.			
RES MGMT - ACCOUNTS	=	=	=	3 posts B.Com with Tally and 2 years relevant experience.	=	=	=
RES MGMT - Info & Media	=	=	1 (web designer) Post B.E/B.Tech/ Graduation in Web Designing with 1 year experience.	=	2 posts EQ: D.Lib with 2 years' experience. DQ: B.Lib with 2 years' experience.	=	=
ADIP / Schemes	1 Post EQ: BASLP/ BPT/ BOT - MDRA/ MSRR with 1	1 Post EQ: BOT/ BPT/ BASLP/ BPO (OR) B.Ed SE in MR/MD (OR) PG	=	=	=	=	1 Post 10+2 with 30 wpm typing & computer proficiency.



	year experience. DQ: MASLP/ MPT/ MOT	with D.Ed SE in MR/ ASD/ CP with 1 year experience.						
TOTAL	9	19	10	33	13	9	9	9



**RECRUITMENT RULES FOR PROJECT BASED TEMPORARY CONTRACT
POSTS THROUGH OUTSOURCING AGENCY**

Unit/ Department	Accountant (Senior Level)	Essential qualification / experience required
Accounts	Rs.18,000/-	Commerce Graduate from a recognized university. Two years experience in dealing with maintenance of cash book and maintenance of accounts, companies and organizations of repute, preferably in a central/state Govt dept/ Autonomous organization/ PSUs etc., Working knowledge of TALLY accounting package.