



**Pimpri Chinchwad Municipal Corporation Divyang Bhavan Foundation**

**(Under Incorporation)**

**Under the Aegis of Pimpri Chinchwad Municipal Corporation**

**Office: Morwadi Survey No. 31/1 to 5, 32/1B/3 to 6, Behind City One Mall,**

**Pimpri, Pune- 411 018**

**ADVERTISEMENT**

**For**

**Recruitment of Human Resource for Operation of Divyang Bhavan**

**Date: 01/11/2023**

The Municipal Corporation has envisaged to have a disability care centre to provide 21 therapies to disabled people. To provide the best-in-class services, all the therapies would be provided under one roof "Divyang Bhavan at Pimpri Chinchwad Municipal Corporation (PCMC)". For the operation and maintenance of Divyang Bhavan, the Company is recruiting human resources for various positions. This is a full-time deployment and job location is Pimpri Chinchwad, Pune, Maharashtra, India. Qualified candidates are requested to submit their candidature latest by **15/11/2023, 15:00 Hrs** by sending their applications along with their credentials and supporting documents for Educational Qualifications, Experience etc. by e-mail at [divyangbhavanpcmc@gmail.com](mailto:divyangbhavanpcmc@gmail.com) (applications sent by post / hand submission is not allowed). The subject line of the mail must mention the <<Position applied>>, <<Applicant Name>>. Please provide your valid contact details without fail in the Application Form. Applications without the application form will be disqualified. These Jobs shall be in accordance with the policies framed by the Company from time to time. Salaries will be commensurate with the Qualifications and Experience of the candidate.

Sl	Post	Vacancy	Educational Qualification	Relevant Experience	Contract Period	Age Limit
1	Administrative Officer	1	MSW and MBA in Admin / Human Resources / Health Administration Degree in Law will be preferred.	Minimum 5 years	5 Years	35
2	Clerk cum Computer Operator	1	Graduation in arts / commerce / science with MS-CIT + Tally Or BCA / MCA with Tally	Minimum 5 years	5 Years	30
3	Accountant	1	M.Com in Finance	Minimum 5 years	5 Years	30
4	Disability Coordinator	1	Master's in social work (MSW) and Masters in Public Health (MPH)	Minimum 5 years	5 Years	40
5	Clinical Psychiatrist	1	Postgraduate in Psychiatrist	Minimum 5 years	5 Years	40
6	Clinical Psychologist	1	M. Phil. Clinical Psychology	Minimum 5 years	5 Years	40
7	Assistant Psychologist	1	M.A. Psychology	Minimum 3 years	5 Years	40
8	Physiotherapist	1	Postgraduate in Physiotherapy	Minimum 5 years	5 Years	40
9	Assistant Physiotherapist	1	Graduate in Physiotherapy	Minimum 3 years	5 Years	40
10	Occupational Therapist	1	Postgraduate in Occupational Therapy	Minimum 5 years	5 Years	40
11	Assistant Occupational Therapist	1	Graduate in Occupational Therapy	Minimum 3 years	5 Years	40
12	Sr. Speech Therapist	1	M.Sc. Speech & Hearing, Language, and pathology from any Institute recognized by Rehabilitation Council of India (RCI)	Minimum 5 years	5 Years	40
13	Jr. Speech	1	B.Sc. Speech & Hearing, Language, and	Minimum 5 years	5 Years	40

Sl	Post	Vacancy	Educational Qualification	Relevant Experience	Contract Period	Age Limit
	Therapist		pathology from any Institute recognized by Rehabilitation Council of India (RCI)			
14	Assistant Speech Therapist	2	Diploma in Hearing Language and Speech (DHLS) from any Institute recognized by Rehabilitation Council of India (RCI)	Minimum 3 years	5 Years	40
15	Sr. Audiologist	1	Postgraduate in Audiology and Speech & Language Pathology (MASLP) or B.Sc. Speech & Hearing from any Institute recognized by Rehabilitation Council of India (RCI)	Minimum 5 years	5 Years	40
16	Jr. Audiologist	1	Bachelors in Audiology and Speech & Language Pathology (BASLP) or B.Sc. Speech & Hearing from any Institute recognized by Rehabilitation Council of India (RCI)	Minimum 5 years	5 Years	40
17	Hearing Assistant	1	Diploma in Hearing Language and Speech (DHLS) from any Institute recognized by Rehabilitation Council of India (RCI)	Minimum 3 years	5 Years	40
18	Sign Language Interpreter	1	Graduation in any field and must be ISL ABC level Certified	Minimum 1 years	5 Years	40
19	Multi-Purpose Rehabilitation Worker	1	Post Graduate Diploma in Community Based Rehabilitation (PGDCBR) / Diploma in Community Based Rehabilitation (DCBR) / Community Based Inclusive Development (CBID) / MRW from any Institute recognized by Rehabilitation Council of India (RCI)	Minimum 3 years	5 Years	40
20	Vocational Counsellor cum Computer Assistant	1	Degree / Diploma in Skill Development	Minimum 3 years	5 Years	40
21	Trans-Disciplinary Special Educator/ Counsellor	3	BEdSE / DEdSE in HI/VI/ID/CP/ASD/MD/Db/SLD/MR  As an additional requirement, above qualification is preferred from any Institute recognized by Rehabilitation Council of India (RCI)	Minimum 2 years	5 Years	40
22	Kala Shikshak	2	Post Graduation in department of Gayan, Vadan, Nrutya	Minimum 2 years	5 Years	40
23	Counsellor cum Program Organizer	2	Master's in social work and MS CIT with 3 years of experience of working in government schemes / programs	Minimum 3 years	5 Years	40
24	Sr. Prosthetist / Orthotist	1	Postgraduate in Prosthetics and Orthotics (BPO) from any Institute recognized by Rehabilitation Council of India (RCI)	Minimum 5 years	5 Years	40
25	Jr. Prosthetist /	1	Graduate in Prosthetics and Orthotics	Minimum 2 years	5 Years	40

Sl	Post	Vacancy	Educational Qualification	Relevant Experience	Contract Period	Age Limit
	Orthotist		(BPO) from any Institute recognized by Rehabilitation Council of India (RCI)			
26	Prosthetist /Orthotist Technician	1	Diploma in Prosthetics and Orthotics (BPO) or certificate in Prosthetics and Orthotics	Minimum 3 year	5 Years	40
27	Prosthetist /Orthotist Assistant	2	ITI with experience in Prosthetics and Orthotics	Minimum 3 year	5 Years	40
28	Receptionist cum Computer Operator	1	Graduate in arts / science / commerce and MS- CIT	Minimum 3 year	5 Years	30
29	Lift Man	2	Graduate in any stream	Minimum 1 year	5 Years	30
30	Caregiver / Peon	8	Class XII passed with 3 years' experience in caregiving of PwD	Minimum 3 years	5 Years	30
31	Gardener	1	Diploma / Certificate in Gardening	Minimum 2 year	5 Years	30
32	Librarian	1	Diploma in Library Science	Minimum 2 year	5 Years	30

1. The Company reserves rights to postpone or cancel the entire recruitment process without giving any notice at any time.
2. The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
3. Preference may be given for the deserving Divyang People for each post.
4. The venue for interviews would be Main Building, Pimpri Chinchwad Municipal Corporation, Pimpri -18, Pune, Maharashtra. The applicant shall be present with necessarily documents at the above venue. The schedule for interview would be intimated soon on the PCMC portal.
5. The applicant needs to make necessary travel arrangement for interview on his / her own, the Pimpri Chinchwad Municipal Corporation Divyang Bhavan Foundation will not reimburse any claims.
6. The interview process will determine the merit list, which shall be uploaded on the PCMC portal.

Sd/-  
Chairman,  
Pimpri Chinchwad Municipal Corporation  
Divyang Bhavan Foundation

**Application Form**



To,

The Chairman,  
Pimpri Chinchwad Municipal Corporation Divyang Bhavan Foundation

**Subject:** Regarding appointment of \_\_\_\_\_ Post.

**Reference:** The advertisement dated:    /    /2023 published in the newspaper and website.

Respected Sir,

As per the contextual advertisement, I am holding the necessary academic qualification for the Post of \_\_\_\_\_ and submitting the details as follows.

1. **Full Name:**
2. **Full Address:**
3. **Postal Code:**
4. **Mobile No:**
5. **Email:**
6. **Date of Birth (DD/MM/YYYY):**
7. **Gender:**
8. **Religion:**
9. **Caste:**
10. Details of education qualification held by the candidate Attach self-attested copies of certificates)

Sr. No.	Education Qualification	Name of Institute / University	Year of Passing	Marks	Percentage

\* In case of CGPA/OGPA, kindly share the necessary conversion certificates.

11. Details of employment/experience in reverse chronological order (Attach self-attested copies of certificate with details of job description)

Institution / Company Name	Position Held	Regular / Temporary / Contract	Period of employment service	Scale of Pay / Gross Salary / Consultancy Fee per month

12. **Languages known:**
13. Have you ever been convicted by a court of Law or is there any Criminal/Disciplinary/Vigilance case pending against you?  
Yes/No

I hereby declare that above mentioned information is true and correct and necessary self-attested documents are attached herewith. I hereby agree that, if the information above is found to be false or incorrect, I will be eligible for termination of appointment and other legal consequences. Also, if Pimpri Chinchwad Smart City takes legal action against me, I will not have any complaint.

**Place:**

**Date:**

**Signature of Candidate**

(Name of the Candidate)

## 1. Administrative Officer

Parameter	Description
<b>Name of the Position</b>	Administrative Officer
<b>Education Qualification</b>	MSW and MBA in Admin / Human Resources / Health Administration Degree in Law will be preferred.
<b>Minimum Year of Experience</b>	5
<b>Eligible Age</b>	Not more than 35 years
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in Disability sector will be given preference.</li> <li>• Previous working experience as administrative officer or similar leadership positions in the company.</li> <li>• Should have previous experience of handling legal issues also.</li> <li>• Experience in developing, planning, and implementing successful strategies.</li> <li>• Ability to coordinate between various verticals of the Rehabilitation centre.</li> <li>• In-depth knowledge of governance, finance, and performance management principles in an organisation.</li> <li>• Familiarity with various business functions such as marketing, operations, finance, HR etc.</li> <li>• Outstanding organizational and time management skills.</li> <li>• Analytical mindset and problem-solving orientation.</li> <li>• Excellent communication and public speaking skills.</li> <li>• Excellent interpersonal and leadership skills.</li> <li>• Excellent oral and written communication skills in English, Marathi and Hindi.</li> </ul>

## 2. Clerk cum Computer Operator

Parameter	Description
<b>Name of the Position</b>	Clerk cum Computer Operator
<b>Education Qualification</b>	Graduation in arts / commerce / science with MS-CIT + Tally Or BCA / MCA with Tally
<b>Minimum Year of Experience</b>	5
<b>Eligible Age</b>	Not more than 30 years
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Knowledge of modern office practice and procedures, including filing systems.</li> <li>• Skills in performing clerical operations and ability to plan and organize clerical work.</li> <li>• Ability to understand and carry out complex oral and written directions.</li> <li>• Ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software etc.</li> <li>• Displaying resourcefulness, initiative and accuracy.</li> <li>• Should have ability to handle all the work and documentation in English language.</li> <li>• Ability to read, write, understand and communicate in English, Marathi, and Hindi sufficiently to perform the essential functions of the position.</li> </ul>

### 3. Accountant

Parameter	Description
Name of the Position	Accountant
Education Qualification	M.Com in Finance
Minimum Year of Experience	5
Eligible Age	Not more than 30 years
Requirements	<ul style="list-style-type: none"><li>• Should have prior experience in preparing accounts and tax returns.</li><li>• Should have experience of auditing financial information.</li><li>• Should be capable of compiling and presenting reports, budgets, business plans, commentaries, and financial statements.</li><li>• Should have experience of analysing business plans.</li><li>• Should have provided tax planning services.</li><li>• Should have done financial forecasting and risk analysis.</li><li>• Excellent oral and written communication skills in English, Marathi and Hindi.</li></ul>

### 4. Disability Coordinator

Parameter	Description
Name of the Position	Disability Coordinator
Education Qualification	Master's in social work (MSW) and Masters in Public Health (MPH)
Minimum Year of Experience	5
Eligible Age	Not more than 40 years
Requirements	<ul style="list-style-type: none"><li>• Should have experience of identifying patient's health status.</li><li>• Should be able to identify the necessary health issues / disabilities.</li><li>• Should have good understanding of the different therapies for disabilities.</li><li>• Should be able to communicate well in English, Marathi, and Hindi.</li><li>• Should have experience of handling Microsoft office tools etc.</li></ul>

## 5. Clinical Psychiatrist

Parameter	Description
<b>Name of the Position</b>	Clinical Psychiatrist
<b>Education Qualification</b>	Postgraduate in Psychiatrist
<b>Minimum Year of Experience</b>	5
<b>Eligible Age</b>	Not more than 40 years
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Should have experience of analysing patient's mental health status and providing the necessary treatment.</li> <li>• Conduct initial patient evaluations and take detailed medical histories.</li> <li>• Diagnose adults, teens and children based on symptoms and prior medical treatment.</li> <li>• Treat psychiatric conditions in adults, teens and young children using a conservative approach, which should include Cognitive Behavioural Therapy (CBT).</li> <li>• Explain treatment plans to patients and their parents or guardians and provide familial support throughout the treatment program.</li> <li>• Advocate for young patients, especially with regard to schools and other organizations.</li> <li>• Prescribe medication on a conservative basis to treat verifiable mental health diseases and conditions.</li> <li>• Provide counselling to all, including caregivers, families and teachers.</li> </ul>

## 6. Clinical Psychologist

Parameter	Description
<b>Name of the Position</b>	Clinical Psychologist
<b>Education Qualification</b>	M. Phil. in Clinical Psychology
<b>Minimum Year of Experience</b>	5
<b>Eligible Age</b>	Not more than 40 years
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Provide psychological assessment and consultation services in your assigned area.</li> <li>• Diagnose psychological, behavioural and emotional disorders in accordance with diagnostic criteria and develop a treatment plan accordingly.</li> <li>• Provide therapy to groups and individuals using various evidence-based modalities.</li> <li>• Monitor client progress through regular meetings and checkups.</li> <li>• Maintain an open line of communication with care providers, patients and their family members in order to efficiently address emergencies.</li> <li>• Conduct research, teach classes and attend industry conferences to remain current on the latest treatments.</li> <li>• Provide counselling to all, including caregivers, families and teachers.</li> </ul>

## 7. Assistant Psychologist

Parameter	Description
<b>Name of the Position</b>	Assistant Psychologist
<b>Education Qualification</b>	M.A. in Psychology
<b>Minimum Year of Experience</b>	3
<b>Eligible Age</b>	Not more than 40 years
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Knowledge of psychological theory and practice.</li> <li>• Interest in how people think and behave.</li> <li>• Should have developed, administered and monitored appropriate treatment therapies and strategies.</li> <li>• Should have experience of assessing clients' behaviour and needs via observation, interviews and psychometric tests.</li> <li>• Provide counselling to all, including caregivers, families and teachers.</li> </ul>

## 8. Physiotherapist

Parameter	Description
<b>Name of the Position</b>	Physiotherapist
<b>Education Qualification</b>	Postgraduate in Physiotherapy
<b>Minimum Year of Experience</b>	5
<b>Eligible Age</b>	Not more than 40 years
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Previous working experience as a Physiotherapist in previous organisations.</li> <li>• Outstanding patient management skills.</li> <li>• Compassionate and friendly personality.</li> <li>• Critical thinker and problem solver.</li> <li>• Ability to evaluate patients to determine whether Physiotherapist interventions are necessary.</li> <li>• Knowledge of professional practice guidelines and standards.</li> <li>• Treat patients with movement disorders that were acquired through injury or have been present since birth.</li> <li>• Regularly measure patient progress by looking for signs of decreased stiffness, pain, and discomfort.</li> <li>• Refer patients to other specialists for massages, acupuncture, hydrotherapy, or other specialized treatments.</li> <li>• Recommend new tools and equipment to assist patients with regular exercise.</li> <li>• Evaluate effects of therapy treatment and communicate patients' progress.</li> <li>• Record and document patient care services.</li> <li>• Collaborate with other team personnel to achieve well-rounded care.</li> <li>• Excellent organizational and time management skills.</li> <li>• Outstanding interpersonal and communication skills.</li> </ul>



## 9. Assistant Physiotherapist

Parameter	Description
<b>Name of the Position</b>	Assistant Physiotherapist
<b>Education Qualification</b>	Graduate in Physiotherapy
<b>Minimum Year of Experience</b>	3
<b>Eligible Age</b>	Not more than 40 years
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Administer treatment programs as established by Physiotherapists.</li> <li>• Focus on providing the highest quality treatment for patients that allows for excellent patient outcomes.</li> <li>• Assess patient condition using knowledge of basic biological and medical science</li> <li>• Propose treatment goals and objectives</li> <li>• Implement patient treatment plans with guidance from the Physiotherapist</li> <li>• Perform certain aspects of patient evaluation and interventions</li> <li>• Instruct patients on physiotherapy interventions, modalities and home exercise programmes</li> </ul>

## 10. Occupational Therapist

Parameter	Description
<b>Name of the Position</b>	Occupational Therapist
<b>Education Qualification</b>	Postgraduate in Occupational Therapy
<b>Minimum Year of Experience</b>	5
<b>Eligible Age</b>	Not more than 40 years
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Certified by the National Board for Certification.</li> <li>• Compliant with state healthcare regulatory requirements.</li> <li>• Possess up-to-date knowledge of treatment practices and physical therapy programs.</li> <li>• Excellent interpersonal communication skills.</li> <li>• Ability to take care of clients with different personalities.</li> <li>• Ability to assess patient conditions and work with treatment plans.</li> <li>• Conducting physical and psychological assessments of clients and developing or following a treatment plan.</li> <li>• Assessing home and work environments of clients and deciding what adjustments are needed.</li> <li>• Advising on adaptive equipment to help clients with daily activities.</li> <li>• Developing physical rehabilitation programs to help clients regain lost skills.</li> <li>• Preparing clients for a return to work.</li> <li>• Educating caregivers and family members of clients on patient care.</li> <li>• Evaluating results and progress of occupational therapy on clients.</li> <li>• Complying with national, state, and local certification requirements.</li> <li>• Evaluating patient condition regarding physical and basic mental health.</li> <li>• Provide counselling to all, including caregivers, families and teachers.</li> </ul>

## 11. Assistant Occupational Therapist

Parameter	Description
Name of the Position	Assistant Occupational Therapist
Education Qualification	Graduate in Occupational Therapy
Minimum Year of Experience	3
Eligible Age	Not more than 40 years
Requirements	<ul style="list-style-type: none"> <li>• License and certification to practice therapy Rehabilitation Council of India (RCI).</li> <li>• Excellent communication, interpersonal, and teaching skills.</li> <li>• Good critical thinking, problem-solving, and decision-making skills.</li> <li>• Social perceptiveness and persuasion skills.</li> <li>• Ability to assist patients through physical activities.</li> <li>• Evaluating the living skills and capabilities of physically, developmentally, and emotionally disabled patients.</li> <li>• Assisting in the selection of activities and the development of treatment plans to help patients to function independently.</li> <li>• Observing, monitoring, and recording patients' progress, attitudes, and behaviour, providing feedback to superiors, and recommending changes to their treatment plans.</li> <li>• Maintaining a positive attitude towards patients and the treatment programs.</li> <li>• Instructing patients and their families in-home programs, basic living skills, and the care and use of adaptive equipment.</li> <li>• Performing basic administrative tasks, such as answering phones and making appointments.</li> <li>• Performing routine tasks, such as helping patients perform stretches and teaching patients to use specific equipment.</li> <li>• Using a variety of tools and equipment, such as special lifts or pulleys to move patients.</li> <li>• Designing, making, and maintaining assistive devices and making changes to equipment and environments.</li> <li>• Provide counselling to all, including caregivers, families and teachers</li> </ul>

## 12. Sr. Speech Therapist

Parameter	Description
Name of the Position	Sr. Speech Therapist
Education Qualification	M.Sc. Speech & Hearing, Language, and pathology from any Institute recognized by Rehabilitation Council of India (RCI)
Minimum Year of Experience	5
Eligible Age	Not more than 40 years
Requirements	<ul style="list-style-type: none"><li>• Relevant license and certification by Rehabilitation Council of India (RCI)</li><li>• Experience with certain disorders and age groups may be required.</li><li>• Sound understanding of speech-related disorders and treatments.</li><li>• Familiarity with database management software.</li><li>• Excellent relationship-building skills.</li><li>• Resourcefulness and strong problem-solving skills.</li><li>• Willingness to conduct research and travel to conferences.</li><li>• Assessing, diagnosing, screening, and preventing language, speech, and swallowing disorders.</li><li>• Communicating with the patient, and liaising with their family members, physicians, and teachers to design effective treatment plans.</li><li>• Using tried and tested therapies in combination with new, innovative techniques to provide the best care.</li><li>• Keeping up-to-date with advancements in the field by attending conferences, conducting research, and expanding professional and academic networks.</li><li>• Educating patients and their families on speech disorders and available therapies.</li><li>• Taking detailed notes on patient history and progress.</li><li>• Providing mentoring and workshops to speech therapy students.</li><li>• Evaluating patient progress and implementing changes to therapy programs as required.</li><li>• Provide counselling to all, including caregivers, families and teachers</li></ul>

### 13. Jr. Speech Therapist

Parameter	Description
<b>Name of the Position</b>	Jr. Speech Therapist
<b>Education Qualification</b>	B.Sc. Speech & Hearing, Language, and pathology from any Institute recognized by Rehabilitation Council of India (RCI)
<b>Minimum Year of Experience</b>	5
<b>Eligible Age</b>	Not more than 40 years
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Current Speech Language Pathology Assistant (SLPA) license.</li> <li>• Assist the Sr. Speech Therapist in all the activities.</li> <li>• Knowledge of applicable laws and regulations.</li> <li>• Computer skills, including Microsoft Office Suite.</li> <li>• Familiarity with medical terminology.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Ability to work independently and collaboratively.</li> <li>• Strong problem-solving skills.</li> <li>• Ability to stay organized and prioritize tasks.</li> <li>• Empathy and strong patience.</li> <li>• Help students to achieve goals gear toward behaviour, ADL, and safety skills.</li> <li>• Provide therapeutic and behaviour- orient teaching and clinical treatment programs for children and adolescents with autism or pervasive developmental disorder.</li> <li>• Collaborate with the interdisciplinary team (IDT).</li> <li>• Provide counselling to all, including caregivers, families and teachers.</li> </ul>

### 14. Assistant Speech Therapist

Parameter	Description
<b>Name of the Position</b>	Assistant Speech Therapist
<b>Education Qualification</b>	Diploma in Hearing Language and Speech (DHLS) from any Institute recognized by Rehabilitation Council of India (RCI)
<b>Minimum Year of Experience</b>	3
<b>Eligible Age</b>	Not more than 40 years
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Should have experience in providing support for conducting screenings or assessments of language, voice, fluency, articulation, or hearing.</li> <li>• Should have experience in proving remediation or development of speech and language skills.</li> <li>• Should have experience in conducting in-service training sessions, or family and community education programs.</li> <li>• Should have prior understanding and experience of preparing charts, graphs, or other visual displays to communicate patient's performance information.</li> <li>• Collaborate with the interdisciplinary team (IDT).</li> </ul>

15. Sr. Audiologist

Parameter	Description
Name of the Position	Sr. Audiologist
Education Qualification	Postgraduate in Audiology and Speech & Language Pathology (MASLP) or B.Sc. Speech & Hearing from any Institute recognized by Rehabilitation Council of India (RCI)
Minimum Year of Experience	5
Eligible Age	Not more than 40 years
Requirements	<ul style="list-style-type: none"> <li>• Builds strong doctor-patient relationships and has excellent bedside manner.</li> <li>• Collaborates well with doctors and other medical professionals.</li> <li>• Demonstrates strong critical thinking and problem-solving skills.</li> <li>• Works well independently and has strong time management skills.</li> <li>• Communicates medical information to patients clearly.</li> <li>• Examines patients experiencing ear conditions.</li> <li>• Performs and interprets diagnostic tests, including audiometry evaluations (BERA / OE / impedance)</li> <li>• Completes ear-related procedures and prescribes medication as needed.</li> <li>• Makes ear impressions to fit patients for cochlear implants and hearing aids.</li> <li>• Develops treatment plans and helps patients with aural rehabilitation.</li> <li>• Suggests specific hearing assistive technology (HATS) to patients.</li> <li>• Updates patient charts and electronic health records (EHR).</li> <li>• Collaborates with other medical professionals as needed.</li> <li>• Follows all medical laws, guidelines, regulations, and standards.</li> <li>• Provide counselling to all, including caregivers, families and teachers.</li> </ul>

16. Jr. Audiologist

Parameter	Description
Name of the Position	Jr. Audiologist
Education Qualification	Bachelors in Audiology and Speech & Language Pathology (BASLP) or B.Sc. Speech & Hearing from any Institute recognized by Rehabilitation Council of India (RCI)
Minimum Year of Experience	5
Eligible Age	Not more than 40 years
Requirements	<ul style="list-style-type: none"> <li>• Assist the Senior Audiologist in the day-to-day activities.</li> <li>• Demonstrates strong critical thinking and problem-solving skills.</li> <li>• Works alongside the Sr. Audiologist.</li> <li>• Strong time management skills.</li> <li>• Communicates medical information to patients clearly.</li> <li>• Examines patients experiencing ear conditions.</li> <li>• Performs and interprets diagnostic tests, including audiometry evaluations.</li> <li>• Completes ear-related procedures and prescribes medication as needed.</li> <li>• Makes ear impressions to fit patients for cochlear implants and hearing aids.</li> <li>• Develops treatment plans and helps patients with aural rehabilitation.</li> <li>• Suggests specific hearing assistive technology (HATS) to patients.</li> <li>• Updates patient charts and electronic health records (EHR).</li> <li>• Collaborates with other medical professionals as needed.</li> <li>• Follows all medical laws, guidelines, regulations, and standards.</li> <li>• Provide counselling to all, including caregivers, families and teachers.</li> </ul>

### 17. Hearing Assistant

Parameter	Description
Name of the Position	Hearing Assistant
Education Qualification	Diploma in Hearing Language and Speech (DHLS) from any Institute recognized by Rehabilitation Council of India (RCI)
Minimum Year of Experience	3
Eligible Age	Not more than 40 years
Requirements	<ul style="list-style-type: none"><li>• Support in developing treatment plans and helps patients with aural rehabilitation.</li><li>• Updates patient charts and electronic health records (EHR).</li><li>• Provide counselling to all, including caregivers, families and teachers.</li><li>• Support in examining patients.</li><li>• Communicates medical information to patients clearly.</li><li>• Maintenance of hearing aid devices.</li></ul>

### 18. Sign Language Interpreter

Parameter	Description
Name of the Position	Sign Language Interpreter
Education Qualification	Graduation in any field and must be ISL ABC level Certified
Minimum Year of Experience	1
Eligible Age	Not more than 40 years
Requirements	<ul style="list-style-type: none"><li>• Ability to accurately interpret spoken language to sign language and interpret sign to spoken language for therapies and sessions; follow and give oral and written directions; demonstrate sensitivity to, and respect for a diverse population; maintain cooperative working relationships.</li><li>• Knowledge of technical signs or specialized vocabulary used in the courses assigned; deaf culture, local deaf community, and resources for the deaf; specialized equipment for the deaf and hard of hearing.</li><li>• Organising recreational activities such as sports, drama and educational activities.</li><li>• Provide counselling to all, including caregivers, families and teachers.</li></ul>

### 19. Multi-Purpose Rehabilitation Worker

Parameter	Description
<b>Name of the Position</b>	Multi-purpose rehabilitation worker
<b>Education Qualification</b>	Post Graduate Diploma in Community Based Rehabilitation (PGDCBR) / Diploma in Community Based Rehabilitation (DCBR) / Community Based Inclusive Development (CBID) / MRW from any Institute recognized by Rehabilitation Council of India (RCI)
<b>Minimum Year of Experience</b>	3
<b>Eligible Age</b>	Not more than 40 years
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Work under the supervision of doctors and therapist in imparting therapy and rehabilitation program.</li> <li>• Rehabilitation of the disabled by providing the following ADL training, mobility, social, psychological, behavioural and occupational counselling.</li> <li>• Carrying out assessments within the community to identify what care and support people need.</li> <li>• Assessing the progress made by the disabled and making proper records.</li> <li>• Working with other professionals such as social workers and occupational therapists to make sure people get the right help.</li> <li>• Providing advice about how to use specialist equipment.</li> <li>• Teaching people basic daily life skills.</li> <li>• Organising recreational activities such as sports, drama and educational activities.</li> <li>• Provide counselling to all, including caregivers, families and teachers.</li> </ul>

### 20. Vocational Counsellor cum Computer Assistant

Parameter	Description
<b>Name of the Position</b>	Vocational Counsellor cum Computer Assistant
<b>Education Qualification</b>	Degree / Diploma in Skill Development
<b>Minimum Year of Experience</b>	3
<b>Eligible Age</b>	Not more than 40 years
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Relevant licensing and registration as a rehabilitation counsellor.</li> <li>• Extensive experience with psychological and physical disabilities, as well as underlying health conditions.</li> <li>• Proficiency in electronic medical record software.</li> <li>• Experience in collaborating on treatment plans with healthcare professionals and other stakeholders.</li> <li>• Advanced ability to perform psychological and vocational assessments and interpret diagnostic data.</li> <li>• Ability to keep abreast of advancements in the field, healthcare regulations, and applicable labor laws.</li> <li>• Excellent recordkeeping and communication skills.</li> <li>• Excellent knowledge and experience with MS Office Suite.</li> <li>• Locating resources such as computer software, mobility aids, or community support.</li> <li>• Identifying vocational training opportunities and assisting clients with job applications.</li> <li>• Monitoring, documenting, and reporting progress, as well as changing rehabilitation plans accordingly.</li> <li>• Keeping informed of advancements in vocational rehabilitation therapy.</li> <li>• Exceptional interpersonal skills and a caring nature.</li> </ul>

**21. Trans-Disciplinary Special Educator / Counsellor**

Parameter	Description
<b>Name of the Position</b>	Trans-Disciplinary Special Educator/Counsellor
<b>Education Qualification</b>	BEdSE / DEdSE in HI/VI/ID/CP/ASD/MD/Db/SLD/MR As an additional requirement, DHLS is preferred from any Institute recognized by Rehabilitation Council of India (RCI)
<b>Minimum Year of Experience</b>	2
<b>Eligible Age</b>	Not more than 40 years
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Experience working with multiple disabilities, including autism spectrum, ADD and ADHD, learning disabilities, developmental delays, and abuse/neglect issues.</li> <li>• Positive, compassionate personality.</li> <li>• Ability to evaluate students accurately and objectively.</li> <li>• Excellent communication and teaching skills.</li> <li>• Provide counselling to all, including caregivers, families, and teachers.</li> </ul>

**22. Kala Shikshak**

Parameter	Description
<b>Name of the Position</b>	Kala Shikshak
<b>Education Qualification</b>	Post Graduation in department of Gayan, Vadan, Nrutyta
<b>Minimum Year of Experience</b>	2
<b>Eligible Age</b>	Not more than 40 years
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Requires demonstrated knowledge and skills in working with dually diagnosed students with emotional disturbance and developmental disabilities in a therapeutic environment.</li> <li>• Establish inclusive learning environments for students who learn, communicate, behave, or use their bodies differently than many of their peers.</li> <li>• Previous experience designing and facilitating adaptive art education and projects.</li> <li>• Discuss various artistic approaches and traditions and encourage students to express themselves artistically.</li> <li>• Support the school administration in developing art programmes, attend faculty meetings and participate in parent-teacher discussions.</li> <li>• Patience and flexibility, as there is great variation in the learning needs of students with disabilities.</li> </ul>



### 23. Counsellor cum Program organizer

Parameter	Description
Name of the Position	Counsellor cum Program organizer
Education Qualification	Masters in social work and MS CIT with 3 years of experience of working in government schemes / programs.
Minimum Year of Experience	3
Eligible Age	Not more than 40 years
Requirements	<ul style="list-style-type: none"><li>• Experience of undertaking and planning training programs.</li><li>• Minimum 1 year experience of providing counselling and training.</li></ul>

### 24. Sr. Prosthetist / Orthotist

Parameter	Description
Name of the Position	Sr. Prosthetist / Orthotist
Education Qualification	Postgraduate in Prosthetics and Orthotics (BPO) from any Institute recognized by Rehabilitation Council of India (RCI)
Minimum Year of Experience	5
Eligible Age	Not more than 40 years
Requirements	<ul style="list-style-type: none"><li>• Technical skills to be able to design orthotics or prosthetics with the appropriate materials, measurements, and components.</li><li>• Detail-oriented for precise patient assessments and device design and fabrication.</li><li>• Communication skills to communicate with physicians and technicians on construction and device prescriptions as well as with patients with instructions on how to use devices.</li><li>• Physical stamina and dexterity to work with precise tools and perform physically demanding tasks including examining patients and working with equipment.</li><li>• Interpersonal skills to work patiently and empathetically with patients who need additional sensitivity or attention.</li><li>• Analytical and problem-solving skills to carefully assess patients' needs and develop individualized treatment plans.</li><li>• Providing patients with device use and maintenance instructions.</li><li>• Providing ongoing care and repairing or adjusting devices as treatments progress.</li></ul>

25. Jr. Prosthetist / Orthotist

Parameter	Description
Name of the Position	Jr. Prosthetist / Orthotist
Education Qualification	Graduate in Prosthetics and Orthotics (BPO) from any Institute recognized by Rehabilitation Council of India (RCI)
Minimum Year of Experience	2
Eligible Age	Not more than 40 years
Requirements	<ul style="list-style-type: none"> <li>• Assists prosthetist / orthotist in providing care to and fabricating and fitting prostheses for patients with partial or total absence of limb.</li> <li>• Under direction of prosthetist, makes assigned casts, measurements, and model modifications.</li> <li>• Develop procedures and techniques for the immediate post-operative fittings of prosthetic and orthotic limbs and devices.</li> <li>• Proficiency in the use of medical devices and orthotic materials.</li> <li>• Knowledge of medical terminology.</li> <li>• Ability to read and interpret medical documents.</li> <li>• Providing patients with device use and maintenance instructions.</li> <li>• Providing ongoing care and repairing or adjusting devices as treatments progress.</li> </ul>

26. Prosthetist / Orthotist Technician

Parameter	Description
Name of the Position	Prosthetist / Orthotist Technician
Education Qualification	Diploma in Prosthetics and Orthotics (BPO) or certificate in Prosthetics and Orthotics
Minimum Year of Experience	3
Eligible Age	Not more than 40 years
Requirements	<ul style="list-style-type: none"> <li>• Performs assigned tasks in the fabrication of orthopaedic footwear, prosthesis / orthosis and adaptive seating; builds up heels, shapes and attaches wedges and other adaptive shoe work; attaches straps and supports and leather work for orthoses.</li> <li>• Assists higher level professional and technical staff.</li> <li>• Operates power tools and machinery within a prosthetics/orthotics laboratory; ensures safety in the use of the laboratory tools and equipment.</li> <li>• Fulfils work order requirements and documents labour and materials used.</li> <li>• Fabrication of artificial limbs and range of bracing devices.</li> <li>• Preparing casts and moulds to bench alignment.</li> <li>• Range of interpersonal skills are used to perform activities such as listen to and ask questions regarding the modification and repair of orthopaedic devices and the fabrication of standard components of prosthetic/orthotic and adaptive seats.</li> <li>• Communications occur with employees within the immediate work area regarding the fabrication of standard prosthetic/orthotic components.</li> </ul>

## 27. Prosthetist / Orthotist Assistant

Parameter	Description
Name of the Position	Prosthetist / Orthotist Assistant
Education Qualification	ITI with experience in Prosthetics and Orthotics
Minimum Year of Experience	3
Eligible Age	Not more than 40 years
Requirements	<ul style="list-style-type: none"><li>Assists prosthetist/ orthotist in providing care to and fabricating and fitting prostheses for patients with partial or total absence of limb.</li><li>Under direction of prosthetist and jr. prosthetist, makes assigned casts, measurements, and model modifications.</li><li>Develop procedures and techniques for the immediate post-operative fittings of prosthetic and orthotic limbs and devices.</li><li>Proficiency in the use of medical devices and orthotic materials.</li><li>Knowledge of medical terminology.</li><li>Ability to read and interpret medical documents.</li><li>Providing patients with device use and maintenance instructions.</li><li>Providing ongoing care and repairing or adjusting devices as treatments progress.</li></ul>

## 28. Receptionist cum Operator

Parameter	Description
Name of the Position	Receptionist cum Computer Operator
Education Qualification	Graduate in arts / science / commerce and MS- CIT
Minimum Year of Experience	3
Eligible Age	Not more than 30 years
Requirements	<ul style="list-style-type: none"><li>Should have excellent spoken English and Marathi.</li><li>Should have experience of handling and operating computers.</li></ul>

## 29. Lift Man

Parameter	Description
Name of the Position	Lift Man
Education Qualification	Graduate in any stream
Minimum Year of Experience	1
Eligible Age	Not more than 30 years

### 30. Caregiver / Peon

Parameter	Description
Name of the Position	Caretaker
Education Qualification	Class XII passed with 3 years' experience in caregiving of PwD
Minimum Year of Experience	3
Eligible Age	Not more than 30 years

### 31. Gardner

Parameter	Description
Name of the Position	Gardner
Education Qualification	Diploma / Certificate in Gardening
Minimum Year of Experience	2
Eligible Age	Not more than 30 years

### 32. Librarian

Parameter	Description
Name of the Position	Librarian
Education Qualification	Diploma in Library Science
Minimum Year of Experience	2
Eligible Age	Not more than 30 years