

NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

(AN AUTONOMOUS INSTITUTION)

Directorate General of Employment and Training

Government of India - Ministry of Labour & Employment

Post Box No.3142, CTI Campus, Guindy Industrial Estate, Guindy, Chennai - 600 032.

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RECRUITMENT NOTICE No: 02/2010 – Deputation

National Instructional Media Institute (NIMI), an Autonomous Institution under Directorate General of Employment and Training, Government of India, Ministry of Labour & Employment invites applications for filling up of the under mentioned posts **on deputation basis**.

Sl.No.	Name of the Post	No. of Posts	Pay Band + Grade Pay
1	Deputy Director of Training	1	15600-39100+6600
2	Assistant Director of Training	1	15600-39100+5400
3	Training Officer	3	9300-34800+4600
4	Junior Technical Assistant	2	9300-34800+4200
5	Stenographer	1	9300-34800+4200

Details of essential qualifications, desirable qualifications, application form, terms and conditions and general instructions are available in website www.nimi.gov.in The applications as per prescribed format along with the enclosures must reach the Director, National Instructional Media Institute (NIMI), Guindy, Chennai 600 032 on or before **12th April 2010**.

Details of Essential Qualification, Desirable Qualifications and Experience are as follows:

I. NAME OF THE POST: DEPUTY DIRECTOR OF TRAINING

1. Pay Band & Grade Pay : Rs.15600-39100 + Grade Pay of Rs.6600/-
2. No. of Posts : One
3. Qualifications & Experience :

Officers under Central/State Government/Union Territories and Central/ State Autonomous body/ Public Sector Undertaking

- i) holding analogous posts on regular basis;
(OR)
- ii) With 5 years of regular service in the posts in the scale of pay Rs.8000-275-13500 (Pre-revised).

Essential Qualifications & Experience

- (1) Pass in Matriculation or equivalent Examination
- (2) B.E/B.Tech in any branch of Engineering/Technology from Recognized University/ Equivalent qualification.
- (3) 10 years of experience after graduation in an Industry or Other Training Institutions or Organizations involved in Development of Media

Note: Experience in supervisory capacity in a workshop or factory and or teaching experience in technical/vocational training institute and/or in the Planning/ Organisation and implementation of Vocational Training Programme and/or Management of Training Institutes/Centres.

Desirable:

- i) Having Knowledge of Pedagogy
- ii) Experience in designing Instructional Materials and Curriculum
- iii) Working with Microsoft Office (Word, Power Point, Excel etc.,)

II. NAME OF THE POST: ASSISTANT DIRECTOR OF TRAINING

1. Pay Band & Grade Pay : Rs.15600-39100 + Grade Pay of Rs.5400/-
2. No. of Posts : One
3. Qualifications & Experience etc. :

Officers under Central/State Government/Union Territories and Central/ State Autonomous body/ Public Sector Undertaking.

- i) holding analogous posts on regular basis;
(OR)
- ii) With 3 years of regular service in the Posts in the scale of Rs. 6500-200-10500 (Pre-revised)

Essential Qualifications & Experience

- (1) Pass in Matriculation or Equivalent Examination.
- (2) B.E/B.Tech in any branch of Engineering/Technology from recognized University / Equivalent qualification.
- (3) 5 years of experience after graduation in an Industry or Other Training Institutions or Organizations involved in Development of Media.

Note: Experience in supervisory capacity in a workshop or factory and or teaching experience in technical/vocational training institute and/or in the Planning/ Organisation and implementation of Vocational Training Programme and/or Management of Training Institutes/Centres.

Desirable:

- i) Having Knowledge of Pedagogy
- ii) Experience in designing Instructional Materials and Curriculum
- iii) Working with Microsoft Office (Word, Power Point, Excel etc.,)

III. NAME OF THE POST : TRAINING OFFICER

1. Pay Band & Grade Pay : Rs.9300-34800 plus Grade Pay of Rs.4600/-
2. No. of Posts : Three
3. Qualifications & Experience :

Employees under Central/State Government/Union Territories and Central/ State Autonomous body/ Public Sector Undertaking.

- i) holding analogous posts on regular basis;
(OR)
- ii) With 5 years regular service in the posts in the scale of Rs.5500-175-9000 (Pre revised)
(OR)
- ii) With 8 years regular service in the posts in the pay scale of Rs.5000-150-8000 (Pre revised) (Vocational Instructors)

Essential Qualifications & Experience

- (1) Pass in Matriculation or Equivalent Examination.
- (2) B.E/B.Tech in any branch of Engineering/Technology from recognized University / Equivalent qualification.
- (3) 3 years of Teaching/Training experience in an Industry or Other Training Institutions or Organizations involved in Development of Media

Desirable

- i) Having Knowledge of Pedagogy
- ii) Experience in designing Instructional Materials and Curriculum
- iii) Working with Microsoft Office (Word, Power Point, Excel etc.,)

IV NAME OF THE POST: **JUNIOR TECHNICAL ASSISTANT (JTA)**

1. Pay Band & Grade Pay : Rs.9300-34800 plus Grade Pay of Rs.4200/-
2. No. of Posts : Two
3. Qualifications & Experience :
Employees of the Central/State Government and Central/State Autonomous body/
Public sector Undertaking.
 - i) holding analogous posts on regular basis;
(OR)
 - ii) With 4 years regular service in posts in the scale of Rs.4500-125-7000 (Pre
revised)

Essential Qualifications & Experience

- (1) Pass Matriculation or equivalent with Mathematics and Science.
- (2) National trade Certificate in printing trade with 5 years experience in a regular
Industrial Establishment in the area of Printing
(OR)
- (3) National Apprenticeship certificate in the trade Printing/Offset printing/ Screen
printing with 4 years experience in a regular Industrial Establishment in the area of
Printing
(OR)
- (4) Diploma in Printing Technology with 3 Years experience in a regular Industrial
Establishment in the area of Printing.

V NAME OF THE POST: **STENOGRAPHER**

1. Pay Band & Grade Pay : Rs.9300-34800 plus Grade Pay of Rs.4200/-
2. No. of Posts : One
3. Qualifications & Experience :
Employees of Central/State Government and Central/State Autonomous body/Public
Sector Undertaking
 - i) holding analogous posts on regular basis
(OR)
 - ii) With 4 years regular service in posts in the scale of Rs.4500-125-7000(Pre-
revised)
(OR)
 - iii) With 9 years regular service in posts in the scale of Rs.4000-100-6000 (Pre-
revised)

Essential Qualifications & Experience

- (1) Pass in Matriculation or its equivalent examination.
- (2) Should possess a speed of not less than 100 words per minute in Shorthand and not less than 40 words per minute in typewriting.
- (3) 8 years experience as Personal Assistant/Personal Secretary to the Senior Officer in an Organization

Desirable:

- i) Diploma in secretarial practice (OR)
NTC in Secretarial practice
- iii) Knowledge in Operating office Equipment
- iv) Certificate course in Computer applications from Recognized Institute. (Microsoft-Office, E-mail, Internet etc.,)

2. General Terms & Conditions:-

- i) Apart from Basic Pay and Grade Pay the posts carry Dearness Allowance, HRA, Transport Allowance etc, as per the rates applicable to Central Govt. employees from time to time.
 - ii) Fixation of pay/deputation (duty) allowance shall be governed by instructions issued by Dept. of Personnel & Training from time to time.
 - iii) Maximum age limit for appointment on deputation is 56 years as on the last date of receipt of applications.
 - iv) The normal period of deputation is three years. However the deputation can be terminated any time at the discretion of the appointing authority in case the performance of the candidate is not satisfactory.
 - v) Person appointed to NIMI shall be governed by the general terms and conditions laid down by NIMI .
 - vi) Only short listed candidates shall be called for interview.
3. The applications in prescribed format given in Annexure-I duly completed and signed must be forwarded through proper channel and must accompany the following documents/information to the undersigned on or before 12.04.2010.
- (i) Complete and up to date ACRs (attested copies) of latest five years.
 - (ii) A certificate that no disciplinary proceedings/vigilance case is either pending or contemplated and a certificate to the effect that no major/minor penalties were imposed on him/them during the last 10 years.
 - (iii) Integrity Certificate.

4. Applications found incomplete or otherwise received without the above documents/information or received after the last date will not be entertained. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.
5. Candidates strictly fulfilling the eligibility conditions and possessing the qualifications and experience as specified and who are actually willing to join the post on their selection need only apply.

APPLICATION FOR THE POST OF Deputy Director of Training/Assistant Director of Training/Training Officer/Junior Technical Assistant/Stenographer

Annexure - I

BIO DATA PROFORMA

1. Name and Address in Block letters :

2. Date of Birth (in Christian era). :

3. Date of retirement under Central/
State Govt. Rules. :

4. Educational Qualifications :

5. Whether educational and other
Qualifications required for the post are
Satisfied. (If any qualification has been
treated as equivalent to the one
Prescribed in the rules state the authority
for the same).

	Qualifications/experience required	Qualification/Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2)	

6. Please state clearly whether in the light
Of entries made by you above, you meet
The requirements of the post :

7. Details of Employment, in Chronological
order. Enclose a separate sheet, duly
authenticated by your signature, if the
space below is insufficient. :

Office/Instt./Orgn.	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties
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8. Nature of present employment i.e. whether :
ad-hoc or temporary or quasi permanent or
Permanent.

9. In the case the present employment is held :
on deputation/contract basis, please state

a) The date of initial appointment

b) Period of appointment on deputation/
contract.

c) Name of the parent office/
organization to which you belong

10. Additional details about present :
Employment. Please state whether
working under

a) Central Government

b) State Government

c) Autonomous Organization

d) Government Undertakings

e) Others (please specify)

11. Are you in Revised scale of Pay? If yes, :
give the date from which the revision
took place and also indicate the
pre-revised scale.

12. Total emoluments per month now being :
drawn

13. Additional information, if any, which you :
would like to mention in support of your
suitability for the post. Enclose a separate
sheet, if the space is insufficient.
14. Whether belongs to SC/ST/OBC/Ex-Service :
Man/PH.
15. Any other remarks :

Date: _____

Signature of the candidate

Countersigned _____
(Employer)

Address: _____

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/CADRE

Controlling Authority

Certified that the particulars furnished by the applicant above are correct as per the service book records held by this Office/Ministry/Department;

Certified that no disciplinary proceedings/vigilance case is pending/contemplated against the above officer.

In case of selection of the above candidate at NIMI on deputation, this organization has no objection to relieve him/her. The candidate will be relieved immediately/within _____ days/months

Any other remarks, if any:

Dated:

Signature with rubber stamp:

Name:

Official seal of employer, cadre controlling authority

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Directorate General of Employment and Training

Government of India - Ministry of Labour & Employment

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RECRUITMENT NOTICE No: 01/2010 - Regular

National Instructional Media Institute (NIMI), an Autonomous Institution under Directorate General of Employment and Training, Government of India, Ministry of Labour & Employment, New Delhi, invites applications for filling up of the under mentioned posts **on regular basis**.

Sl.No.	Name of the post	No. of Vacancies			Pay Band + GP
		UR	OBC	Total	
1	Stenographer Grade III	2	-	2	5200-20200+2400
2	Lower Division Clerk	1	1	2	5200-20200+1900

Details of Age, Essential Qualification, Desirable Qualification and Experience are as follows:

Sl. No.	Name of the Post	Pay Band & Grade Pay	Age Limit	Qualifications, Experience etc
1	Stenographer Gr.III	Rs.5200-20200 plus Grade Pay of Rs.2400/- per month	18-28 Years*	1. Pass in Matriculation or its equivalent examination. 2. Minimum speed of 40 words per minute in English Typewriting and not less than 100 words per minute in English Shorthand. 3. 2 years experience in any administrative /establishment/ accounts/cash/ purchase /stores/training section of any Organization.

				<p><u>Desirable</u></p> <p>1. Diploma in Secretarial Practice.</p> <p>OR</p> <p>2. NTC in Secretarial Practice</p> <p>3. Certificate Course in Computer Application from a Recognised Institute (In Microsoft Office, Email, Internet etc).</p> <p>4. Knowledge in Operating Office Equipment</p>
2	Lower Division Clerk	Rs.5200-20200 plus Grade Pay of Rs.1900/- per month	18-28 Years*	<p>1. Pass in Matriculation or its equivalent examination.</p> <p>2. Minimum speed of 30 Words per minute in English Typewriting.</p> <p>3. Certificate course in Computer Applications (Microsoft Office) from Recognized Institute.</p> <p><u>Desirable</u></p> <p>1. Knowledge in Operating Office Equipment.</p> <p>2. Knowledge in Accounting, File Keeping etc.</p> <p>3. Knowledge in working with TALLY Accounting Software.</p>

* - Upper age limit may be relaxed for SC/ST and other special categories of persons in accordance with order issued from time to time by the Central Government.

2. **General terms & Conditions:**

- i) Apart from Basic Pay and Grade Pay the posts carry Dearness Allowance, HRA, Transport Allowance etc, as per the rates applicable to Central Govt. employees from time to time.
- ii) Person appointed to NIMI shall be governed by the general terms and conditions laid down in NIMI (Recruitment, Control and service Conditions of staff) Regulations, 2007.
- iii) Only short listed candidates shall be called for interview.

3. **General Instructions:**

- i) Xerox copies of certificates in Proof of qualification (including Typewriting & Shorthand), Experience, Age, Community & Category should be furnished along with the Application.
- ii) The applications in prescribed format given in Annexure-I duly completed and signed must reach the Director, NIMI on or before 15th March 2010 at 5.00 PM.
- iii) Incomplete Applications and Applications received after the last date will not be entertained.
- iv) Applications sent through email will not be entertained. Applicant has to send his/her application in the prescribed format along with enclosures only by Post.

RECRUITMENT NOTICE No: 01/2010 – Deputation

National Instructional Media Institute (NIMI), an Autonomous Institution under Directorate General of Employment and Training, Government of India, Ministry of Labour & Employment, New Delhi, invites applications for filling up of the under mentioned post **on deputation basis**.

Sl. No.	Name of the post	No. of Vacancies			Pay Band + GP
		UR	OBC	Total	
1	Upper Division Clerk	-	-	2	5200-20200+2400

Details of Age, Essential Qualification, Desirable Qualification and Experience.

Sl. No.	Name of the Post	Pay Band & Grade Pay	No. of Posts	Qualifications, Experience etc
1	Upper Division Clerk	Rs.5200-20200 plus Grade Pay of Rs.2400/- per month	2	<p>1. Pass in Matriculation or its equivalent examination.</p> <p>2. Minimum speed of 30 words per minute in English Typewriting.</p> <p>3. Certificate course in Computer applications (Microsoft Office, Email, Internet etc.) from a Recognized Institute.</p> <p>4. 5 years experience in any administrative/establishment/ accounts/ cash/ purchase/stores/ training section of any Organization.</p> <p><u>Desirable</u></p> <p>1. Knowledge in Operating Office Equipment.</p> <p>2. Knowledge in Accounting, File Keeping etc.</p> <p>3. Knowledge in working with TALLY Accounting Software.</p> <p><u>Transfer On Deputation:</u></p> <p>Employees of the Central/State Government and Central/State Autonomous body/ Public Sector Undertaking. holding analogues posts on regular basis;</p> <p>(OR)</p> <p>With 5 years regular service in posts in the scale of Rs.3050-75-3950-80-4590. (pre-revised)</p>

2. General Terms & Conditions :-

- i) Apart from Basic Pay and Grade Pay the posts carry Dearness Allowance, HRA, Transport Allowance etc, as per the rates applicable to Central Govt. employees from time to time.
- ii) Fixation of pay/deputation (duty) allowance shall be governed by instructions issued by Dept. of Personnel & Training from time to time.

- iii) Maximum age limit for appointment on deputation is 56 years as on the last date of receipt of applications.
 - iv) The normal period of deputation is three years. However the deputation can be terminated any time at the discretion of the appointing authority in case the performance of the candidate is not satisfactory.
 - v) Person appointed to NIMI shall be governed by the general terms and conditions laid down by NIMI .
 - vi) Only short listed candidates shall be called for interview.
3. The applications in prescribed format given in Annexure-II duly completed and signed must reach the undersigned on or before 30-03-2010. The applications must be routed through proper channel and application in prescribed format shall only be accepted. The sponsoring authorities are requested to forward the applications of eligible & interested candidates whose services can be spared in the event of their selection. While forwarding applications, attested copies of latest five years Annual Confidential Reports and Vigilance Clearance Certificate of the candidates concerned should be enclosed.

10. Details of employment, in chronological order.,

if the space is insufficient, enclose a separate sheet:

Office/Instt/Orgn	Post held	From	To	Scale of pay and basic pay (Pay in Pay Band with Grade Pay)	Nature of duties

11. Whether the present employment, is ad hoc or temporary or Permanent. State Clearly

12. Whether working under
 (a) Central Government
 (b) State Government
 (c) Autonomous Organization
 (d) Government Undertakings
 (e) Others (please specify)

13. Present pay scale and pay drawn
 (a) Pay Band
 (b) Present Basic
 (c) Grade Pay
 (d) DA @ %
 (e) HRA
 (f) TA
 (g) Any other allowances

14. Any other information

Date: -

Place:

Signature of the candidate
Address

To be forwarded by Employers

1. In case of selection of the above candidate at NIMI on deputation, this organization has no objection to relieve him/her. The candidate will be relieved immediately/within _____ days/months
2. Any other remarks, if any:

Date:
Place:

Signature of the Employer
Office Seal