**NOTICE**

M/s. SHREE CONSULTANCY SERVICES required Application from eligible candidate in prescribed format for selection and recruitment of following post on outsourced basis at **COMPOSITE REGIONAL CENTRE FOR SKILL DEVELOPMENT, REHABILITATION & EMPOWERMENT OF PERSONS WITH DISABILITIES, NAGPUR,** Krida Prabodhini Hall, Yashwant Stadium, Dhantoli, Nagpur-440012 (Maharashtra)

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| **Sl. No.** | **Name of the Post** | **No. of Post** | **Period of Contract** | **Salary (Consolidated Fixed P.M.)** | **Qualifications & Experience** |
| 1 | Clinical Assistant (Speech Therapist) (Consultant) | 1 | 06 months | Rs. 32,000/- | **Essential:** 1. B.Sc (Sp. & Hg.) equivalent.
2. Two years relevant experience.
3. Registration with RCI.
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| 2 | Accountant (Consultant) | 1 | 06 months | Rs.35,000/- | **Essential:** 1. Commerce graduate from a recognized University with hands on knowledge of computer and Tally.
2. Minimum 2 years experience in handling accounts/cash in Govt. or Semi Govt. Establishments / Autonomous Bodies / Public Sector Undertaking/Semi Government / Quasi Government.

**Desirable:** 1. M.Com / MBA (Fin.)
 |
| 3 | Workshop Supervisor cum-Store Keeper (Consultant) | 1 | 06 months | Rs.25,000 | **Essential:** 1. 10+2 or equivalent qualification.
2. Diploma / Certificate in Prosthetics & Orthotics.
3. Minimum 2 years experience in the concerned area.

**Or**10+2 or equivalent Minimum 5 years experience in the concerned area as store Keeper. |
| 4 | Typist Clerk (Consultant) | 1 | 06 months | Rs.20,000 | **Essential:** 1. Higher Secondary (10+2) or equivalent.
2. Typing Speed 35 wpm with computer knowledge.
3. Minimum 2 years relevant experience.
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**IMPORTANT NOTE:**

1. The post will be filled purely on contractual basis.
2. The incumbent will have NO RIGHT to claim for any regularization or extension / renewal of engagement in any circumstances.
3. If the engaged person does not attend office on any working days the proportionate remuneration for the period of absence will be deducted from monthly remuneration.
4. The period of contractual engagement as consultant will be for 06 months. The selected candidate will be entitled to only the lump sum monthly consolidated remuneration as mentioned against each post. No other Allowances such as Dearness Allowance/House Rent Allowance/Medical Allowance/GPF/NPS and other allowances entitled for Government servant will be paid.
5. No upper age limit and post based reservation is prescribed for any post as post being filled up on contractual basis for short term.
6. Duration of PhD will be considered as Experience as per UGC guidelines.
7. Separate application is to be submitted for each post. The envelope containing application should be super scribed “Application for the position of --------------------- at CRC Nagpur”.
8. Bringing in any type of Political/Official interference, influence, canvassing, other pressures in any form etc., will render disqualification of the candidature and action as deemed fit will be taken against such candidates. No correspondence in this matter is entertained.

Application Form Duly Filled Supported with Self-Attested Photocopies should be submitted within 14 days from publishing of the Advertisement in the office of the M/s. Shree Consultancy Services, A-101, Parasmani CHS, New Maneklal Estate, S N Mehta, Road, Near Jagruti Nagar Metro Station, Ghatkopar(W), Mumbai 400 086.

**Further any Clarification you may contact Mr. Shreenivas Gujala on +91-8108635654**

**Email: tenders.scs@gmail.com**

**Date of Advertisement: 07-12-2020**

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| **Non-Sanctioned, EC Approved Contractual Positions for 89 days’ contract. (As per EC Approved Minutes 28.47, 30.30 & 33.26)** |
| **S. No.** | **Name of the posts** | **No. of posts** | **Period of Contract** | **Salary (Consolidated)** | **Qualification and experience** |
| 1. | Clinical Assistant Social Work (Consultant)(As per EC Approved Minutes 32.45) | 01 | 89 days | Rs. 350/- per session, 4 session per day Approximately Rs. 28000/- per month. | **Essential:*** PG Degree in Social Work/ M.Ed. in any area of Special Education.
* Two year of experience in the relevant field.
 |

**IMPORTANT NOTE:**

1. The post will be filled purely on contractual basis.
2. The period of contractual engagement as consultant will be for 89 days. The selected candidate will be entitled to only the lump sum monthly consolidated remuneration as mentioned against each post. No other Allowances such as Dearness Allowance/House Rent Allowance/Medical Allowance/GPF/NPS and other allowances entitled for Government servant will be paid.
3. No upper age limit and post based reservation is prescribed for any post as post being filled up on contractual basis for short term.
4. Duration of PhD will be considered as Experience as per UGC guidelines.
5. Separate application is to be submitted for each post. The envelope containing application should be super scribed “Application for the position of --------------------- at CRC Nagpur”.
6. Bringing in any type of Political/Official interference, influence, canvassing, other pressures in any form etc., will render disqualification of the candidature and action as deemed fit will be taken against such candidates. No correspondence in this matter is entertained.

Application form duly filled supported with self-attested photocopies should be submitted within 14 days from publishing of the advertisement in the employment news in the office of the M/S. Shree Consultancy Services, A-101, Parasmani Chs, New Maneklal Estate, S N Mehta, Road, Near Jagruti Nagar Metro Station, Ghatkopar(W), Mumbai 400 086.

**Further any Clarification you may contact Mr. Shreenivas Gujala on +91-8108635654**

**Email: tenders.scs@gmail.com**

**Date of Advertisement: 07-12-2020**

**APPLICATION FORM**

**Application for the Post:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Name** -

|  |
| --- |
|  PHOTO |

2. **Father’s Name** –

 3**. Date of Birth** (DD/MM/YY) –

 4. **Gender** –

 5. **Nationality** –

 6. **Cast**- (SC/ST/OBC)-

7. **Aadhaar No.-**

8. **Marital Status** –

 9. **RCI Registration no**.-

10. **Present Address**: 10. **Permanent Address**:

11. **E-Mail Address & Contact No.**-

12. **Present Post and Employer** –

13. **Educational Qualification**-(enclose certificates)

|  |  |  |  |  |  |
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| **S. No.** | **Exam Passed** | **University** | **Percentage of Marks** | **Year of Passing** | **Subject** |
|  |  |  |  |  |  |

14. Detail of experience – (enclose certificates)

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| **S. No.** | **Name Of the Organization** | **Designation /Post held** | **Period/from To** | **Salary** | **Nature of Work ( Responsibility)** |
|  |  |  |  |  |  |

15. **Publication if any** –

16. **Any other relevant information that you may like to furnish**-

I hereby declare that the information given herein is true to the best of my knowledge and belief and in case of suppression or incorrectness of information furnished; my application/selection liable to be rejected.

 **Place: -**

 **Date: - Signature of candidate**