

# The National Trust

Department of Empowerment of Persons with Disabilities (Divyangjan)  
Ministry of Social Justice & Empowerment, Govt. of India  
16B, Bada Bazar Road, Old Rajinder Nagar, New Delhi-110060

Dated: 16<sup>th</sup> June, 2017

## RECRUITMENT

The National Trust for the welfare of the persons with Autism, Cerebral Palsy, Mental Retardation & Multiple Disabilities is a Statutory Body set up under an Act of Parliament. The Trust is running a number of schemes for the welfare of the target group of persons.

National Trust requires **Assistant (IT) and Office Assistant** on **CONTRACT BASIS** to meet the contingency requirement with the following job specifications:

S. NO	NAME OF THE POST	NUMBER OF POSTS	AGE LIMIT As on 16.06.2017	ESSENTIAL QUALIFICATION	DESIRABLE
1.	ASSISTANT (I.T.)	1	35	MCA/B. Tech in IT or equivalent	<ul style="list-style-type: none"><li>• 5 years work experience in the IT Field.</li><li>• Experience in Law firm/legal matters also.</li></ul>
2.	OFFICE ASSISTANT	2	30	Graduation/Post Graduation degree from recognized university or equivalent.	<ul style="list-style-type: none"><li>• Fluency in computer usage.</li><li>• Having experience in disability sector.</li></ul>

### Honorarium per month:

- **Assistant (I.T.)** - Rs. 30,000/- (Consolidated)
- **Office Assistant** - Rs. 16,000/- (Consolidated)

**How to Apply:** Interested candidates may apply in **Prescribed Application Form** alongwith one set of self attested photocopies of relevant documents, 2 passport size photographs and experience certificate.

The applications with **superscribing the level and post applied for** on the cover should reach the following address latest by 17.07.2017. Applications received after this date shall not be accepted

### Joint Secretary & CEO

The National Trust,  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
Ministry of Social Justice & Empowerment,  
16-B, Bada Bazar Road, Old Rajinder Nagar, New Delhi-110060

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 Ministry of Social Justice & Empowerment  
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**Application Format for the post of Assistant (IT) & Office  
 Assistant on CONTRACT BASIS**

<b>Post applied for</b>					
<b>Complete Name of the Candidate ( In BLOCK LETTERS)</b>					
<b>Gender</b>		<b>Date of Birth</b>			
<b>Father's/Husband Name</b>					
<b>Whether belongs to SC/ST/OBC/Genl.</b>					
<b>Residential / Correspondence Address</b>					
<b>Phone No. (landline)/ Mobile</b>					
<b>Email ID ( In BLOCK LETTERS)</b>					
<b>EDUCATIONAL QUALIFICATION</b>					
<b>S.No.</b>	<b>Qualification</b>	<b>Year of passing</b>	<b>Subjects</b>	<b>% age of marks</b>	<b>University/Board</b>
<b>WORK EXPERIENCE (PRESENT AND PAST EMPLOYMENT DETAILS)</b>					
<b>S.No.</b>	<b>Post held</b>	<b>Total emoluments drawn</b>	<b>Period (From- To)</b>	<b>Name of the organization</b>	<b>Nature of work</b>
Additional Information ( If any)					

I hereby undertake that information given above is true and correct to the best of my knowledge and belief. I further undertake that later on if any information found to be incorrect or untrue, I shall be held responsible and any punitive action by the department shall be acceptable to me.

**Date:**

**(Signature of the candidate)**