



INDIAN ASSOCIATION OF RURAL DEVELOPMENT & RESEARCH CENTRE

भारतीय ग्रामीण विकास संघ एवं अनुसंधान केन्द्र

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Advertisement No. IA-17/2018

RECRUITMENT NOTICE

Indian Association of Rural Development & Research Centre of India, New Delhi (IARDRC) is the most ambitious and one of the biggest organization which specially deals with Healthcare and all types of Educational field recruitments and improvement in PAN India for those candidates who are still not working/recruited/placed/appointed anywhere since years after their successful preparation even after having proper knowledge and minimum educational qualifications in various fields. IARDRC is a non government organization which helps and promotes specially rural development and improvement in the field of Health , Education and also in various other fields . IARDRC recruitment is for PAN India and the candidates will be selected on the basis of their performance in the written examination/interview/training programme conducted by IARDRC.

IARDRC invites applications for recruitment through ON-LINE/OFFLINE MODE for the various types of posts in different sectors/departments as per the details given below:

● **IMPORTANT DATES:**

Opening Date for Online/Offline Registration of Applications	01-10-2018
Last Date for closing of Online/Offline Registration of Applications	Will be announced on the official website of IARDRC (www.iardrc.org.in)
Tentative Dates for Written/Interview/Training Programme	Will be announced on the official website of IARDRC (www.iardrc.org.in)

● **NOTE:**

i) For more details, please refer to instructions under “how to apply” in this advertisement while filling up on-line/offline application/registration form and also the detailed instructions given in the main instruction page of the on-line application and in the detailed recruitment advertisement. The application form for all the posts shall be filled in by the candidates in english language only.

(ii) Candidates in their own interest are advised, not to wait till the last date & time and register their application well within the time. IARDRC shall not be held responsible, if the candidates are not able to submit their application due to last minute rush.

● Posts are divided into (4) grades as ‘A’ ‘B’ ‘C’ & ‘D’ and each grade is a part of different departments/sectors. Recruitment process is for (4) four different departments/sectors :

- (i) Education and Art Sector/ Department, (ii) Finance Sector/Department,
(iii) Health-Care Sector/Department, (iv) Domestic & Foreign Sector/Department.

● **Minimum Educational Qualification And Mode Of Selection Department/Sector Wise .**

The candidate should possess the following qualifications for on-line/offline registration of application:

● **DESCRIPTION OF VACANCIES FOR EDUCATION AND ART SECTOR/DEPARTMENT.**

S.No.	Post	Post Code	Grade	Monthly Salary	Minimum Educational Qualification	Age (Yrs)	Selection Process
1.	Guest Teacher (TGT/PGT) all subjects	ES01	A	Rs.32500/-	Graduate and above	18-36	Written Exam/Interview
2.	Computer Teacher	ES02	A	Rs.32500/-	Graduate and above	18-36	Written Exam/Interview
3.	Cashier/Accountant	ES03	A	Rs.32500/-	Graduate and above	18-36	Written Exam/Interview
4.	P.T Teacher/Librarian	ES11	B	Rs.25200/-	12 th and above	18-39	Written Exam/Interview
5.	Scouts & Guide Teacher	ES12	B	Rs.25200/-	12 th and above	18-39	Written Exam/Interview
6.	S.U.P.W Teacher	ES13	B	Rs.25200/-	12 th and above	18-39	Written Exam/Interview
7.	Multi-Tasking Staff	ES14	B	Rs.25200/-	12 th and above	18-39	Written Exam/Interview
8.	Drawing Teacher	ES32	C	Rs.19800/-	10 th and above	18-40	Practical/ Interview
9.	Dance Teacher	ES33	C	Rs.19800/-	10 th and above	18-40	Practical/ Interview
10.	Music Teacher	ES34	C	Rs.19800/-	10 th and above	18-40	Practical/ Interview
11.	Taekwondo Teacher	ES35	C	Rs.19800/-	10 th and above	18-40	Practical/ Interview
12.	Theatre Artist/ Organiser	ES36	C	Rs.19800/-	10 th and above	18-40	Practical/ Interview
13.	CCTV Operator/Technician	ES37	C	Rs.19800/-	10 th /ITI/Diploma and above	18-40	Practical/ Interview
14.	Website Developer	ES38	C	Rs.19800/-	10 th and above	18-40	Practical/ Interview
15.	Photographer	ES39	C	Rs.19800/-	10 th /ITI and above	18-40	Practical/ Interview
16.	Videographer/ Cinematographer	ES40	C	Rs.19800/-	10 th /ITI and above	18-40	Practical/ Interview
17.	Peon	ES57	D	Rs.15600/-	10 th /Below 10 th / Illiterate	18-40	Interview/ Training
18.	Bus/Car Driver (Commercial)	ES58	D	Rs.15600/-	10 th /Below 10 th / Illiterate with valid Heavy Driving Licence	18-40	Practical/ Interview
19.	Security Guard	ES59	D	Rs.15600/-	10 th /Below 10 th / Illiterate	18-40	Interview/ Training
20.	Mali (Gardener)	ES60	D	Rs.15600/-	10 th /Below 10 th / Illiterate	18-40	Practical/ Interview/ Training
21.	Cook (Veg/Non-Veg)	ES61	D	Rs.15600/-	10 th /Diploma/Below 10 th / Illiterate	18-40	Practical/ Interview/ Training

22.	Tailoring (Cutting and Sewing) (Ladies & Gents)	ES62	D	Rs.15600/-	10 th / ITI/Below 10 th / Illiterate	18-40	Practical/ Interview/ Training
23.	Make-up Artist/ Beautician/Barber	ES63	D	Rs.15600/-	10 th / ITI/Below 10 th / Illiterate	18-40	Practical/ Interview/ Training
24.	Mehndi Artist	ES64	D	Rs.15600/-	10 th / ITI/Below 10 th / Illiterate	18-40	Practical/ Interview/ Training
25.	Embroidery Artist	ES65	D	Rs.15600/-	10 th / ITI/Below 10 th / Illiterate	18-40	Practical/ Interview/ Training
26.	Knitting Artist	ES66	D	Rs.15600/-	10 th / ITI/Below 10 th / Illiterate	18-40	Practical/ Interview/ Training

● **DESCRIPTION OF VACANCIES FOR FINANCE SECTOR/DEPARTMENT.**

S.No.	Post	Post Code	Grade	Monthly Salary	Minimum Educational Qualification	Age	Selection Process
1.	Accountant	FS04	A	Rs.32500/-	Graduate and above	18-36	Written Exam/Interview
2.	Cashier/ Teller	FS05	A	Rs.32500/-	Graduate and above	18-36	Written Exam/Interview
3.	Personal Banking/Loan /Insurance Advisor	FS06	A	Rs.32500/-	Graduate and above	18-36	Written Exam/Interview
4.	Data Entry Operator	FS15	B	Rs.25200/-	12 th and above	18-39	Written Exam/Interview
5.	Clerk	FS16	B	Rs.25200/-	12 th and above	18-39	Written Exam/Interview
6.	Multi-Tasking Staff	FS17	B	Rs.25200/-	12 th and above	18-39	Written Exam/Interview
7.	Happy To Help	FS41	C	Rs.19800/-	10 th and above	18-40	Written Exam/Interview
8.	CCTV Operator/Technician	FS42	C	Rs.19800/-	10 th /ITI/Diploma and above	18-40	Practical/ Interview
9.	Office-Boy	FS43	C	Rs.19800/-	10 th and above	18-40	Written Exam/Interview
10.	ATM Money Loader	FS44	C	Rs.19800/-	10 th and above	18-40	Written Exam/Interview
11.	Peon	FS67	D	Rs.15600/-	10 th /Below 10 th / Illiterate	18-40	Interview/ Training
12.	Motor-Car Driver (Commercial)	FS68	D	Rs.15600/-	10 th /Below 10 th / Illiterate with valid Light Driving Licence	18-40	Practical/ Interview
13.	Security Guard	FS69	D	Rs.15600/-	10 th /Below 10 th / Illiterate	18-40	Interview/ Training
14.	Aaya (Only Female is eligible to apply)	FS70	D	Rs.15600/-	10 th /Below 10 th / Illiterate	18-40	Practical/ Interview

● **DESCRIPTION OF VACANCIES FOR HEALTH-CARE SECTOR/DEPARTMENT.**

S.No.	Post	Post Code	Grade	Monthly Salary	Minimum Educational Qualification	Age	Selection Process
1.	Hospital Administrator	HS07	A	Rs.32500/-	Graduate and above	18-36	Written Exam/Interview
2.	Accountant	HS08	A	Rs.32500/-	Graduate and above	18-36	Written Exam/Interview
3.	Computer/Data Entry Operator	HS18	B	Rs.25200/-	12 th and above	18-39	Written Exam/Interview
4.	Clerk	HS19	B	Rs.25200/-	12 th and above	18-39	Written Exam/Interview
5.	Radiologist	HS20	B	Rs.25200/-	12 th (PCM)/Diploma and above	18-39	Written Exam/Interview
6.	Pharmacist	HS21	B	Rs.25200/-	12 th (PCM)/Diploma and above	18-39	Written Exam/Interview
7.	Technician (Laboratory Services)	HS22	B	Rs.25200/-	12 th /Diploma and above	18-39	Written Exam/Interview
8.	Technician (Cath-Labs)	HS23	B	Rs.25200/-	12 th /Diploma and above	18-39	Written Exam/Interview
9.	Receptionist Front Office (Female Only)	HS24	B	Rs.25200/-	12 th /Diploma and above	18-39	Written Exam/Interview
10.	Token Operator	HS45	C	Rs.19800/-	10 th and above	18-40	Written Exam/Interview
11.	Store Keeper/Incharge	HS46	C	Rs.19800/-	10 th and above	18-40	Written Exam/Interview
12.	CCTV Operator/Technician	HS47	C	Rs.19800/-	10 th /ITI/Diploma and above	18-40	Interview/ Practical
13.	Nurse/Ward Boy	HS48	C	Rs.19800/-	10 th /Certificate in Nursing and above	18-40	Written/ Interview/ Practical/ Training
14.	Ward Nursing Assistant -Boy/Girl	HS49	C	Rs.19800/-	10 th and above	18-40	Written/ Interview/ Practical/ Training
15.	Peon	HS71	D	Rs.15600/-	10 th /Below 10 th / Illiterate	18-40	Interview/ Training
16.	Ambulance Driver (Commercial)	HS72	D	Rs.15600/-	10 th /Below 10 th / Illiterate with valid Light Driving Licence	18-40	Practical/ Interview
17.	Security Guard	HS73	D	Rs.15600/-	10 th /Below 10 th / Illiterate	18-40	Interview/ Training
18.	Mali (Gardener)	HS74	D	Rs.15600/-	10 th /Below 10 th / Illiterate	18-40	Interview/ Practical/ Training
19.	Safai Karamchari (Sweeper)	HS75	D	Rs.15600/-	10 th /Below 10 th / Illiterate	18-40	Interview/ Practical

● **DESCRIPTION OF VACANCIES FOR POSTS IN DOMESTIC (Within India) & FOREIGN (Outside India) SECTOR/DEPARTMENT.**

Note: Candidates interested to apply for these under mentioned posts within India can apply without passport but those candidates who wants to apply/migrate outside India, it is mandatory for the candidates to have valid Indian passport otherwise application form will be rejected.

S.No.	Post	Post Code	Grade	Monthly Salary	Minimum Educational Qualification	Age	Selection Process
1.	Restaurant Manager	DF09	A	Rs.32500/-	Graduate and above	18-36	Written Exam/Interview
2.	Hotel/Lodging Manager	DF10	A	Rs.32500/-	Graduate and above	18-36	Written Exam/Interview
3.	Tour-Travels and Hospitality Operation Executive/Manager	DF25	B	Rs.25200/-	12 th / Diploma and above	18-39	Written Exam/Interview
4.	Supervisor	DF26	B	Rs.25200/-	12 th and above	18-39	Written Exam/Interview
5.	Store Keeper/Incharge	DF27	B	Rs.25200/-	12 th and above	18-39	Written Exam/Interview
6.	Civil Contractor	DF28	B	Rs.25200/-	12 th and above	18-39	Written Exam/Interview
7.	A.C Mechanic	DF29	B	Rs.25200/-	12 th /Diploma/ ITI/ Polytechnic and above	18-39	Written Exam/ Interview/ Practical
8.	Electronics/ Instrumentation Mechanic	DF30	B	Rs.25200/-	12 th /Diploma/ ITI/ Polytechnic and above	18-39	Written Exam/ Interview/ Practical
9.	Diesel Mechanic	DF31	B	Rs.25200/-	12 th /Diploma/ ITI/ Polytechnic and above	18-39	Written Exam/ Interview/ Practical
10.	Electrician	DF50	C	Rs.19800/-	10 th /Diploma/ITI/ Polytechnic and above	18-40	Practical/ Interview/ Training
11.	Fitter/Turner/Grinder	DF51	C	Rs.19800/-	10 th /Diploma/ITI/ Polytechnic and above	18-40	Practical/ Interview/ Training
12.	Technician/Machinist	DF52	C	Rs.19800/-	10 th /Diploma/ITI/ Polytechnic and above	18-40	Practical/ Interview/ Training
13.	Telephone Operator	DF53	C	Rs.19800/-	10 th /Diploma/ITI/ Polytechnic and above	18-40	Practical/ Interview/ Training
14.	Generator Mechanic/Operator	DF54	C	Rs.19800/-	10 th and above	18-40	Practical/ Interview/ Training
15.	Interior Decorator	DF55	C	Rs.19800/-	10 th and above	18-40	Practical/ Interview/ Training
16.	Waiter/Waitress	DF56	C	Rs.19800/-	10 th and above	18-40	Practical/ Interview/ Training

17.	Crane Mechanic/ Operator	DF76	D	Rs.15600/-	10 th / ITI/ Below 10 th / Illiterate	18-40	Practical/ Interview/ Training
18.	False-Ceiling Mechanic/Contractor	DF77	D	Rs.15600/-	10 th /Below 10 th / Illiterate	18-40	Practical/ Interview/ Training
19.	Cook (Veg /Non-Veg)	DF78	D	Rs.15600/-	10 th /Diploma/Below 10 th / Illiterate	18-40	Practical/ Interview/ Training
20.	Driver (Commercial & Private)	DF79	D	Rs.15600/-	10 th /Below 10 th / Illiterate with valid Heavy/Light Motor Driving Licence	18-40	Interview/ Training
21.	Peon	DF80	D	Rs.15600/-	10 th /Below 10 th / Illiterate	18-40	Interview/ Training
22.	Carpenter	DF81	D	Rs.15600/-	10 th / ITI/Below 10 th / Illiterate	18-40	Practical/ Interview/ Training
23.	Plumber	DF82	D	Rs.15600/-	10 th / ITI/Below 10 th / Illiterate	18-40	Practical/ Interview/ Training
24.	Tile Mechanic/ Assembler	DF83	D	Rs.15600/-	10 th / ITI/Below 10 th / Illiterate	18-40	Practical/ Interview/ Training
25.	Helper/Sheet Metal Worker	DF84	D	Rs.15600/-	10 th / ITI/Below 10 th / Illiterate	18-40	Practical/ Interview/ Training
26.	Painter/Welder/ Moulder	DF85	D	Rs.15600/-	10 th / ITI/Below 10 th / Illiterate	18-40	Practical/ Interview/ Training

1.NOTE:-

- i) The number of vacancies is tentative and may increase or decrease. The number of vacancies may be re-distributed depending as per the rule of the IARDRC. Each department/sector is having a very huge no of vacancies in each grade in every single districts of all states in India.
- ii) If any University awards grades instead of marks, applicants should clearly mention the numerical equivalent of the grades in terms of aggregate marks and then write percentage scored out of aggregate marks.
- iii) Any Indian National fulfilling eligibility criteria can apply for the above posts.
- iv) The reservation for SC/ST/PH/PWD and OBC (non-creamy layer) candidates will be applicable as per the IARDRC norms.
- v) Candidates appearing or awaiting results on the closing date of application which will be announced on the official website of IARDRC are NOT eligible to apply.
- vi) There is not any fixed minimum percentage of marks required to apply for any sector/garde.
- vii) Both male and female candidates can apply for each and every posts excluding the posts marked specially to be applied by any individual gender.
- viii) Separate Examination/Training programme will be organized for Foreign sector candidates at different date and time.

2. Important instructions regarding qualification etc.:

i) The applicant should possess the minimum qualification as on the closing date of application & therefore candidates awaiting result will be considered as possessing incomplete qualification and their application will not be accepted.

The level of educational qualifications prescribed for the posts is minimum.

Candidate must possess above qualifications as on closing date of application which will be announced on the official website of IARDRC.

The candidates shall be required to produce Marks Sheets & Provisional Certificate/Certificate, as applicable at the time of verification of documents.

ii) Candidate must specifically indicate the percentage of marks obtained (calculated to the nearest two decimals) in the relevant column of the application. Where percentage of marks is not awarded by the University but only CGPA/OGPA is awarded, the same shall be converted into percentage in terms of conversion norms of university in this regard, besides indicating the CGPA/OGPA in the application.

Candidates will have to produce the certificate/document issued by the university evidencing conversion formula of university, when called for document verification.

iii) Round off % age will not be acceptable under any circumstances for consideration for appointment.

iv) Calculation of Percentage: The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours/optional/additional optional subjects, if any. This will be applicable for those Board/Universities also where class/Grade is decided on the basis of Honours marks only.

v) The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.

vi) A Candidate can apply for more than one post. However at the time of the filling of the application, the candidate must ensure that he is applying for single post in Grade "A", "B" "C" or "D", since the examination for all the posts in a Grade may be organized at the same time/day.

vii) The candidates found provisionally eligible shall be issued admit cards for appearing in Written Examination, at their own expenses.

viii) The candidates admit cards can easily be downloaded from the official website of IARDRC i.e, www.iardrc.org.in.

ix) Application fee is including of examination fees and excluding of training programme, after getting shortlisted the candidates will be informed to pay online/offline for training programme if needed.

x) The candidate cannot apply for 2 or more posts within the same grade (Cadre) i.e. 2 posts in each individual sector/department and in this case he/she will be doing so at his/her own risk. Simultaneously, the candidate submitting more than one application for the same post will be summarily rejected.

It is compulsory for the candidate to fill each column in the application form and give priority for everything in the application form. Once the choice is made, it shall be final and cannot be changed.

3. Age Limit:

i) 18-36 years in every sector/department for Grade "A" all posts (as on 01st October, 2018).

ii) 18-39 years in every sector/department for Grade "B" all posts (as on 01st October, 2018).

iii) 18-40 years in every sector/department for Grade "C" all posts (as on 01st October, 2018).

iv) 18-39 years in every sector/department for Grade "D" all posts (as on 01st October, 2018).

The upper age-limit is relaxable as per Govt. of India orders issued from time to time.

4. Age Relaxation:

The upper age-limit is relaxable as under subject to submission of requisite certificate:

- i) By five years for SC/ST,
- ii) By three years for OBC candidates,
- iii) By seven years for PH applicants,
- iv) By five years for the candidates who had ordinarily been domiciled in the state of J&K during the period 01.01.80 to 31.12.1989 provided certificate for the same issued by BDO/SDO, to be produced at the time of document verification/interview.

5. Note:

- i) Candidate should note that the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent Certificate only available on the date of closing of application will be accepted by the IARDRC for determining the age and no subsequent request for its change will be entertained.
- ii) Reservations for this recruitment given for OBC/SC/ST/PH/PWD candidates will be completely decided by **IARDRC** after the last date of receiving of successful applications and on the basis of total number of posts in each sector/department in every grade individually from all district coordinators from all states in India. Candidates are warned that they may be permanently debarred from the examination conducted by the **IARDRC** in case they fraudulently claim SC, ST, OBC, PH status.
- iii) For PH Candidates, disability should be more than 40% for the categories. A person, who wants to avail the benefit of relaxation will have to submit a Disability Certificate issued by a Competent Authority, as prescribed in "Persons with Disabilities (Equal Opportunities, Protection of rights and Full Participation) Amendment Rules, 2009".
- iv) **OBC (Non Creamy Layer)** candidates included in the central list having certificate for the current financial year in the format prescribed by Central Govt. will be given the benefit of OBC reservation.
- v) Candidature will be cancelled at any stage of recruitment process or after recruitment/joining, in case any information provided by the candidate is found to be false or is not found in conformity with the eligibility criteria mentioned in this advertisement.
- vi) Candidates working in Govt./PSUs/autonomous bodies shall be required to produce original "No Objection Certificate" at the time of document verification/interview.

6. EXAMINATION CITIES:

The Written Examination will be held in State Capital of every State on the announced examination date for all sectors/departments under/for which the candidate has applied in the application form. So candidates are advised to visit the official website of IARDRC regularly after filling the application form to check the status of the application. List of examination centres are noted below.:

Hyderabad	Itanagar	Dispur	Patna	Raipur	Panaji	Gandhinagar	Chandigarh	Shimla
Srinagar (S)	Jammu(W)	Ranchi	Bangalore	Thiruvananthapuram	Bhopal	Mumbai	Imphal	Shillong
Aizwal	Kohima	Bhubaneswar	Jaipur	Gangtok	Chennai	Agartala	Dehradun	Lucknow
Kolkata	Port Blair	Delhi	Silvassa	Daman	Kavaratti	Puducherry		

Examination center status may change depending upon the response received for each centre. If the number of candidates applying for a particular post are less, then the examination for such post may be conducted at DELHI only.

7. SCHEME OF EXAMINATION:

i) The examination will be conducted in two/three sessions on a single day of 2 hours (120 mins) duration. The examination paper will contain questions as under:

The standard of questions for examination will be generally in conformity with the educational standards and/or minimum qualifications prescribed for the posts. The question papers will be of Objective type with Multiple Choice and are likely to include the question pertaining to General Knowledge/Awareness, Elementary Maths, General Intelligence and reasoning, General Science, Technical ability, English and Hindi . Question paper will contain total 120 objective type questions containing 40 questions related to post/ discipline for which the candidate has applied, and 80 questions including General Knowledge/Awareness, Elementary Maths, General Intelligence and reasoning, General Science, Technical ability, English and Hindi. Each question consist of 1 mark.

<u>PART</u>	<u>QUESTIONS TO BE ASKED FROM</u>	<u>NO OF QUESTION</u>	<u>MAX MARKS</u>
A	Disciplinary/Core Field Questions	40	40
B	General Intelligence and Reasoning	15	15
C	General Knowledge and General Awareness	15	15
D	Elementary Maths	15	15
E	General Science	15	15
F	Technical Ability	10	10
G	English/Hindi	10	10

ii) There shall be negative marking in Examination and marks shall be deducted for each **wrong answer @ ¼ (0.25) mark** for each wrong answer.

iii) The selection will be made as per merit on the basis of performance in the examination. Shortlisted candidates will be called for verification of the original documents according to merit, availability of vacancies and reservation rules.

iv) For MTS (Multi-tasking Staff) Posts:

The selection will be made as per merit on the basis of performance in the Written Examination. MTS (Multi-tasking Staff) Shortlisted candidates will be called for PET and verification of the original documents according to merit of the written examination, availability of vacancies and reservation rules.

v) Only those candidates who qualify in the written examination will be called for PET (Physical Efficiency Test).

vi) **Physical Efficiency Test (PET):** Passing the PET is mandatory and the same will be qualifying in nature. The criterion for the PET is as under:

Male candidates	Female candidates
i. Should be able to lift and carry 35 kg. weight for distance of 100 metres in 2 minutes in one chance without putting the weight down; and ii. Should be able to run for a distance of 1000 meters in 4 minutes 15 second in one chance.	i. Should be able to lift and carry 20 kg. weight for distance of 100 metres in 2 minutes in one chance without putting the weight down; and ii. Should be able to run for a distance of 1000 meters in 5 minutes 40 second in one chance.

vii) Employed persons working in Government/Semi-Government/Public Sector Undertaking are required to produce “No Objection Certificate” from the present

employer at time of document verification. As such, candidates working in Govt./PSU/Autonomous bodies should seek prior approval from their Competent Authority before applying for online registration form. In the absence of No Objection Certificate, the candidature of such candidates will be forfeited.

viii) The candidates who qualify the minimum marks will be considered as standby candidates as per merit, availability of vacancies and reservation rules and they will be considered for empanelment only if there is shortfall in empanelment from the main list. Decision of IARDRC would be final in this regard.

ix) During document verification, the candidates will have to produce their original certificates alongwith one set of photocopies duly attested. No additional time will be given and the candidature of candidates for not producing their original certificates/testimonials on the date of verification is liable to be forfeited.

8. APPLICATION FEE AND MODE OF REMITTANCE:

Fee Payable (**non-refundable**) for each post is to be deposited **Online/Offline** by the candidates, as under:

Payments of application fees can be made through internet banking, credit cards, debit cards, E-wallets and candidates can also pay the application fees through Demand Draft for which the Demand Draft should be in favour of :-

“ INDIAN ASSOCIATION OF RURAL DEVELOPMENT & RESEARCH CENTRE ”
payable at New Delhi .

Application Fees as per Grade:-

(Discounts in application fee is only for OBC/PWD/PH/SC/ST candidates).

<u>S.No.</u>	<u>Grade</u>	<u>Minimum Eligibility</u>	<u>General/UR</u>	<u>OBC</u>	<u>SC/ST</u>
1.	A	Graduate and above	700/-	500/-	350/-
2.	B	12 th and above	600/-	400/-	300/-
3.	C	10 th and above	500/-	350/-	250/-
4.	D	10 th /Below 10 th /Illiterate	350/-	300/-	200/-

***Bank charges**, as applicable, will also be borne by the candidates (if any).

9. IMPORTANT INSTRUCTIONS REGARDING EXAMINATION:

(i) Candidates are required to apply through Offline/Online only.

(ii) Candidates desirous of applying for more than one post are required to apply for each post separately; further they should have separate e-mail ID for each separate post they are applying for.

(iii) The candidates under SC/ST/PH/OBC/PWD categories can avail discount in application fee.

However they have to indicate their SC/ST/PH/OBC/PWD category in the application form and attach the certificate with the application form.

(iv) Application once submitted will not be allowed to be withdrawn and fee once paid will not be refunded in any case neither it shall be held reserve for any other recruitment or selection process in future (even if the recruitment process is cancelled).

(v) Canvassing in any form will lead to disqualification of candidature.

(vi) In case of any dispute on account of interpretation of this advertisement in version other than English, the English version shall prevail.

IARDRC, however, reserves the right for inter-grade adjustments on administrative ground based on the terms and conditions of the company prevalent at that time.

Note:

i) The Question Paper will be set in English & Hindi only.

ii) Candidates coming late will not be allowed. The candidates will be required to report at the examination centre at least 30 minutes before the commencement of the written examination.

iii) Time Schedule may change depending upon the number of applications received for a particular post.

iv) Calculator, Mobile phone, Pager, Bluetooth, Headphone, Earplug, Laptop, I-pad and other computing /communication devices will not be permitted inside the examination centre.

v) Appointment of successful candidates will be subject to verification of various original documents relating to age, Qualifications, Caste, Experience & Medical fitness (if required) certificate issued by the Medical Authorities.

vi) In case of tie of marks obtained by more than one Candidates, the resolution will be done in following order:-

a) The candidate with earlier/older Date of birth, will be placed higher i.e. the candidate in age seniority will be placed higher.

b) In case of tie as mentioned at (a) above, the candidate with higher percentage pass marks in qualifying examination, as per eligibility criteria, will be placed higher.

vii) It is compulsory for candidates to carry a photo ID such as Voter's ID, Driving License, ID Cards issued by Government or other Offices, Aadhaar card.

Candidates should carry both, the printed copy of Admit Card and photo ID (as mentioned above) while coming to appear in the examinations. Candidate will not be allowed entry into the examination hall/venues, in case any of these are not available.

viii) The Admit cards issued to the candidates are Provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the written examination or allowed to join the IARDRC, his/her candidature will automatically be treated as cancelled at any stage of this recruitment/ service in IARDRC on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this advertisement.

ix) The process of examination/ recruitment does not involve any correspondence by the IARDRC with candidate at any stage regarding deficiency in application / documents / payment of examination fee etc. It shall be responsibility of the candidate to satisfy himself to furnish correct, complete and desired information/ documents etc. No correspondence will be entertained from the candidates found ineligible and not called for written test or document verification or for non-selection.

x) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:

a) Using unfair means during the examination; or

b) Impersonating or procuring impersonation by any person; or

- c) Misbehaving in the examination; or
- d) Resorting to any irregular means in connection with his/her candidature during selection process; or
- e) Using undue influence for his/her candidature by any means; or
- f) Submitting of false certificates/ documents /information or suppressing any information at any stage; or
- g) Giving wrong information regarding his/her category (SC/ST/OBC/PH) while appearing in the examination or thereafter; or
- h) Being in possession of calculator, mobile phone, pager, bluetooth, headphone, earplug, laptop, iPad and other computing /communication devices;
- i) Possessing any form of textual material / handwritten (or typed) pages etc. in addition to rendering himself/herself liable to **legal/criminal prosecution**, will also become liable to be:
- j) Disqualified from the examination and /or ;
- k) Debarred either permanently or for a specified period from any exam/recruitment and /or
- l) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment.
- m) Calculator, Mobile phone, Pager, Bluetooth, Headphone, Earplug, Laptop, iPad and other computing/ communication devices will not be permitted inside the examination centre. Therefore, the candidates shall be responsible for safe-keeping of such devices because arrangement for keeping these devices safe, cannot be assured by IARDRC/Examination Centre.
- n) There shall be complete ban on possessing or using the electronics devices such as Mobile Phone or its accessories, texted/ printed material / calculator in the examination Hall, finding which the candidature of the candidate shall be cancelled, the candidate shall be banned at least for 5 years for applying for any post in DFCCIL and also action may be taken against him under Indian Penal Code.
- o) Information on website only: Any further information/corrigendum/details regarding applications or applicants/any other information regarding schedule of examinations or call letters for document verification/Instruction notices/results/panels shall be posted only on the official website of IARDRC www.iardrc.org.in. No publication in any media will be made. Thus, the candidates are advised to keep updating themselves by checking the official website of IARDRC very frequently.
- p) The legal jurisdiction will be Delhi in case of any cause.
- q) The application format and detailed advertisement is available on IARDRC official website. www.iardrc.org.in. Any queries related to ONLINE/OFFLINE APPLICATION shall be replied at: iardrc@gmail.com.
- r) No travelling allowance is payable to candidates who are called for written examination,interview/, training programme and Document Verification.
- s) The decision of IARDRC in respect of all matters pertaining to this recruitment would be final and binding on all candidates.

GUIDELINES FOR FILLING THE ONLINE APPLICATION FORM

1. Instructions regarding scanning of PHOTOGRAPH, SIGNATURE and CERTIFICATES, Scanned image of candidates photograph, signature and Certificates, shall be as per the specifications given below:

- a) There are separate links for uploading Photograph, Signature and Certificates. Click on the respective link to Upload Photograph/Signature/Certificates.
- b) Browse and select the location where the scanned Photograph/Signature/Certificates files have been saved. Select the file by clicking on it.
- c) Click the 'Open/Upload' button. The photograph/signature/certificate file will get uploaded. If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.
- d) Candidates should upload the scanned (digital) image of their photograph, signature and other relevant Certificates as per the process given below. The applicant should note that only **jpg or jpeg** formats are acceptable:

i) Photograph:

1. Photograph must be a recent passport size color photograph (not older than 03 weeks).
2. Make sure that the picture is in color, taken against a light-colored, preferably white, background. Look straight at the camera with a relaxed face.
3. Dimensions of the image should be approximately 200X230 pixels. It will not be possible to accommodate larger images. Size of file should be between 50kb-80kb in jpg/jpeg format only.
4. If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colors etc., during the process of scanning. Minimum resolution should be 200 dpi.

ii) Signature image:

1. The applicant has to sign on white paper with Black/Blue ink pen.
2. The signature must be of the applicant only and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature may be summarily rejected.
3. Please scan the signature area only and not the entire page.
4. Dimensions of the image should be approximately 140X60 pixels. Size of file should be between 10kb-30k in jpg/jpeg format only.

iii) Category/Educational Qualification & other relevant Certificates:

1. Please scan the relevant certificates (issued by competent authority) and should be clearly visible.
2. Size of file should be between 50kb-1000kb in jpg/jpeg format only.

GUIDELINES FOR FILLING THE OFFLINE APPLICATION FORM

●Application Forms can be purchased from any book/stationery store or can be downloaded in pdf format from our official website by paying Rs.20/- (Cost of Form).

1. Before filling the application form please read the detailed advertisement vide Advertisement No. IA-17/2018 carefully. Please read the following instructions carefully before filling up of application form for various posts in different sectors/department as directed by IARDRC under different categories.
2. Separate application forms are for each individual candidates on which Application Form No is mentioned with a unique barcode. Candidates are advised to fill up the form in the format applicable to them.
3. Please note that all the columns of the application have to be compulsorily filled up. In case of nil information for a particular column, 'N/A' is to be written or leave it blank. The form is to be filled up by the candidate himself / herself in Block Capitals with blue/black colour ball point pen. The form is to be filled up neatly without any overwriting. Use of corrective fluid (whitener) is not permitted and shall be treated as invalid. Column wise instructions are as under:-

Column 1– APPLYING FOR GRADE: Candidates have to select the Grade for which he/she is interested for applying according to his/her Educational Qualifications. Posts are divided into (4) grades as 'A' 'B' 'C' & 'D' and each grade is a part of different departments/sectors. Recruitment process is for four (4) different departments/sectors i.e, (i) Education and Art Sector/ Department, (ii) Finance Sector/Department, (iii) Healthcare Sector/Department, (iv) Domestic & Foreign Sector/Department.

*Candidates willing to fill the application form for Grade 'A' needs minimum eligibility of Graduation in any stream or higher from any recognized University/ Board/ Institutions .

* Candidates willing to fill the application form for Grade 'B' needs minimum eligibility of Intermediate/12th/Diploma/ITI/Polytechnic in any stream or higher from any recognized University/ Board/ Institutions .

* Candidates willing to fill the application form for Grade 'C' needs minimum eligibility of 10th in any stream or higher from any recognized University/ Board/ Institutions .

* Candidates willing to fill the application form for Grade 'D' does not have any restrictions and there is no any minimum eligibility criteria for applying for the posts under Grade 'D' . Candidates interested for this grade can be 10th/Below 10th/ illiterate because the posts lies in this grade are for both literated and illiterated candidates.

Column 2– POST APPLYING FOR: Candidates will have to mention the post followed by the post code (mandatory) for which he/she is interested to apply according to the Grade and Department/Sector selected by him/her. There is a unique post code for each individual post under every Departments/Sectors.

Column 3– STATE APPLYING FOR: Candidates will have to mention the name of the state from which he/she is applying and for which he/she is applying, both selections should be same because the candidates candidature will lie for the native resident state in which the candidate is domiciled. Place of posting lies in any of the districts of particular state opted by the candidate.

Column 4– DEPARTMENT/SECTOR APPLYING FOR: Candidates will have to mention the department/sector for which he/she is interested to apply according to their selection.

Column 5 (i) – NAME: Full name as written in Matriculation Certificate is to be written.

Column 5 (ii) – DATE OF BIRTH & DISABILITY: Date of Birth as per Matriculation Certificate in DD/MM/YYYY format and Disability in case of any type of disabled candidates like Physically / Visually handicapped is to be written/marked .

Column 5 (iii) – FATHER’S NAME: Father’s name as written in Matriculation Certificate is to be written.

Column 5 (iv) – FATHER’S OCCUPATION & ANNUAL INCOME: Describe the nature of job of candidates Father/Guardian if working, if not working mention ‘-NA-’ and also mention the annual income of Father/Guardian according to income certificate issued by Tehsil/Block/Collectorate.

Column 5 (v) – MOTHER’S NAME: Mother’s name as written in Matriculation Certificate is to be written.

Column 5 (vi) – MOTHER’S OCCUPATION: Mother’s occupation is to be written whether mother is a housewife or working.

Column 5 (vii) – GENDER: Male / Female/Transgender

Column 5 (viii) – RELIGION & CASTE CATEGORY : Specify the religion and category from the options given under the specified religion like GENERAL/OBC/SC/ST.

Column 5 (ix) – MARITAL STATUS : Single/Married/Divorced.

Column 5 (x) – VISIBLE IDENTIFICATION MARK: Any visible identification mark (e.g. a black mole on left side of face / a cut mark above right eye) of the candidate is to be written.

Column 5 (xi) – NATIONALITY : Indian/ Foreigner/ Non Resident Indian.

Column 5 (xii) – PLACE OF PERMANENT RESIDENCE /PRESENT ADDRESS WITH PIN CODE: City of the Permanent Residence and State /Complete present address of the candidate with PIN code is to be written.

Column 5 (xiii) – ADDRESS FOR COMMUNICATION : Complete correspondence / mailing address of the candidate with PIN code is to be written where candidate can receive the admit cards or appointment letters easily.

Column 5 (xiv) –TOWN, DISTRICT , POST, STATE & PIN CODE : Mention the name of the Town, District, Post, State and Pin Code very carefully and clearly on the application form.

Column 5 (xv) – MOBILE NO / TELEPHONE : Mobile Number, Alternate Mobile no and / or Landline (s) to be written for sms notifications and payment instructions.

Column 5 (xvi) – E-MAIL: E-mail ID of the candidate should be written in block capital letters for e-mail correspondence with the candidate.

Column 5 (xvii) – AADHAAR NO: 12 digits Aadhaar No of the candidate is to be written for details verifications.

Column 5 (xviii) – PAN NO: Pan No of the candidate is to be written if available and in case PAN No is not available leave the space blank.

Column 5 (xix) – PASSPORT NO : Passport no of the candidate is mandatory incase of Foreign Sector candidates who wants to migrate abroad for appointment purpose.

Column 5 (xx) – VOTER CARD NO : Voter id card no should be written if available.

Column 6 – EDUCATIONAL QUALIFICATIONS : Write in details about the candidates educational qualifications in the coloumn provided.

Column 7 – PROFESSIONAL/ ADDITIONAL QUALIFICATIONS : Write in details about the candidates professional/ additional qualifications in the coloumn provided and also mention/mark the details of Computer Knowledge with typing speed per minute where :-

DCA – stands for Diploma in Computer Application.

ADCA – stands for Advanced Diploma in Computer Application.

HDCA – stands for Hardware Diploma in Computer Application.

JAVA – stands for particular course.

C++ – stands for particular course.

Column 8 – EMPLOYMENT EXPERIENCE : Write in details about your previous or present employment experience if any with any Organization/Company.

Column 9 – Write the names of the supporting documents/certificates as a proof of your educational/professional/additional qualifications which you are attaching with your filled application form according to the grade , post and department applying for.

Column 10 – DEMAND DRAFT / ONLINE PAYMENT DETAILS : To ensure convenience of candidates from rural as well as urban areas, payments of Application Forms can be made through both Online/Offline methods. Demand Draft details should be filled by those candidates who prefer to send Demand Draft alongwith filled application form and the Demand Draft should be infavour of ' INDIAN ASSOCIATION OF RURAL DEVELOPMENT & RESEARCH CENTRE ' Payable at New Delhi, else those candidates who prefer to pay online / has completed the online payment process they have to mention the transaction reference number which is generated after every successful online transaction . By opting any one method of fee payment candidates are advised to leave the second coloumn/option blank or mention ' -NA- ' in the space provided.

Column 11 – DECLARATION : This coloumn is only to read and understand and confirm that all the details filled in the application form is very true and correct and according to the facts and the candidate has read the terms and conditions very carefully and is understood by the candidate before filling up of application form and if the candidate fails to fulfill the criteria of IARDRC then the application form will be liable to get rejected and the fees paid for the form will be forfeited and not be considered as valid and cannot be accepted at all. And at last all the candidates are advised to do the full name as a signature with date, place and clearly make left hand thumb impression in the box provided in the application form.

