



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: 02/01/2024

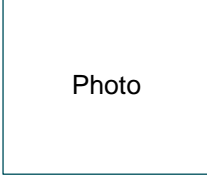
The Municipal Corporation has envisaged to have a disability care centre to provide 21 therapies to disabled people. To provide the best-in-class services, all the therapies would be provided under one roof "Divyang Bhavan at Pimpri Chinchwad Municipal Corporation (PCMC)". For the operation and maintenance 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 **16/01/2024, 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 (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	Chief Executive Officer	1	Postgraduate in Human Resource / Development / Community / Health Management from a reputed institute Or Masters in Social Work or relevant sector from a reputed institute Or Masters in Public Health from a reputed institute Or Postgraduate in Disability Rehabilitation Management	Minimum 3 Years (Minimum 3 Years experience of working with Centre Gov. / State Gov. / ULBs as a CEO /Team Leader / Project Manager in developmental programs)	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.
7. The Applicant Shall download the application form from www.pcmcindia.gov.in and submit their application. Application without filled application form in the desired format will not be considered for the post.

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. Executive Assistant to CEO

Parameter	Description
Name of the Position	Chief Executive Officer
Education Qualification	Postgraduate in Human Resource / Development / Community / Health management from a reputed institute Or Masters in Social Work or relevant sector from a reputed institute Or Masters in Public Health from a reputed institute Or Postgraduate in Disability Rehabilitation Management
Minimum Year of Experience	3 Years (Minimum 3 Years experience of working with Centre Gov. / State Gov. / ULBs as a CEO /Team Leader / Project Manager in developmental programs)
Eligible Age	Not more than 35 years
Requirements	<ul style="list-style-type: none">• Previous experience of working in Disability sector will be given preference.• Previous working with government agencies in coordinating aspects of community development.• Should have experience of developing, planning, and managing key developmental initiatives.• Should have experience of establishing collaboration with donor agencies / corporates for funding and partnerships.• Should have experience of providing transaction advisory to the government agencies.• In-depth knowledge of Microsoft office tools.• Outstanding organizational and time management skills.• Analytical mindset and problem-solving orientation.• Excellent communication and public speaking skills.• Should have the ability to read, write, understand and communicate in English, Marathi, and Hindi.