



**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:05/10/2023

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 **16/10/2023, 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). Please provide your valid contact details without fail in the Application Form.

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.

Sr. No.	Post	Vacancy	Educational Qualification	Relevant Experience	Age Limit
1	Managing Director	1	PhD in rehabilitation sector from any Institute recognized by Rehabilitation Council of India (RCI). MBA in Business Administration or Finance shall be an additional advantage for the candidate.	Minimum 15 years, out of which 10 years at a Senior Level in any organisation.	50
2	Administrative Officer	1	MBA in Rehabilitation Sector and MSW	Minimum 5 years	35
3	Jr. Accountant cum Computer Operator	1	B. Com, + MS-CIT + Tally	Minimum 1 year	25

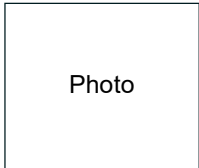
1. The Company reserves rights to postpone or cancel the entire recruitment process without giving any notice at any time.
2. The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
3. Preference may be given for the deserving 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.

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. Managing Directors

Parameter	Description
Name of the Position	Managing Director
Min. Education Qualification	PhD in rehabilitation sector from any Institute recognized by Rehabilitation Council of India (RCI) and must have senior management experience
Minimum Years of Experience	15
Eligible Age	Not more than 50 years
Requirements	<ul style="list-style-type: none">• Previous working experience as Managing Director or a Leadership role in the company.• Experience/education in business administration or relevant field.• Hands-on experience in developing strategic and business plans.• In depth knowledge of disability needs and requirements and forces that influence the company.• Familiarity with management best practices and standard operating processes.• Excellent organisational and time management skills.• Outstanding communication, presentation and leadership skills.• Superior quantitative and qualitative analytical skills.• Problem solver and capable to handle emergencies. Ability to work efficiently under pressure and in crisis.• Excellent oral and written communication skills in English, Marathi and Hindi.

2. Administrative Officer

Parameter	Description
Name of the Position	Administrative Officer
Education Qualification	MBA in Rehabilitation Sector and MSW
Minimum Year of Experience	5
Eligible Age	Not more than 35 years
Requirements	<ul style="list-style-type: none">• Previous working experience as administrative officer or similar leadership positions in the company.• Experience in developing, planning, and implementing successful strategies.• Ability to coordinate between various verticals of the Rehabilitation centre.• In-depth knowledge of governance, finance, and performance management principles in an organisation.• Familiarity with various business functions such as marketing, operations, finance, HR etc.• Outstanding organizational and time management skills.• Analytical mindset and problem-solving orientation.• Excellent communication and public speaking skills.• Excellent interpersonal and leadership skills.• Excellent oral and written communication skills in English, Marathi and Hindi.

3. Jr. Clerk cum Computer Operator

Parameter	Description
Name of the Position	Jr. Clerk cum Computer Operator
Education Qualification	Any Degree + MS-CIT + Tally
Minimum Year of Experience	1
Eligible Age	Not more than 25 years
Requirements	<ul style="list-style-type: none">• Under immediate supervision, participates in the routine work of an office by performing one or more simple tasks.• Ability to carry out work with utmost care and accuracy but does not involve any particular skill or exercise of judgment.• Ability to create simple forms and reports.• Ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.• Ability to guide and interact with people for the services.• Ability to read, write, understand and communicate in Marathi, English and Hindi sufficiently to perform the essential functions of the position.