



**NATIONAL INSTITUTE FOR THE VISUALLY HANDICAPPED - REGIONAL CENTRE  
DEPARTMENT OF EMPOWERMENT OF PERSONS WITH DISABILITIES  
(MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT, GOVT. OF INDIA)  
POONAMALLEE, CHENNAI – 600 056.**

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(Photo of Main Building of NIVH - Regional Centre, Chennai)

## **Prospectus cum Application Form**

### **Vocational Training Centre**

#### **Introduction**

The National Institute for the Visually Handicapped, Dehradun is a premier organisation under the administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice and Empowerment, Government of India providing services to persons with Visual Impairment in the country in the area of education and rehabilitation.

#### **About NIVH – Regional Centre, Chennai**

The NIVH-Regional Centre is the first Regional Centre established in the year 1988 by the National Institute for the Visually Handicapped, Dehradun, to cater to the needs of persons with visual disability in the Southern States, i.e., Andhra Pradesh, Telangana, Karnataka, Kerala, Tamil Nadu and the Union Territory of Puducherry.

The Institute is committed to promote the rights and dignity of persons with visual impairments. In order to achieve this laudable objective, the Institute produces trained manpower for providing quality education, vocational training and rehabilitation services to the visually impaired persons. It also undertakes the multifaceted activities such as Human Resource Development, Research and Development, Production of Braille Books, Large Print Press, Distribution of Aids and Appliances, library Extension facilities and alike

#### **About Vocational Training Centre**

Vocational Training Centre is one of the oldest units of the NIVH – Regional Centre, Chennai since its inception in 1988. The Centre imparts training to both Adult men and women between the age group of 18 to 40 years in different vocational trades. The vocational courses duration varies from 3 months to 1 year. It offers different vocational courses enabling the persons with visual impairment to acquire skills in getting gainful employment both in Government and Private Sectors.

#### **The Particulars of the Vocational Courses are as under:**

##### **1. Braille Stenography & Secretarial Assistant (English): ( 1398 Hours)**

The course is aimed at training candidates for the job of Stenographer (English) in the sector of Secretarial Practice for work in Government/Public Sector Undertakings & Corporate entities aims at building the following key competencies in the learner. The Course encompasses all the curricular inputs as prescribed by the NCVT for English Stenographer with necessary alterations required by persons with visual impairment who performs the key functions using Braille Shorthand Machine or Braille Note taker/ Refreshable Braille Display System and Computer with Screen Reading Software. The training will enable the trainees to:

1. Take down dictation at a speed of 80 WPM.
2. Transcribe dictated material on computer in 90 Minutes.

3. Write English free from grammatical errors. (language including spelling)
4. Use important office equipment's.
5. Perform various other tasks associated with the job of a Stenographer (English)/ Secretarial Assistant.

## **2. Clerical Assistant/LDC: (522 Hrs)**

This Course is aimed at training candidates for the Clerical Assistant/ LDC jobs in the Government Sector and Private Sector and aims at building the following key competencies in the learner. The Course encompasses all five National Occupational Standards (NOS) of Clerk/ Office Assistant. After completion of the training, the trainees will be able to:

- Perform/execute effectively various clerical and administrative roles as per Organisation's laid down policies.
- Use effectively office resources including computer and related equipment.
- Co-ordinate effectively with own and outside agencies and individuals.
- Manage facilitation counter/information services effectively.
- Maintain a healthy, safe & secure working environment.

## **3. Reflexology: (542 Hours)**

This course is aimed at training candidates for the job of a "Reflexologist" in the "Beauty and Wellness" Sector/Industry and aims at building the following key competencies amongst the learner:

- Understand and explain the history of foot reflexology
- Understand and demonstrate theories of reflexology
- Understand and demonstrate knowledge of zone therapy, meridians and energy channels.
- Understand and explain the physiological effects of reflexology
- Understand and explain safety, contraindications and cautions of reflexology to the clients.
- Devise a treatment programme to be given in a centre and home care advice.
- Understand and demonstrate hand reflexology and other forms of reflexology.
- Adhere to the health and safety standards laid down by the Organization.

## **4. Certificate Courses in Computer Operations: (420 hours )**

This course module covers the basic areas of computer operations. After completion of the course, the trainee will be able to operate Windows, MS Office, Internet and email with the help of screen reader software's like JAWS and NVDA.

## **5. Imparting Training in Coping Skills for Adjustment at work and in social life: (420 hours)**

The course aims to promote coping skills for persons who acquire blindness at a later stage. The main objective of the course is to inculcate confidence and competencies among the persons with visual disabilities in adjusting in the work environment and in social life. This would also be helpful for those persons with blindness who haven't attended any training programme of this nature.

### **Content of the Course:**

Orientation and Mobility  
Braille  
Daily Living Skills  
Use of Assistive Devices and Smart Devices

**Medium of Instruction:** English / Tamil.

### **Facilities Available:**

Admitted trainees are given free of cost accommodation, meals, uniform, etc. and pocket money of Rs. 300/- per month.

### **Attendance:**

- (i) The students must attend classes regularly. Minimum attendance of 80% is essential for successful completion of this course.
- (ii) Failure to maintain required percentage of attendance, leaving classes/absenting from the institute without prior permission will lead to expulsion from the institute.

### **Working Hours:**

Monday to Friday -9.00am to 5.30pm with 45 Minutes lunch break.

### **Travelling Allowances:**

One time travelling cost (to and fro) will be reimbursed to the candidates on production of the Tickets in support of the journey performed. The concessional second class Railway fare will only be considered. Where train routes are not available, the ordinary bus fare will be reimbursed.

### **Reservation:**

Reservation policy as laid down by the Government of India will be followed for selection of candidates.

### **SUBMISSION OF FILLED IN APPLICATION FORM:**

The filled in application form completed in all respects should be submitted either in person or by registered post/speed post/courier so as to reach 'The Officer Incharge, NIVH Regional Centre, 522, Trunk Road, Poonamallee, Chennai-600 056 on or before the last date of submission of application form during office hours.

## **DOCUMENTS REQUIRED IN ORIGINAL AT THE TIME OF ADMISSION:**

- (i) Selection letter from NIVH RC, Chennai
- (ii) Certificate/Diploma/Degree obtained/Mark sheets
- (iii) Date of Birth Certificate
- (iv) Disability Certificate
- (v) Certificate belonging to the category of SC/ST/OBC
- (vi) Copy of the Aadhar Card
- (vii) Income Certificate
- (viii) Passport size photographs-5 nos.

## **IMPORTANT INFORMATION:**

The candidate should report at the NIVH Regional Centre on the date and time notified for admission. The allotment of seat to the candidate will be made on merit basis. At the time of reporting for admission, the candidate shall produce the original certificates and one set of attested photo copies thereof. A candidate, who fails to appear in person on the notified date and time for admission irrespective of any reason, shall forfeit his/her claim for a seat.

### **General Rules:**

- (i) The Institute reserves the right to reject the application of candidate at any stage if his/her application is found to be incomplete.
- (ii) The candidates should bring their original certificates at the time of admission. Failure to produce these will lead to forfeiture of chance for admission.
- (iii) The Centre will not be responsible for non-receipt of application/enclosures within the notified date and time for any reason whatsoever including postal delay.
- (iv) The candidates should scrupulously follow the rules of discipline and code of conduct as per the rules framed by the Centre from time to time. Contempt /violation of rules and regulation shall be subjected to disciplinary action.
- (v) Ragging in any form within and outside the campus is strictly prohibited. Violation will attract severe disciplinary action as per the law of the land and may attract penalty of expulsion from the institute and lodging of case under Indian Penal Code and Criminal Procedure Code.
- (vi) The candidates admitted to hostel facility should follow the hostel rules framed from time to time and should maintain utmost discipline, decency and decorum in their behaviour with the staff, co-workers, co-students and the hostel wardens.

### **FOR FURTHER QUERY, PLEASE CONTACT:**

The Officer Incharge, NIVH-Regional Centre, 522, Trunk Road, Poonamallee, Chennai-600 056, Tamil Nadu. |Tele Fax: 044 – 26274478, Training Officer: 044-26274479, 044 – 26272505. E mail: [nivhchennai@tn.nic.in](mailto:nivhchennai@tn.nic.in), Website: <http://www.nivhrc-chen.org>