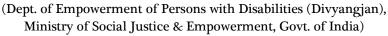
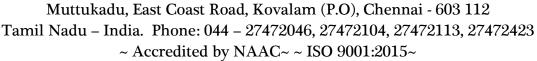
NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES (Divyangjan)





VACANCY NOTIFICATION: CONSULTANT ON CONTRACT (TEMPORARY) No. 10/2021 Date: 10.11.2021

The Director, NIEPMD, Chennai invites applicants for a walk-in interview/selection process to engage Staff Members on contract.

Venue: NIEPMD, East Coast Road, Muttukadu, Chennai-603 112.

Date: 23.11.2021

Time: 11.00 AM (Room No. 104, Establishment Section, 3rd Floor NIEPMD)

S1.	Name of the	No.	Qualification	Remuneration
No	Position	of		
		post		
1.	Hindi	01	Essential:	Rs.375/- per
	Consultant	(89 days)	1. Graduation in any stream	session.
	On contract		2. Hindi and English should be opted	Maximum of 4
			main subject till 10+2 level	sessions per
			3. Typing speed in computer layout	day.
		(Age limit	in Hindi 30 wpm	(Approx.
		- not more	4. Typing speed in computer layout	Rs.30,000/- per
		than 50	in English 40 wpm	month)
		years)	5. Minimum 01-year experience in	
			any Govt./PSU/Autonomous/	
			reputed private sector	
			6. Knowledge of translation in	
			English to Hindi and vice versa	
			7. Working knowledge of the	
			computer and soft skills	
			8. Typing accuracy level approximate	
			80% and above	
			Desirable:	
			1. Hindi and English main subject in	
			graduation and post-graduation in	
			any one of the subjects	
			2. Two years or above working	
			experience as Hindi	
			translator/consultant in	
			Govt./PSU/Autonomous/reputed	
			private sector	

			3. Typing speed in computer layout	
			40 wpm in Hindi and 45 wpm in	
			English	
2.	Stenographer	01	Essential:	Rs.25,000/- per
	(Consultant)		1. Graduate with Government	month
		(Upper age	certified English Stenography skill	
		limit: 35	@ 80 WPM and Typewriting	
		yrs.)	(English) @ 30 WPM.	
			2. Worked with Sr. Officers	
			3. Well conversant in noting /	
			drafting as per the pattern of Govt.	
			of India	
			4. Experience in conducting meetings	
			Desirable:	
			1. Knowledge in Hindi	
			2. Preference will be given those who	
			are well conversant in MS Office /	
			Excel / Power Point etc.,	
			3. A preference will be given to male	
			candidates	
3.	Assistant	01	Essential:	Rs.250/- per
	(Consultant)		1. Bachelor degree, Typing 30 words	session.
			per minute, Certificate in Computer	Maximum of 4
			Operation. Two yrs. experience in	sessions per
			relevant field of	day.
			Establishment/Administration.	(Approx.
				Rs.20,000/- per
				month)
4.	Data Entry	02	Essential:	Rs.200/- per
	Operator		1. 10+2 with 30 wpm typing &	session.
	(Consultant)		computer proficiency	Maximum of 4
	(Spl. Edn. &		Desirable:	sessions per
	ADIP)		1. A preference will be given to male	day.
			candidates for DEO of ADIP Section	(Approx.
				Rs.16,000/- per
				month)

Note:

- This engagement will be purely temporary and only for a period of 89 days and the engagement will cease after the 89th day without any notice. Renewal of engagement for further 89 days is subject to project need and performance.
- The incumbent will be paid consolidated honorarium only. No other allowances such as DA/ HRA/ MA/ GPF/ NPS and other allowance will be admissible.
- The incumbent will have **NO RIGHT** to claim for any regularization or extension/ renewal of engagement in any circumstances.
- Candidate to bring filled in application in the prescribed format (Attached).
- Candidates to report with all testimonials/certificates in original and one set of selfattested true copies. Two passport size photographs. Aadhar or any valid ID proof.
- The Candidates are requested to report before **11.00 A.M** on 23.11.2021.
- If any queries on the post of Hindi Consultant please contact 044-27472046, 27472104, 8608335324.

Sd/-DIRECTOR NIEPMD



National Institute for Empowerment of Persons with Multiple Disabilities (Dept. of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India) East Coast Road, Muttukadu, Kovalam (Post), Chennai-603 112.

 $\label{eq:Tele-Fax: +91-44-27472389} Telephone: 27472104, 27472113.$

Toll Free No: 18004250345 Website: www.niepmd.tn.nic.in E-mail: niepmd@gmail.com **Application form** Recent Passport size Photograph (5 cm X 4.5 cm) to **Post Applied For:** be affixed &attested 1. Advertisement No/Date: 2. Name in Applicant: (in full Block Letters): YYYY D D M_M 3. Date of Birth: (encloseCopy of Certificate) 4. Citizenship Status: Citizen of India By Birth By Domicile (Please Tick) 5. Aadhaar No: 6. RCI/MCI Registration No: (Applicable in case of Faculty &Technical Positions) 7. Name of Father/Spouse: NRI Indian Foreign 8. Nationality: 9. Gender: Female others Male SC ST OBC General Ex-Service man 10. Category: (Attach certificate) Category 11. Are you Persons with Disability: Yes No ОН others (If yes, mention the category of

Disability with relevant Certificate)

12. Address for Communication: House No & Street Name	
Village/City:	
District:	
Post Office:	
State:	
Pin-code:	
Phone No(Land Line):	
Mobile No:	
Email Id:	

13.Details of Education starting from Matric (SSLC/X Std.,) onwards :- (to give details only onpassed courses &where Degree/Certificates etc., are already awarded/issued):

Academic Qualification	Discipline	University /Inst/Board	Year & Month of Entry	Year & Month Passed	Full Time/Part Time/Correspondence	% of Marks

14. Additional Qualification / Certificate Courses if any (Training, Apprentice programs attended, refresher courses completed etc.)

Course	Duration	Certificate/ Organization	Whether Govt authorized/recognized	Class/Mark/details

15. Experience in chronological order upto the present post: (Attach a separate sheet if required)

Name of Organization/	Designation/ Post held	whether on Regular Basis or on Deputation or on Contract Basis etc.,)	Salary drawn (Pay band + G.P to be mentioned in case of Govt. organization)	From	То	Nature of Work presently dealing with(attach proof/experience certificate	Total period of Exp in Years & Months

	hy you think you are suitable for the post you have applied for (Detain one page):	ls
	ferenceof three persons with whom you have interaction g your work or study period)	
S.No	Names, Designation and Address with Phone No & Mail ID	
1		
2		
3.		
	ny other relevant information the applicant want to mention, if any (at s if necessary): DECLARATION OF THE APPLICANT	ttach additional
inform	I hereby declare that the information given above is correct to edge and beliefand I fully understand that if it is found at a lateration given in the applicationis incorrect / false or if I do not sation, my candidature / appointment is liableto be cancelled / terminated	er date that any isfy the eligibility
Place	:	

Signature of the Applicant

Date :

D D M M

Y Y Y