



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

(Dept. of Empowerment of Persons with Disabilities (Divyangjan),  
Ministry of Social Justice & Empowerment, Govt. of India)

Muttukadu, East Coast Road, Kovalam (P.O), Chennai - 603 112

Tamil Nadu – India. Phone: 044 – 27472046, 27472104, 27472113, 27472423

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**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, 3<sup>rd</sup> Floor NIEPMD)

Sl. No	Name of the Position	No. of post	Qualification	Remuneration
1.	Hindi Consultant On contract	01 (89 days)  (Age limit - not more than 50 years)	<b>Essential:</b> <ol style="list-style-type: none"><li>1. Graduation in any stream</li><li>2. Hindi and English should be opted main subject till 10+2 level</li><li>3. Typing speed in computer layout in Hindi 30 wpm</li><li>4. Typing speed in computer layout in English 40 wpm</li><li>5. Minimum 01-year experience in any Govt./PSU/Autonomous/reputed private sector</li><li>6. Knowledge of translation in English to Hindi and vice versa</li><li>7. Working knowledge of the computer and soft skills</li><li>8. Typing accuracy level approximate 80% and above</li></ol> <b>Desirable:</b> <ol style="list-style-type: none"><li>1. Hindi and English main subject in graduation and post-graduation in any one of the subjects</li><li>2. Two years or above working experience as Hindi translator/consultant in Govt./PSU/Autonomous/reputed private sector</li></ol>	<b>Rs.375/- per session.</b> Maximum of 4 sessions per day. (Approx. Rs.30,000/- per month)

			3. Typing speed in computer layout 40 wpm in Hindi and 45 wpm in English	
2.	Stenographer (Consultant)	01  <i>(Upper age limit: 35 yrs.)</i>	<b>Essential:</b> <ol style="list-style-type: none"> <li>1. Graduate with Government certified English Stenography skill @ 80 WPM and Typewriting (English) @ 30 WPM.</li> <li>2. Worked with Sr. Officers</li> <li>3. Well conversant in noting / drafting as per the pattern of Govt. of India</li> <li>4. Experience in conducting meetings</li> </ol> <b>Desirable:</b> <ol style="list-style-type: none"> <li>1. Knowledge in Hindi</li> <li>2. Preference will be given those who are well conversant in MS Office / Excel / Power Point etc.,</li> <li>3. A preference will be given to male candidates</li> </ol>	Rs.25,000/- per month
3.	Assistant (Consultant)	01	<b>Essential:</b> <ol style="list-style-type: none"> <li>1. Bachelor degree, Typing 30 words per minute, Certificate in Computer Operation. Two yrs. experience in relevant field of Establishment/Administration.</li> </ol>	<b>Rs.250/- per session.</b> Maximum of 4 sessions per day. (Approx. Rs.20,000/- per month)
4.	Data Entry Operator (Consultant) (Spl. Edn. & ADIP)	02	<b>Essential:</b> <ol style="list-style-type: none"> <li>1. 10+2 with 30 wpm typing &amp; computer proficiency</li> </ol> <b>Desirable:</b> <ol style="list-style-type: none"> <li>1. A preference will be given to male candidates for DEO of ADIP Section</li> </ol>	<b>Rs.200/- per session.</b> Maximum of 4 sessions per day. (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 89<sup>th</sup> 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 self-attested 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**







16. Why you think you are suitable for the post you have applied for (Details within one page):

17. Reference of three persons with whom you have interaction during your work or study period)

S.No	Names, Designation and Address with Phone No & Mail ID
1	
2	
3.	

18. Any other relevant information the applicant want to mention, if any (attach additional sheets if necessary):

**DECLARATION OF THE APPLICANT**

I hereby declare that the information given above is correct to the best of my knowledge and belief and I fully understand that if it is found at a later date that any information given in the application is incorrect / false or if I do not satisfy the eligibility criteria, my candidature / appointment is liable to be cancelled / terminated.

Place :

Date :     
D D M M Y Y Y Y

Signature of the Applicant