

**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, 27472113, 27472423



**Employment Notice No.06( R )/2023**

NIEPMD (D) invites applications from the Indian Nationals who are eligible for appointment to the following regular vacant post with NIEPMD(D) Chennai:-

Sl. No	Name of the Post/Group/ Scale of Pay / Mode of Recruitment	Upper Age Limit	Essential and Desirable Qualifications
01	<p>Deputy Registrar (Admin) - Group -A</p> <p><b>One Post</b></p> <p><b>Pay Scale</b> <b>For Deputation</b> Pay Level -11 of the Pay Matrix of 7<sup>th</sup>CPC</p> <p><b>For Contractual</b> Consolidated Salary in line with DEPwD norms i.e Rs.75,000/- p.m.</p> <p><b>Mode of Selection</b> Deputation failing which by Contract</p>	<p>1) For Deputation Not exceeding 56 years</p> <p>2) For short term contract not exceeding 62 years</p>	<p><b>Essential Qualification(s) :-</b></p> <p>1. Any Master's Degree</p> <p>2. Officers holding analogous posts in any Government Organization dealing with Administration/Establishment/Academic/ Purchase/Stores/Accounts/ Estates</p> <p style="text-align: center;"><b>OR</b></p> <p>Five years experience in any Government organization in the Pay matrix 7<sup>th</sup> CPC Pay Level - 10 dealing with the same field /areas mentioned above</p> <p><b>Desirable Qualification</b></p> <p>1. Working experience in the field of disability for 2 years and also in all the above fields.</p> <p>2. Qualification in RCI courses.</p> <p>3. Experience in dealing with more than one field of Administration/ Establishment/Academic/Purchase/Stores/ Accounts/ Estates</p>

The application should accompany with the **recruitment fee of Rs.500/-** in case of general/OBC candidates in the form of Demand Draft from any Nationalized Bank drawn **in favour of Director, NIEPMD payable at Chennai**. No fee is prescribed for candidates belonging to SC/ST/PwBD category and Female candidates.

**Important notes and requirements:-**

1. The applicant must be a citizen of India.
2. Application form as per the prescribed format given in our website, duly supported with attested photocopies of the documents (complete and upto date APAR for the last five years in case of serving Govt. employees applying for Deputation) shall be submitted **within 30 days of publication of this advertisement in Employment News. The applications should be forwarded to "The Director, NIEPMD", at the address given above. Applications received late will not be considered and the fee is forfeited to the organization.**

3. i. The serving Govt employee appointed on deputation basis will be governed by the instructions issued by DoP&T. The tenure of deputation will be initially for three years that may be on satisfactory performance extended as per Govt. of India norms on yearly basis. The tenure for short term contract shall be for 2 years and thereafter extendable after review of performance on yearly basis upto 5 years.
- ii. In case of selection of retired Government employees those applying for the said post, their cases will be considered only on receipt of Vigilance Clearance from the organization they have retired/last served subject to conditions as mentioned in sub para (i) to (v) of Central Vigilance Commission Circular No.07/05/21 dated 03.06.2021.
4. The applicants serving in Government/Central Autonomous Bodies/Public Sector Undertakings/Universities must send their applications through proper channel.
5. The applicants claiming experience should submit the latest Experience –cum- Service Certificate issued by the present employer (with date of issue of the certificate after publication of this advertisement), clearly stating the name of the post presently held, date of initial appointment and to the present post, scale of pay, nature of duties presently dealing with and should enclose a NO OBJECTION CERTIFICATE clearly certifying that “the applicant is in possession of EQ, DQ, prescribed experience and presently holding the post etc., and is fully eligible for the post applied for” and “No Vigilance/Inquiry/Disciplinary case is either pending nor contemplated against the applicant” on the date of submission/forwarding of application. If the Experience-cum- Service Certificate and the certificate from the present employer, as asked above are not found enclosed, the application will be rejected.
6. The envelope containing the application should be superscribed as “Application for the post of .....” and sent to Director, NIEPMD in the above address by Speed / Registered post / Courier etc.
7. The Management reserves the right to call only those candidates who according to its decision rank high in term of eligibility criteria among the applications received and mere possessing the EQ / DQ and experience will not entail any candidate a right to be considered eligible for the post. The final list of candidates called for interview/written test is based on short-listing of candidates by a duly constituted screening committee.
8. The management reserves the right to restrict the number of applicants for interview depending upon the level of response for each post. The management also reserves the right not to fill up the posts on any of the administrative reasons. It reserves the right to reject any applicant, cancel the part or candidature without assigning any reason(s) thereof. Also, the management reserves the right to cancel this notification on administrative reason at any stage of selection process.
9. In case of any inadvertent mistake/error in the process of selection which may be detected at any stage even after the issue of offer of appointment, NIEPMD(D) reserves the right to withdraw/cancel/modify any communication made to the candidate.
10. NIEPMD(D) will not arrange any travel, boarding and lodging facility for the candidates. Candidates will have to make their own arrangement for attending interview.
11. No TA or DA will be paid to the candidates who are called and appear before the selection Committee /Interview.

12. The decision of the appointing authority will be final and binding in all aspects.
13. Bringing in any type of interference, influence, canvassing, other pressures in any form etc., will render disqualification of the candidature and action as deemed fit will be taken against such candidate.
14. No correspondence in this matter is entertained. Any interim correspondence will not be entertained and replied to.
15. NIEPMD(D) will retain data of applications received from non- shortlisted candidates only for a period of six months after completion of recruitment process i.e. the issuance of offer letter to the selected candidate.
16. Any legal matter related to this notification will be dealt under jurisdiction of Hon'ble Madras High Court, Chennai.

**Sd/-**  
**Director**  
**NIEPMD(D)**

## APPLICATION FORMAT

**National Institute for Empowerment of Persons with Multiple Disabilities (D)**  
**Department of Empowerment of Persons with Disabilities (DEPwD)**  
*(Ministry of Social Justice & Empowerment, Govt. of India)*  
East Coast Road, Muttukadu, Kovalam (Post), Chennai, Tamil Nadu - 603 112

Recent Passport  
size Photograph

(5 cm X 4.5 cm) to  
be affixed &  
attested

**Application for the post of : \_\_\_\_\_ on Deputation/Contractual basis**

1. NIEPMD Advt No	Advt. No. .../2023						
2. Name in Full (Capital Letters) (as in Matric/Degree Certificate)							
3. Date of Birth (enclose copy of matriccertificate)	Day      Month      Year <table style="margin-left: 40px;"><tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td style="width: 20px; height: 20px; border: 1px solid black;"></td></tr></table>						
4. Citizenship Status	<b>Citizen of India</b> By Birth <input type="checkbox"/> Domicile <input type="checkbox"/>						
5. Member of Scheduled Caste (SC) / Tribe (ST) / Other Backward Class (OBC) / Person with Disability (PwBD) etc.,	Write SC or ST or OBC ( <i>Attach certificate</i> ) <input style="width: 60px; height: 20px;" type="text"/> Indicate if Ex-Serviceman (ES) or Person with Disability (PWD) <input style="width: 60px; height: 20px;" type="text"/>						
6. Address for Communication (with telephone/ mobile no. & email id)							
7. Permanent residential Address (with telephone/ mobile no. & email id)							
8. Name of Father / Husband							
9. Details of Education starting from matric (SSLC/X Std.,) onwards :- (to give details <b>ONLY ON PASSED COURSES &amp; WHERE DEGREE/CERTIFICATEs etc., ARE ALREADY AWARDED/ISSUED.</b>							
Academic Qualification	Discipline	University /Inst/Board	Year & Month of Entry	Year & Month of Passed	Full Time/Part Time/Corresp	Marks/Class / Division.	

10. RCINo. : \_\_\_\_\_

11. Experience in chronological order upto the present post

Organisation/ Department/ Office	Designation/Post held (also state whether on Regular Basis or on Deputation etc.,)	From	To	Scale of Pay, Pay in the Pay band with Grade Pay / pre revised pay BP, DP, etc., drawn as on date (p.m) (also mention whether it is a regular scale of pay or Fixed Pay etc.,) If Regular Pay scale the date of previous and next increment with rate of incr shall also be mentioned	Nature of Work presently dealing with (attach proof / experience certificate) <b>see note below</b>
		(If on contract basis mention the term of contract)			

**IMPORTANT NOTE :-**

1. If space is insufficient, shall enclose in separate sheet in the above format.
2. The applicants claiming experience should submit the latest Experience-cum- Service Certificate issued by the present employer (with date of issue of the certificate after publication of this advertisement), clearly stating the name of the post presently held in regular capacity, date of initial appointment and to the present post, scale of pay with grade pay, nature of duties presently dealing with and also enclose a separate NO OBJECTION CERTIFICATE clearly certifying that "the applicant is in possession of EQ, DQ, prescribed experience and presently holding the post etc., and is fully eligible for the post applied for" and "No Vigilance/Inquiry/Disciplinary case is either pending nor contemplated against the applicant" on the date of submission/forwarding of application.
3. If the Experience-cum- Service Certificate and the certificate from the present employer, as asked above are not found enclosed, the application will be rejected.

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

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

13. Details of Demand Draft attached : No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs.500/-  
Issued by Bank & branch :

(Bank draft to be Drawn in favour of 'The Director, NIEPMD' payable at CHENNAI)

14. (a) Details of Present Employment :  
(Mention Details as whether on Regular or on Deputation or on Contract basis etc.,)

(b) Nature of present work & responsibility held :

(\* please refer to the Important Note at Sl.No.11 above)

(c) Time required to join if offered the post :

15. Explain how you are suitable for the post

Applied for and why do you like to join NIEPMD : **Attach a one page write up**

16. References :-

Names, Designation and Address with email ID & contact details of three Referees / references (with whom you have interaction during your work or study period)

(a)

(b)

(c)

17. 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 : Signature of the Applicant With full name in Block letters

**Endorsement of the Present Employer**

(\* please refer to the Important Note at Sl.No.11 above & the detailed advertisement for the post applied for)

The application and the details & records of Shri/Smt/Ms./Dr. \_\_\_\_\_ (Name and Designation of applicant), is servicing in this office in Regular / On Contract Basis in the scale of pay Rs. \_\_\_\_\_ /- in Pay Band.....(Level- \_\_\_\_\_ of 7<sup>th</sup> CPC) applied for the post of \_\_\_\_\_ at NIEPMD, Chennai are verified and found correct. As it is certified that the applicant Shri/Smt/Ms./Dr. \_\_\_\_\_ fulfils the eligibility criteria and is eligible for the post applied for and that no vigilance/Inquiry case is either pending or contemplated against the applicant and no major/minor penalty has been imposed on him/her during the entire service, the application with records and attested copies of APARs., is forwarded herewith duly recommended to :-

The Director,  
National Institute for Empowerment of Persons with Multiple Disabilities  
(NIEPMD)(D), Ministry of Social Justice & Empowerment, Govt. of India,  
East Coast Road (ECR), Muttukadu, Kovalam Post, Chennai - 603 112 (TN).

Station :

Dated : \_\_\_\_\_

Signature of the Head of the Organization / Authorized signatory with office Seal

Enclosures: \_\_\_\_\_ Number of Sheets & DD for Rs. \_\_\_\_\_ /- (if applicable)

**DIRECTOR**