## 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

~ Accredited by NAAC~ ~ ISO 9001:2015~

## <u>VACANCY NOTIFICATION: CONSULTANT No. 15/2021</u> Date: 04.01.2022

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:** 09.02.2022

<u>Time:</u> 11.00 AM (Library 2<sup>nd</sup> floor, NIEPMD)

S1. No.	Name of the Position	No. of Vacancy	Qualification	Remuneration (Session basis)	
1.	Sr. Consultant (On contract)	01 (89 days) (Age limit - not more than 50 years)	<ol> <li>Essential:         <ol> <li>BE/B.Tech in Civil Engineering from Govt. recognized University /College.</li> <li>Atleast five years experience in Management, Maintenance, repairs of Estate, Sanitation and Horticulture in Govt. Organisations/PSUs/Reputed private Organisations.</li> <li>Working knowledge in computer applications, preparation of Estimates, Designing and Drawing of Estate related proposals.</li> </ol> </li> <li>Desirable:         <ol> <li>Working experience in handling of Govt. projects (Central/State).</li> <li>Experience in Administration /Accounts/Purchase materials etc.,</li> </ol> </li> </ol>	Rs. 500/- per session.  Maximum of 4 sessions per day. (Approx. Rs.40,000/- per month).	
2.	Hindi Consultant (On contract)	01 (89 days) (Age limit - not more than 50 years)	<ol> <li>Essential:         <ol> <li>Graduation in any stream</li> <li>Hindi and English should be opted main subject till 10+2 level</li> </ol> </li> <li>Typing speed in computer layout in Hindi 30 wpm</li> <li>Typing speed in computer layout in English 40 wpm</li> </ol>	Rs.375/- per session.  Maximum of 4 sessions per day. (Approx. Rs.30,000/- per month)	

<b>5.</b> Minimum 01-year experience in	
any Govt./PSU/Autonomous/	
reputed private sector	
<b>6.</b> Knowledge of translation in	
English to Hindi and vice versa	
7. Working knowledge in	
computer and software	
<b>8.</b> 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	
<b>2.</b> Two years or above working	
experience as Hindi	
translator/consultant in	
Govt./PSU/Autonomous/reput	
ed private sector	
3. Typing speed in computer	
1	
layout 40 wpm in Hindi and 45	
wpm in English	

## 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 09.02.2022.

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<sub>M</sub> 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