



**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS  
WITH MULTIPLE DISABILITIES (Divyangjan), (NIEPMD)  
(Dept. of Empowerment of Persons with Disabilities (Divyangjan), MSJ & E, Govt. of India)  
ECR, Muttukadu, Kovalam Post, Chennai - 603 112, Tamil Nadu  
Fax: 044-27472389 Tel: 044-27472104, 27472113&27472046, 27472104, 27472423,  
Toll Free No: 18004250345  
Website: [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) E-mail: [niepmd@gmail.com](mailto:niepmd@gmail.com)**

**VACANCY NOTIFICATION (TEMPORARY) No. 23/2020**  
**Date : 11. 09. 2020**

The Director NIEPMD, Chennai invites applications from Indian Nationals for the temporary post of Hindi Typist (Consultant). Those interested possessing the qualification given here below may send their application in the prescribed format as per details given.

Name of the Position	Qualification	Remuneration
Hindi Typist (Consultant)	<p><u>Essential:</u></p> <ol style="list-style-type: none"><li>Under graduation.</li><li>Good skills in Hindi and English Typewriting.</li><li>Good Computer Skills.</li><li>Two years of relevant experience.</li></ol> <p><u>Desirable:</u></p> <ol style="list-style-type: none"><li>Studied Hindi as a subject in under Graduation.</li><li>Good skills in translation from English to Hindi vice-versa.</li></ol>	Rs. 22,000/- per month consolidated with no other allowances.

**IMPORTANT NOTE:**

- The above post will be filled purely on contractual basis.
- The period of contractual engagement as consultant will be for **11 months**. The selected candidate will be entitled to only lump sum monthly consolidated remuneration as mentioned. No other Allowances such as Dearness Allowance/House Rent Allowance/Medical Allowance/GPF/NPS and other allowances entitled for Government servant will be paid.
- No upper age limit and post based reservation is prescribed as post being filled up on contractual basis for short term.
- Application fee of **Rs. 500/-** in the mode of Demand Draft made in favour of Director, NIEPMD, payable at Chennai need to be enclosed. SC/ST/PwD are exempted from payment of application fee.
- Application format given here may be used. The envelope containing application should be superscribed "**Application for the post of Hindi Typist (Consultant)**".
- Bringing in any type of Political/Official 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 candidates. No correspondence in this matter will be entertained.

APPLICATION FORM DULY FILLED IN, SUPPORTED WITH SELF-ATTESTED PHOTOCOPIES SHOULD BE SUBMITTED WITHIN 21 DAYS FROM PUBLISHING OF THE ADVERTISEMENT IN THE NEWS PAPER TO THE DIRECTOR NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES (DIVYANJAN) (NIEPMD), MUTTUKADU, EAST COAST ROAD, KOVALAM POST, CHENGALPATTU DIST., CHENNAI - 603 112, TAMIL NADU.

**Sd/-**  
**DIRECTOR (Offg.)**  
**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