



**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 E-mail: niepmd@gmail.com

Employment Notice No. 01/2020

NIEPMD invites applications from the Indian Nationals who are eligible for appointment to the following vacant posts ON DEPUTATION with NIEPMD. The application form strictly as per the prescribed format given in our website shall be downloaded and submitted neatly filled up either typed or handwritten and containing the complete details attached with certified copies of proof of age, caste, qualification etc., and a latest passport size photo affixed on the application form.

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/PH category and Female candidates.* Application form as per the prescribed format given below duly supported with attested photocopies of the complete and upto date Confidential Reports for the last five years (if serving Central Govt. employee) shall be submitted **within 30 (thirty) days of publication of our notification in Employment News.**

S.No	Name of the Post/Group/ Scale of Pay & mode of Recruitment	No. of Post(s)	Upper Age Limit as on last date of receipt of applications	Essential and Desirable Qualifications
1.	Accounts Officer Group 'A' /Ministerial Pay Level - 10 Rs.56,100 - Rs.1,77,500 of the Pay Matrix of 7th CPC (6th CPC Rs. 15600-39100 (PB-3) Grade Pay Rs.5400/-) by Deputation basis	One	Not exceeding 56 yrs.	Essential Qualification(s):- 1. M.Com., from recognized university with five years of experience on regular basis in Government Accounting in any Organized Accounts Department in the scale of pay of Rs.5500-9000 (OR) three years of experience on regular basis in Govt. accounting in any organized accounts Department in the scale of Pay of Rs.6500-10500/- OR ACA/AICWA/MBA (Finance) from Institution of Reputation with one to two years of experience in Govt. accounting. OR Graduate with pass in SAS or equivalent examination conducted by C&AG in any branch with five years experience on regular basis in Govt. account in any organized accounts department. 2. Knowledge in Computer application & computerized accounting system.

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 complete and upto date Confidential Reports for the last five years shall be submitted within 30 days of publication of this advt in Employment News, addressed 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. The appointment will be governed by the instructions issued by DOP&T, GOI, as applicable to Central Govt. departments/organizations. The tenure of deputation will be initially for one year that may be on satisfactory performance extended further but not exceeding 3 years.
4. The applicants 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 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 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 super scribed as "Application for the post of "ACCOUNTS OFFICER - ON DEPUTATION BASIS" 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 also reserves the right to restrict the number of applicants for interview depending upon the level of response for the post. The management also reserves the right not to fill up the post or re-advertise the posts. It also reserves the right to reject any applicant, cancel the part or candidature without any assigning any reason(s) thereof.
9. The decision of the appointing authority will be final and binding in all aspects.
10. 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 reserves the right to withdraw / cancel/modify any communication made to the candidate.
11. Institute will not arrange any travel, boarding and lodging facility for the candidates. Candidates will have to make their own arrangement for attending interview.
12. 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.
13. For any legal dispute, High Court of Chennai will be the jurisdiction.
14. No correspondence in this matter is entertained. Any interim correspondence will not be entertained and replied to.

Sd/-
Director
NIEPMD



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Website: www.niepmid.tn.nic.in E-mail: niepmid@gmail.com

APPLICATION FORMAT						Recent Passport size Photograph (5 cm X 4.5 cm) to be affixed & attested
Application for the post of: _____						
1. Advt No:		Advt. No. 01/2020				
2. Name in Full :(Capital Letters) (as in Matric/Degree Certificate)						
3. Date of Birth: (enclose copy of matric certificate)		Day Month Year □□ □□ □□□□				
4. Citizenship Status:		Citizen of India : By Birth/By Domicile (Pls tick)				
5. Member of Scheduled Caste (SC) / Tribe (ST) / Other Backward Class (OBC) / Person with Disability (PwD) etc.,		Write SC or ST or OBC (<i>Attach certificate</i>) <input type="checkbox"/> Indicate if Ex-Serviceman (ES) or Person with Disability (PWD) <input type="checkbox"/>				
6. Address for Communication (with contact Mobile Number & email id):						
7. Permanent residential Address (with contact Mobile Number & email id):						
8. Name of Father / Husband:						
9. Details of Education starting from Matric (SSLC/X Std.,) onwards :- (to give details Only on passed courses & where Degree/Certificates etc., are already awarded/issued:						
Academic Qualification	Discipline	University /Inst/Board	Year & Month of Entry	Year & Month of Passed	Full Time/Part Time/Correspondence	Marks /Class / Division.
10. Experience in chronological order upto the present post						
Organisation/ Department/ Office	Designation/ Post held (also state whether on Regular Basis or on Deputation or on Contract Basis 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 date of incr shall also be mentioned	Nature of Work presently dealing with (attach proof/ experience certificate – see note below)	
		(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 should 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. 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.

11. 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

12. Details of Demand Draft (Rs. 500) attached : No. _____ dt. _____ for Rs.500/-
Issued by Bank & branch :

(Drawn in favour of 'The Director, NIEPMD' payable at CHENNAI)

13. (a) Details of Present Employment with complete :

*(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 Srl.10 above)*

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

14. Explain how you are suitable for the post

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

15. 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)

16. 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

17.

Endorsement of the Present Employer

(* please refer to the Important Note at Srl.10 above & the detailed advertisement for the post applied for)

The application and the details & records of Shri/Smt/Ms./Dr. _____
(serving in this office in Regular capacity in the scale of pay Rs. _____ GP
Rs. _____/- in PB (Name and Designation of applicant), applied for the post of
_____ at NIEPMD are verified and found correct. As it is found 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 ACRs,(APARs) etc., is forwarded herewith duly recommended to :-

The Director,
National Institute for Empowerment of Persons with Multiple Disabilities (Divyangjan),
(Dept. of Empowerment of Persons with Disabilities (Divyangjan), MSJ & E, GOI)
ECR, Muttukadu, Kovalam Post, Chennai - 603 112, Tamil Nadu

Station :

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

Dated : _____

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