



## National Institute for Empowerment of Persons with Multiple Disabilities

(Dept. of Empowerment of Persons with Disabilities (Divyangjan), MSJ&E, GOI.)

ECR, Muttukadu, Kovalam Post, Chennai 603 112.

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Web: [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) E-mail: [niepmd@gmail.com](mailto:niepmd@gmail.com)

### NOTIFICATION

### Advertisement number CRC-K/Contract/02/16

The Director, NIEPMD, Chennai invites applicants for walk in interview/selection process for CRC Kozhikode, from the eligible candidates for the post of Administrative Officer to be filled purely on contractual basis for (06) six months.

Venue: Composite Regional Center, IMHANS Campus, Medical College PO, Kozhikode

Date: 16 December 2016

Time: 9.30 to 11.00 Certificate verification

11.30 to 01.00 Written Exam

02.00 to 03.30 Skill Test.

All positions are for: Composite Regional Center, Kozhikode

Name of Posts	Department	Number of Posts	Consolidate Pay	Essential Qualification
Administrative Officer (Initially for six (06) months)	Resource Management	1	40,000 PM	<b>Essential:</b> 1. Post Graduate Degree/MBA from recognized University 2. Minimum 3 years of experience in Establishment /Admin matters in a Government organization in the Grade Pay of Rs. 4800/- or 5 years' experience in the Grade Pay Rs. 4600/- or 8 Years' experience in the Grade Pay of 4200 Or Retired Central Govt/State/ Autonomous Bodies, University officers.

Note:

- No application fee to be charged
- Candidate to bring filled in application in the prescribed format and filled in weightage calculation sheet (Attached)
- Candidates to report with all testimonials/certificates in original and one set of self-attested true copy.
- Two passport size photographs
- Aadhaar or any valid ID proof

Sd/-  
DIRECTOR, NIEPMD

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[Dept. of Empowerment of Persons with Disabilities (Divyangjan) MSJ & E, GOI]  
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## Application form for Contractual Posts: Non Technical

Post Applied For:

Recent Passport  
size Photograph  
(5 cm X 4.5 cm) to  
be affixed  
&attested

1. Advertisement No/Date:

2. Application Fee Details :  
(DD/Cheque/NEFT)

Not Applicable

3. Name in Applicant:  
(in full Block Letters):

4. Date of Birth:

(enclose Copy of Certificate)

D D M M Y Y Y Y

5. Citizenship Status :  
(Please Tick)

Citizen of India  By Birth  By Domicile

6. Aadhaar No:

7. RCI/MCI Registration No:

(Applicable in case of Faculty&Technical Positions)

8. Name of Father/Spouse:

9. Nationality:

Indian  Foreign  NRI





16. 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	To	Nature of Work presently dealing with(attach proof/experience certificate	Total period of Exp in Years & Months

17. Innovative, Developmental works undertaken & significant achievements in related area.

(Enclose supporting documents)

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

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

S.No	Names	Designation	Address	Phone No	Email ID
1					
2					
3.					

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

21. Proficiency in computer skills

	English	Hindi	Malayalam
Typing			
MS Office		NA	NA
Tally		NA	NA

(Grade: A-Very good, B-Good, C-Can Manage, D-Poor)

### 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 :

D D M M Y Y Y Y

Date :

Signature of the Applicant

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## WEIGHTAGE CALCULATION FORMAT FOR NON-TEACHING POSTS

1. Name of the post applied for : ADMINISTRATIVE OFFICER ON CONTRACTUAL BASIS
2. Name of the Candidate : \_\_\_\_\_
3. Date of recruitment process : \_\_\_\_\_

S/No	Particulars	Details	Maximum weightage marks permissible	Marks calculated by the candidate	For Office Use Only / Marks awarded	Remarks/ details of relevant documents verified
1.	Essential Qualification (maximum 20 marks)	Basic qualified 50 to 60% score 61 to 65% score 66 to 70% score 71 to 75% score 76% and above	-- 10 12 16 18 20			
2.	Additional Qualification (maximum 10 marks)	Certificate level (each) Diploma upto 1 year (each) Diploma/PG degree 1 year (each) Diploma/PG degree 2 year (each) M.Phil / Ph.D.,	02 04 06 08 10			
3.	Experience (maximum 20 marks)	PB3 – GP 5400 and above (each year of exp 2.5 marks)  PB2-GP 4800 (each year of exp 2 marks)  PB2-GP 4600 (each year of exp 1.5 marks)  PB2-GP 4200 (each year of exp 1 mark)				
4.	Highly meritorious / significant contribution in relevant area; if any	Maximum marks (only for ranking purpose)	5			
<b>Total maximum marks permissible</b>			<b>50</b>			

**TOTAL WEIGHTAGE MARKS OBTAINED BY THE CANDIDATE =**

