

Telefax: 044-27472389 Ph: 044- 27472113, 27472046 E.mail: niepmd@gmail.com
National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD)
(Ministry of Social Justice & Empowerment, Govt. of India)
East Coast Road, Muttukadu, Kovalam (Post), Chennai, Tamil Nadu - 603 112.
Website : www.niepmd.tn.nic.in

Employment Notice No. 02/2013

NIEPMD invites applications from the Indian Nationals who are eligible for appointment to the under named regular post at NIEPMD, as per the mode given below.

The application should accompany with the recruitment fee of Rs.500/- in case of General and 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 women candidates and candidates belonging to SC/ST/PH category. Application form in the prescribed format duly supported with attested photocopies of the complete and upto date Confidential Reports for the past five years shall be submitted within 21 (twenty one) days of publication of our notification in newspapers.

S/No	Name of the Post / Group / Scale of Pay & Mode of recruitment	No. of Post	Upper Age Limit as on the last date of receipt of applications	Essential & Desirable Qualifications required
1.	Programme Assistant (Estt.) Group B/Ministerial/ Rs.9300-34800 (PB-2) Grade Pay Rs.4600/- Deputation	01 (One)	Not exceeding 56 years	(1) Graduate from a recognized University. (2) Five Years' experience in the Post of Assistant working in Offices in Government / Public sector undertakings in Office administration and Establishment matters. (3) Working knowledge in Computer applications.

** the post is proposed to be filled up initially on deputation basis for a period of ONE year or till the post becomes fully vacant.

For other Instructions, IMPORTANT NOTES, REQUIREMENTS AND FORMAT OF APPLICATION, PLEASE VISIT OUR WEBSITE www.niepmd.tn.nic.in.

**Sd/-
DIRECTOR
NIEPMD**

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 (in case of serving Central Govt. employees applying for Deputation/DR etc.,) shall be submitted within 21 days (twenty one days) of publication of this advt, 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 candidates selected on direct recruitment will be governed by the provisions of the New Pension Scheme introduced by the Government of India w.e.f. 01/01/2004.
4. If the serving Govt. employee is appointed on Deputation, 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.
5. The applicants serving in Government/Central Autonomous Bodies/Public Sector Undertakings/Universities must send their applications through proper channel.
6. 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.
7. Relaxation in upper age limit is applicable as per the norms of GOI to SC/ST/OBC/PH/Ex-servicemen/employees already working in Central Government Departments, etc. Essential Qualification & Desirable qualifications are relax-able in case of Persons with Disabilities.
8. Separate application with prescribed fee should be submitted for each post. The envelope containing the application should be super scribed as “Application for the post of “_____” and sent to Director, NIEPMD in the above address by Speed / Registered post /Courier etc.
9. 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 written test and interview is based on short-listing of candidates by a duly constituted screening committee.
10. The management also 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 or any of the advertised posts. It reserves the right to offer lower position to the candidate(s) depending upon nature of experience possessed by the candidate. It also reserves the right to reject any applicant, cancel the part or candidature without any assigning any reason(s) thereof.
11. The decision of the appointing authority will be final and binding in all aspects.
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. No correspondence in this matter is entertained. Any interim correspondence will not be entertained and replied to.

**Director
NIEPMD**

APPLICATION FORMAT

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

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

Application for the post of : _____

01. NIEPMD Advt No	Advt. No. 02/2013					
02. Name in Full (Capital Letters) (as in Matric/Degree Certificate)						
03. Date of Birth (enclose copy of matric certificate)	Day	Month	Year			
	□ □	□ □	□ □ □ □			
04. Citizenship Status	Citizen of India By Birth <input type="checkbox"/> By Domicile <input type="checkbox"/>					
05. 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>)					□ □ □ □
	Indicate if Ex-Serviceman (ES) or Person with Disability (PWD)					□ □ □ □
06. Address for Communication (with telephone no. & email id)						
07. Permanent residential Address (with telephone no. & email id)						
08. Name of Father / Husband						
09. 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/Corresp	Marks /Class / Division

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

Details of Demand Draft (Rs. 500) attached : No. _____ dt. _____ for Rs.500/-
(Drawn in favour of ‘**The Director, NIEPMD**’ payable at **CHENNAI**)

Issued by Bank & branch :

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 rate 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)			

12. (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 :

13. Explain how you are suitable for the post
Applied for and why do you like to join NIEPMD : **Attach a one page write up**

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.	<p style="text-align: center;"><u>Endorsement of the Present Employer</u></p> <p style="text-align: center;">(* please refer to the Important Note at Srl.10 above & the detailed advertisement for the post applied for)</p> <p>The application and the details & records of Shri/Smt/Ms./Dr. _____ (serving in this office in Regular capacity / On Contract Basis in the scale of pay Rs. _____ GP Rs. _____/- in PB (Name and Designation of applicant), applied for the post of _____ at NIEPMD, Chennai are verified and found correct. As it is found that the applicant Shri/Smt/Ms./Dr. _____ fulfills 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 :-</p> <p style="text-align: center;">The Director, National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD), (Department of Disability Affairs, Ministry of Social Justice & Empowerment, Govt. of India), East Coast Road (ECR), Muttukadu, Kovalam Post, Chennai – 603 112. (Tamil Nadu).</p>
	<p>Station : _____ Signature of the Head of the Organization / Authorized signatory with office</p> <p>Seal Dated : _____</p>
Enclosures: _____ Number of Sheets & DD for Rs. _____/- (if applicable)	