

**PROPOSAL FOR RECRUITMENT OF
THREE PENDING CONTRACTUAL STAFF**

**I.DETAILS OF POST (EC APPROVED Agenda No 26.17) FOR HIRING OF THREE
POSTS ON CONTRACTUAL BASIS:**

As per the EC approval No. 26.17, Employment Notice No. 07/2016 was prepared. An advertisement published in two Odiya (Sambad&Dharithri) and One English (The Times of India) Odisha Edition dated 01.02.17 (Wednesday). The same advertisement was uploaded in NIEPMD Official Website www.niepmd.nic.in along with prescribed application Performa. The period of contractual post is initially for 6 months followed by renewal based on approval of the competent authority. The details are as follows:

SI. NO.	PARTICULARS	NUMBER OF POSTS	SALARY (PER MONTH)
1	Special Educator	1	Rs. 20,000/-
2	DEO/ Clerk	1	Rs. 12,000/-
3	Attendant/ Caregiver/ MTA	1	Rs. 9,500/-

II.ELIGIBILITY CRITERIA& DETAILS OF THE POST (CONTRACTUAL)

SI. No.	Name of the post	ELIGIBILITY CRITERIA		Number of Posts	Salary Per Month
		Essential Qualification	Desirable Qualification		
1	Special Educator	Graduate degree with B. Ed., SE/ PGDSE/D. Ed., Special Ed. Two years' experience in the relevant fields. Experience not applicable in case of M. Ed. Spl.Ed candidates.	Higher Qualifications in Spl. Ed ICT/ Computer Skills	1	20,000/-
2	DEO/ Clerk	10+2 with 30wpm typing and computer proficiency in English and Odiya		1	Rs. 12,000/-
3	Attendant/ Caregiver/ MTA	CCCG-RCI; CCCG-NT ANM (OR) 3 Years experience in care giving of Persons with Disabilities or 8 th Std.	Diploma/ B.Ed in Special Education.	1	Rs. 9,500/-

**III.RECRUITMENT NOTIFICATION FOR CONTRACT POSTS FOR EXTENSION
CENTRE- BHUBANESWAR**

NOTIFICATION FOR WALK IN SELECTION

Advertisement Number EC-Bhubaneswar - Contract Post

The Director, NIEPMD, Chennai invites applicants for walk in interview/selection process for Extension Center at Bhubaneshwar on 08 Feb, 2017 (Wednesday) from the eligible candidates for the following positions to be filled purely on contractual basis.

VENUE : NIEPMD-EC, VRCH Campus, Gandamunda, Post,
Khandagiri, Bhubaneshwar – 751030

DATE : 08/02/2017

TIME : 9.30 to 11.30 Certificate verification/ Weightage Calculation
12.00 to 01.00 Written Exam
11.00 to 11.45 Skill Test.

All positions are for: NIEPMD Extension Centre, Bhubaneswar and involves both centre based and community based (camps/ training/empowerment programmes) work.



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
- Aadhar or any valid ID proof

Sd/-
DIRECTOR,
NIEPMD

IV.NEWS PAPER ADVERTIZEMENT

An advertisement published in two Odiya (Sambad&Dharithri) and One English (The Times of India) Odisha Edition dated 01.02.2017 (Wednesday). The same advertisement uploaded in NIEPMD Official Website www.niepmd.nic.in

	<p>NATIONAL INSTITUTE FOR </p> <p>EMPOWERMENT OF PERSONSWITH</p> <p>MULTIPLE DISABILITIES</p> <p>(DEPwDs(Divyangjan), MSJ&E, Govt. of India)</p> <p>ECR, Muttukadu, Kovalam Post, Chennai 603 112</p> <p>Tamilnadu.</p> <p>Tel: 044-27472104, 27472113, 27472046</p> <p>Fax: 044-27472389</p> <p>Website: www.niepmd.tn.nic.in E-mail:</p> <p>niepmd@gmail.com</p>
<p><u>Walk –in Selection</u></p> <p>Walk-in selection for the following contract posts (one each) for Extension Center- Bhubaneshwar. 1. Special Educator, @ pm Salary 20,000/- 2. DEO/CLERK., @ pm Salary 12,000/- 3. Attendant/ Caregiver/ MTA@ pm salary 9,500 /-</p> <p>Venue: NIEPMD-EC, VRCH Campus, Gandamunda, Post Khandagiri, Bhubaneshwar-751030</p> <p>Date:08/02/17, (9.30 AM - 2.PM). For more detailsabout Application Form, Eligibility and Pattern of Selection visit website www.niepmd.tn.nic.in.</p> <p style="text-align: center;">Director, NIEPMD</p>	

V. SELECTION PROCEDURE RECOMMENDED:

NON-INTERVIEW BASED SELECTION PROCESS (WEIGHTAGE AND WRITTEN TEST FOR MERIT RANKING. SKILL TEST IS APPLICABLE AS QUALIFYING CRITERIA)

Skill Test recommended post will require candidates to qualify the skill test to enter into selection process.

Skill Test recommended post for qualifying to undertake selection process.

Post SI. No.	Post Particulars	No of Posts	Nature of Skill Test
2	DEO/ Clerk	1	1. Typing Test 2. Computer Test 3. Noting/ Drafting Test
3	Attendant/ Caregiver/ MTA	1	1. Typing Test 2. Computer Test

Merit Rank/ Selection will be primary drawn on basis of Weightage and Written Test following parameters:

A) WEIGHTAGE : 50 MARKS

SI. NO.	WEIGHTAGE HEAD	WEIGHTAGE SUB HEAD	TOTAL
1.	Academic Credential (Max :30)	Essential Qualification	20
		Additional Qualification	10
2.	Experiences (Max : 20)		20
Total			50

B) WRITTEN TEST (MCQ) : 50 MARKS

Selection Criteria

- ❖ Qualified candidates based on Skill Test wherever applicable will be shortlisted for selection procedure.
- ❖ Only qualified candidates will be allowed to appear the selection process.
- ❖ Selection only basis of merit rank drawn through Written Test (50 Marks)& Weightage (50 Marks) total 100 Marks taken together.
- ❖ Marks of Skill Test will not be consider for merit ranks
- ❖ No interview or Marks allotted for Interview.

SKILL TEST :

- ❖ Skill test including typing skill knowledge of relevant programmes shall be conducted (50 marks)

Selection will be primarily on the basis of merit rank drawn through Written Test (50 Marks) & Weightage (50 Marks). Total 100 Marks taken together&No-interview for the qualified candidates on the ratio of 1:5 (Post candidates ratio)/ as per discretion of the selection committee.

For Post No. 1 & 2 : Further details of weightage and experience criteria given in following table:

SI. NO.	PARTICULARS	MARKS	SCORE
1.	<i>Only Essential Qualification to be rated (Maximum 20 Marks)</i>		20
	Upto50%	10	
	Above 50% to 55%	11	
	Above 55% to 60%	12	
	Above 60% to 65%	13	
	Above66% to 70%	14	
	Above 70% to 75%	15	
	Above 75% to 80%	16	
	Above 80% to 85%	17	
	Above 85% to 90%	18	
	Above 90% to 95%	19	
	Above 95% to 100%	20	
2.	<i>Relevant/ RCI/ University/ Other Council Approved Additional Qualifications (Maximum – 10 Marks)</i>		10
	Certificate	1	
	Diploma	2	
	Degree	3	
	PG Diploma	5	
	PG Degree	6	
	M.Phil/ Professional Qualification in the field	7	
Ph.D.,	10		
3.	<i>Essential Experience (Maximum – 20 Marks)</i>	20	20
	1.5 Marks Per Year after completion of Essential Qualification		
4.	<i>Written Test (Maximum – 50 Marks)</i>		50
	Objective/ Multiple Choice Questions in Relevant to the Post)		
	G.K/ Current Affairs	5	
	Reasoning	5	
	Numerical Aptitude	5	
	Disability (General)	5	
	Disability (Subject/ Post based)	30	
<i>Total Marks</i>			<i>100</i>

For Post No. 3 : Further details of weightage and experience criteria given in following table:

SI. NO.	PARTICULARS	MARKS	SCORE
1.	<i>Additional Qualification to be rated (Maximum 20 Marks)</i>		20
	VIII	8	
	X	12	
	XII	16	
	Graduation	20	
2.	<i>Desirable Qualifications (Maximum – 10 Marks)</i>		10
	Informal Course	Upto 2	
	Bridge Course	Upto 4	
	CCCG - NT - Level 1	Upto 6	
	CCCG - NT - Level 2	Upto 8	
	CCCG - NT - RCI	Upto 10	
3.	<i>Essential Experience (Maximum – 20 Marks)</i>	14	20
	1.5 Marks Per Year after completion of Essential Qualification		
	Upto 6 Marks for Direct Experience of Working with Children with Special Need (On Production of Certificate)	6	
4.	<i>Skill Test (Maximum – 50 Marks)</i>	50	50
	Skill Test		
	<i>Total Marks</i>		<i>100</i>

Nature of duty :

- Housekeeping including cleaning of toilet
- Dusting, Brooming & Moping
- Care of Children with Special Need including feeding, dressing & toileting
- Management of operation of pantry.

SELECTION COMMITTEE

Sl. No.	Member Designation	Member Detail
1.	Chairperson	Director, NIEPMD
2.	Member - Internal (Subject Expert)	NIEPMD/ CRC-K Staffs
3.	Member - External (Subject Expert)	University/ RCI/ State Government/ Other NI's/ Other CRC's/ Non-Government Organizations/ Consultant, etc.,
4.	Member - SC/ST	Any Officer/ NGO Representative belonging to SC/ST Category
5.	Member Secretary	Nodal Officer, EC - Odisha

VI. DATE, TIME, VENUE OF SELECTION PROCESS:

Keeping in view the availability of Infrastructure Facilities & Manpower, the venue chosen for conducting the recruitment process is NIEPMD, ECR Road, Muttukadu. The dates and time schedule is given below:

SI. NO.	NAME OF THE POST	DATE	VENUE
1.	Special Educator	08/02/2017 (Wednesday) 09:30 am onwards.	NIEPMD-EC, VRCH Campus, Gandamunda, Post Khandagiri, Bhubaneswar-75103
2.	DEO/Clerk		
3.	Care Giver and attendant/ MTS		

Submitted for kind approval please.

Director, NIEPMD



**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS
WITH MULTIPLE DISABILITIES (NIEPMD)**
Dept. of Empowerment of Persons with Disabilities (Divyangjan) MSJ & E, GOI
ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamil Nadu
Fax: 044-27472389 Tel: 044-27472104, 27472113&27472046
Website: www.niepmd.tn.nic.in E-mail: niepmd@gmail.com

Application form for Contractual Posts

Post Applied For:

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

1. Advertisement No/Date:

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

D D M M Y E A R

3. Date of Birth:
(enclose Copy of Certificate)

5. Citizenship Status : Citizen of India By Birth By Domicile
(Please Tick)

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

10. Gender: Male Female others

11. Category : SC ST OBC General Ex-Service man

(Attach certificate)

12. Are you Persons with Disability: Yes No OH VI HI others

(If yes, mention the category of

Disability with relevant Certificate)

13. Address for Communication:

House No & Street Name

Village/City:

District:

Post Office:

State:

Pin-code:

Phone No (Land Line):

Mobile No:

Email Id:

14. 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 Passed	Full Time/Part Time/Correspondence	% of Marks

15. 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

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

18. Innovative, Developmental works undertaken & significant achievements:

(If applicable) (Enclose supporting documents)

S.No	Particulars	Number
1	Patent	
2	Publication of Books	
3	Publication of articles in Indian Journals	
4	Publication of articles in International Journals	
5	Projects	
6	Paper Presentations in Seminar/Conference/Workshop	
7	Membership of Professional Bodies/Universities	

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

20. 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.	

21. 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 DM M Y YYY

Signature of the Applicant

Summary

Name of Post	Name of Applicant	Fulfilled Essential Qualification	Name, % marks & year of the Diploma	Name % marks & year of the Degree	Name % marks & year of the Post graduation Degree	Years/ Months of Experience after fulfilment of Essential Qualification	Any other credentials relevant to the post	RCI Reg No if applicable	I have attached certificates (self attested) of the claimed credentials
		<u>Yes/ No</u>							

Self-Weightage Calculation

SI. NO.	PARTICULARS	MARKS	SCORE
1.	<i>Only Essential Qualification to be rated (Maximum 20 Marks)</i>		20
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	Above 50% to 55%	11	
	Above 55% to 60%	12	
	Above 60% to 65%	13	
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	Above 75% to 80%	16	
	Above 80% to 85%	17	
	Above 85% to 90%	18	
	Above 90% to 95%	19	
	Above 95% to 100%	20	
2.	<i>Relevant/ RCI/ University/ Other Council Approved Additional Qualifications (Maximum – 10 Marks)</i>		10
	Certificate	1	
	Diploma	2	
	Degree	3	
	PG Diploma	5	
	PG Degree	6	
	M.Phil/ Professional Qualification in the field	7	
Ph.D.,	10		
3.	<i>Essential Experience (Maximum – 20 Marks)</i>	20	20
	1.5 Marks Per Year after completion of Essential Qualification		
4.	<i>Written Test (Maximum – 50 Marks)</i>		50
	Objective/ Multiple Choice Questions in Relevant to the Post)		
	G.K/ Current Affairs	5	
	Reasoning	5	
	Numerical Aptitude	5	
	Disability (General)	5	
	Disability (Subject/ Post based)	30	
	<i>Total Marks</i>		<i>100</i>
