



**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH
MULTIPLE DISABILITIES (Divyangjan)**
(Dept. of Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice & Empowerment, Govt. of India)
Muttukadu, East Coast Road, Kovalam (P.O), Chennai - 603 112
Tamil Nadu - India. Phone: 044 - 27472046, 27472104, 27472113, 27472423
~ Accredited by NAAC ~ ~ ISO 9001:2015~



VACANCY NOTIFICATION: CONSULTANT No. 15 /2023

Date: 14.03.2023

The Director, NIEPMD(D), Chennai invites applicants for a walk-in interview/selection process to engage staff member on contract.

Venue: NIEPMD(D), East Coast Road, Muttukadu, Chennai - 603 112.

Date: 21.03.2023

Time: 11.00 AM

(Room No.104, 3rd Floor, NIEPMD(D))

Sl. No.	Name of the Position	No. of Post	Qualification	Remuneration
1.	Stenographer (Consultant)	01 (89 days)	Essential: <ol style="list-style-type: none">1. Graduate with Government certified English Stenography skill @ 80 WPM and Typewriting (English) @ 30 WPM.2. Worked with Sr. Officers3. Well conversant in noting / drafting as per the pattern of Govt. of India4. Experience in conducting meetings Desirable: <ol style="list-style-type: none">1. Knowledge in Hindi2. Certificate in computer application.	Rs.300/- per Session. Maximum of 4 sessions per day. (Approx. Rs. 24,000/- per month)

Note:

- This engagement will be purely temporary and only for a period of 89 days and the engagement will cease after the 89th day without any notice. Renewal of engagement for further 89 days is subject to project need and performance.
- The incumbent will be paid honorarium on monthly basis. No other allowances such as DA/ HRA/ MA/ GPF/ NPS and other allowance will be admissible.
- The incumbent will have **NO RIGHT** to claim for any regularization or extension/ renewal of engagement in any circumstances.
- Candidates should bring filled in application in the prescribed format (Attached).
- Candidates to report with all testimonials/certificates in original and one set of self-attested true copies, two passport size photographs, Aadhar or any valid ID proof.
- NIEPMD(D) will retain data of applications received from the candidates only for a period of three months after completion of recruitment process i.e., the issuance of offer letter to the selected candidate.
- The Candidates are requested to report before 11.00 A.M on 21.03.2023.

**Sd/-
DIRECTOR
NIEPMD(D)**

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