



**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~



Guidelines for filling of application form

IMPORTANT INSTRUCTION:

1. Eligible candidates are required to apply through ONLINE by using the NIEPMD website <https://niepmd.tn.nic.in/career>
2. The candidate needs to register him-self / her-self first in the Registration form, available on the NIEPMD website, and then proceed to fill up the online application for the suitable Post.
3. Candidates are advise to check website regularly for update
4. Candidates while uploading the Photograph (JPG/JPEG format), ensure that the size of the photograph should be between **5KB to 50KB**.
5. Photograph must be in colour and Passport size (3.5cm x 4.5cm).

Allowed	Not Allowed
	 

6. Candidates which uploading the Signature (JPG/JPEG format), ensure that the size of the signature must be between **5KB to 20KB**.
7. Candidates while uploading the certificate / supporting document in PDF format, ensure that the size of the document is less than **1MB**
8. Candidates need not send any physical copy of the application form or any document directly to NIEPMD
9. Shortlisted candidates are advised to bring the hard copy of the application form and all original testimonials at the time of selection process for verification.
10. After submission of application through online, no changes will be entertained.



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11. Download /Print your application for future reference.

12. Application fee of Rs. 590/- (Including GST) should be paid through online mode (RTGS/NEFT/IMPS). No other mode of payment will be accepted by the Institute. **SC/ST/PWDs/Female/Transgender candidates are exempted from payment of application fee.**

Bank Details:

Name: NIEPMD Internal Accrual
Banking: Indian Bank
Branch: Kovalam
Account No: 6332687300
IFSC No: IDIB000K122

(Note: RTGS/NEFT/IMPS details should be entered in the online application form)

HOW TO APPLY:

Step-1: Open website: <https://niepmd.tn.nic.in/career>

Step-2: Go through the advertisement and apply against suitable post for which you are eligible.

Recruitment

Date	Advertisement No.	Details	Last Date
DD.MM.YYYY	Employment Notice No. xx /xxxx	Login to Apply	DD.MM.YYYY

Step-3: New Registration:

In case not registered, Click New Registration link and fill registration form and submit the details. A verification message will be sent to the mobile number. Candidate need to check his/her mobile phone and proceed further.

Fig: New registrations



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Register

To create a new account in the NIEPMD recruitment portal, please fill up the following information. If you already have an account, click login at the bottom.

Display Name: *

Mobile Number: *

Password: *

Re-Type Password: *

Register

[Already Have a Account? Login Here](#)

Login

If you already have an account in the NIEPMD recruitment portal, login here. If you don't have an account, click sign up at the bottom to register.

Registered Mobile Number: *

Password: *

[Forget Password](#)

Login

[Don't Have a Account? Register Here](#)



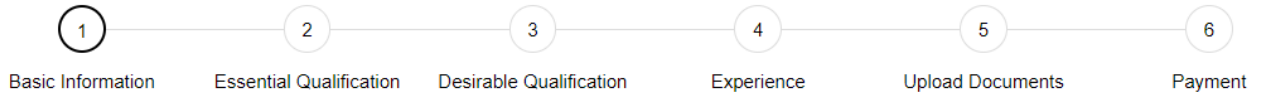
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Step-4: Fill Application form

1. Basic information



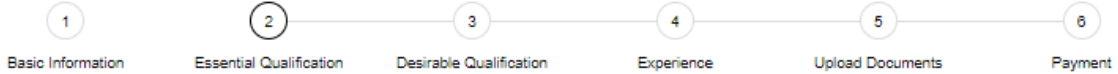
Basic Details	
Advertisement No/Date: *	<input type="text"/>
Position Applied For *	<input type="text"/>
Name of Applicant: *	<input type="text"/>
Gender *	<input type="text" value="v"/>
Name of Father/ Husband: *	<input type="text"/>
Nationality: *	<input type="text" value="v"/>
Category : *	<input type="text" value="v"/>
Date of Birth *	<input type="text" value="dd - mm - yyyy"/> <input type="calendar"/>
Mobile *	<input type="text"/>
Email *	<input type="text"/>
Address for Communication: *	Address Line 1: * <input type="text"/>



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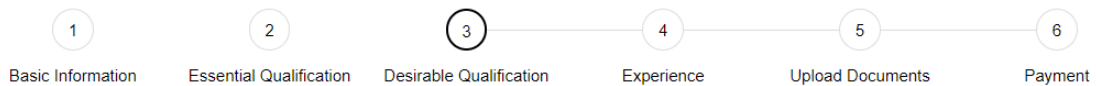
2. Essential Qualification



Details of Education Matric (SSLC/X Std.,) onwards :- (to give details only on passed courses & where Degree/Certificates etc., are already awarded/issued):

Essential Qualification	
Essential Qualification * <input type="text" value="SSLC"/>	<input type="button" value="Remove"/>
Discipline/Subject/Major *	Year & Month of Entry *
<input type="text"/>	<input type="text" value="-----, ----"/>
University / Institute / Board *	Year & Month Passed *
<input type="text"/>	<input type="text" value="-----, ----"/>
% of Marks / Grade *	Full Time/Part Time/Correspondence * <input type="text" value="Full Time"/>
<input type="text"/>	
<input type="button" value="+ Add Education"/>	

3. Desirable Qualification



Desirable Qualification	
Course / publications / RCI recognised qualification / Experience in working for PWDs: *	Certificate / Organization *
<input type="text"/>	<input type="text"/>
Duration / Year of Publication: *	Class/Mark/details *
<input type="text"/>	<input type="text"/>
Whether Govt authorized/recognized * <input type="text" value="Yes"/>	<input type="button" value="Remove"/>
<input type="button" value="+ Add Additional Qualification"/>	

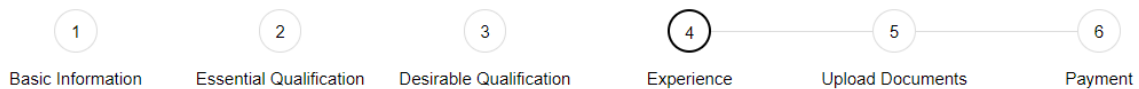


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4: Experience



Experience Details

Experience in chronological order upto the present post

<p>Name of Organization *</p> <input style="width: 95%;" type="text"/>	<p>Designation / Post held *</p> <input style="width: 95%;" type="text"/>
<p>From *</p> <input style="width: 95%;" type="text"/>	<p>To *</p> <input style="width: 95%;" type="text"/>
<p>Total period of Exp in Years & Months *</p> <input style="width: 95%;" type="text"/>	<p><input type="checkbox"/> Employed till now?</p>
<p>Whether on Regular Basis or on Deputation or on Contract Basis etc., *</p> <input style="width: 95%;" type="text"/>	<p>Salary Drawn *</p> <input style="width: 95%;" type="text"/>

5: Other Details:

Other Details

Why you think you are suitable for the post you have applied for (Details to be written in 250 words.): *

Reference of three persons with whom you have interaction during your work or study period

Name	Address	Mobile Number	Email ID	X
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="background-color: #e74c3c; color: white; padding: 2px 5px; border: none;" type="button" value="Remove"/>

[Back](#)

[Next](#)

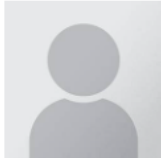



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6: Upload Documents

Progress: 1 Basic Information, 2 Essential Qualification, 3 Desirable Qualification, 4 Experience, 5 Upload Documents, 6 Payment

Upload Photograph	Upload Signature
 <input type="button" value="Choose file"/> No file chosen <input type="button" value="Save Photo"/>	 <input type="button" value="Choose file"/> No file chosen <input type="button" value="Save Signature"/>
<small>(Each document size should be less than 1 MB)</small> Upload Documents <input type="text" value="Upload ID Card Scan Copy"/> <input type="button" value="Choose file"/> No file chosen	

7: Payment Details

Progress: 1 Basic Information, 2 Essential Qualification, 3 Desirable Qualification, 4 Experience, 5 Upload Documents, 6 Payment

Upload Fee Payment Receipt	
UTR Number *	Upload Application Fee Proof: *
<input type="text"/>	<input type="button" value="Choose file"/> No file chosen
Bank Name *	Amount Details *
<input type="text"/>	<input type="text"/>

Note: (After submission of application through online, no changes will be entertained)

HELP AND SUPPORT:

For any queries, please send the details to the given mentioned Email-ID:
niepmhdhra@gmail.com