



**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

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VACANCY NOTIFICATION: CONSULTANT ON CONTRACT (TEMPORARY) No. 10/2021

Date: 10.11.2021

The Director, NIEPMD, Chennai invites applicants for a walk-in interview/selection process to engage Staff Members on contract.

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

Date: 23.11.2021

Time: 11.00 AM (Room No. 104, Establishment Section, 3rd Floor NIEPMD)

Sl. No	Name of the Position	No. of post	Qualification	Remuneration
1.	Hindi Consultant On contract	01 (89 days)	Essential: <ol style="list-style-type: none">1. Graduation in any stream2. Hindi and English should be opted main subject till 10+2 level3. Typing speed in computer layout in Hindi 30 wpm4. Typing speed in computer layout in English 40 wpm5. Minimum 01-year experience in any Govt./PSU/Autonomous/reputed private sector6. Knowledge of translation in English to Hindi and vice versa7. Working knowledge of the computer and soft skills8. Typing accuracy level approximate 80% and above Desirable: <ol style="list-style-type: none">1. Hindi and English main subject in graduation and post-graduation in any one of the subjects2. Two years or above working experience as Hindi translator/consultant in Govt./PSU/Autonomous/reputed private sector	Rs.375/- per session. Maximum of 4 sessions per day. (Approx. Rs.30,000/- per month)

			3. Typing speed in computer layout 40 wpm in Hindi and 45 wpm in English	
2.	Stenographer (Consultant)	01	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. Officers 3. Well conversant in noting / drafting as per the pattern of Govt. of India 4. Experience in conducting meetings Desirable: <ol style="list-style-type: none"> 1. Knowledge in Hindi 2. Preference will be given those who are well conversant in MS Office / Excel / Power Point etc., 	Rs.25,000/- per month
3.	Assistant (Consultant)	01	Essential: <ol style="list-style-type: none"> 1. Bachelor degree, Typing 30 words per minute, Certificate in Computer Operation. Two yrs. experience in relevant field of Establishment/Administration. 	Rs.250/- per session. Maximum of 4 sessions per day. (Approx. Rs.20,000/- per month)
4.	Data Entry Operator (Consultant) (Spl. Edn. & ADIP)	02	Essential: <ol style="list-style-type: none"> 1. 10+2 with 30 wpm typing & computer proficiency 	Rs.200/- per session. Maximum of 4 sessions per day. (Approx. Rs.16,000/- 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 consolidated honorarium only. 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.
- Candidate to 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.
- The Candidates are requested to report before **11.00 A.M** on 23.11.2021.
- If any queries on the post of Hindi Consultant please contact 044-27472046, 27472104, 8608335324.

**Sd/-
DIRECTOR
NIEPMD**