


**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)**

(Dept of Empowerment of Persons with Disabilities (Divyangjan))

Ministry of Social Justice & Empowerment, Govt. of India

MANOVIKAS NAGAR, SECUNDERABAD – 500 009

An ISO 9001:2015 Institution



No.NIEPID/Estt. NBER Rect./2025-26/

 11th November, 2025

WALK-IN-INTERVIEW

NIEPID-NBER Center, Secunderabad intends to fill the following positions on contract basis. Interested candidates possessing excellent academic record and relevant work experience may walk-in for interview as detailed below:

Date of Interview	17-11-2025
Registration Time	09:30 AM to 11:30 AM on 17-11-2025
Venue	NIEPID, Secunderabad

 Name of the post: **Sr. Consultant**

1	No of Posts	02
2	Qualification & Experience	1. Any Master's degree from a recognized University / Institute 2. 05 years of experience as Assistant Controller of Examination in Administration & conducting Examinations in Universities/Institutes with knowledge of rules and procedure of conducting examinations. 3. Desirable Qualification Computer skills including MS office.
3	Max.Age	No age limit
4	Pay	Rs.60000/- consolidated per month

 Name of the post: **Consultant**

1	No of Posts	05
2	Qualification & Experience	1. Any Master's degree / B.Tech (Computer Science) from a recognized University / Institute 2. 03 years of experience in conducting Examinations in Universities/ recognized educational Institutions or retired from University/ Institution/ Organisation having

		experience in conduct of examinations 3. Desirable Qualification: Computer skills including MS office.
3	Max. Age	No age limit
4	Pay	Rs.50000/- consolidated per month

Name of the post: **Jr. Consultant**

1	No of Posts	01
2	Qualification & Experience	1. B.Tech (Computer Science) from a recognized University / Institute. 2. 03 years of experience in office management & Excel
3	Max. Age	No age limit
4	Pay	Rs.40000/- consolidated per month

Name of the post: **Jr. Consultant**

1	No of Posts	01
2	Qualification & Experience	1. Bachelors Degree in Commerce/ Management from a recognized University / Institute 2. 03 years of experience in administrative accounts or office management and proficiency in Tally, Excel and Government Financial reporting formats
3	Max. Age	No age limit
4	Pay	Rs.40000/- consolidated per month

Name of the post: **Data Entry Operator**

1	No of Posts	02
2	Qualification & Experience	1. Degree from a recognized university or equivalent. 2. Diploma in Computer applications 3. A speed of not less than 8000 numeric key depression per hour on computer
3	Max. Age	35 years
4	Pay	Rs.25000/- consolidated per month

Name of the post: **Multi Tasking Staff**

1	No of Posts	02
2	Qualification & Experience	1. Higher Secondary (10 + 2) or equivalent qualification 2. Efficient in reading & writing skills in Hindi & English language
3	Max. Age	35 years
4	Pay	Rs.18000/- consolidated per month

Other Terms & Conditions:

1. The post is purely on contract basis initially for a period of 01 year and extendable upto maximum of 5 years (on yearly basis) subject to the satisfactory / outstanding performance.
2. The applicant, if appointed, is not entitled to stake his claim for permanency in the post.
3. The Institute reserves the right to defer or cancel the process of recruitment at any stage of processing without assigning any reason therefor.
4. NBER NIEPID may conduct written test/ skill test wherever required.
5. Candidates fulfilling the eligibility criteria may step-in for walk-in interview with the prescribed application form along with **Demand Draft (non-refundable) of ₹200/-** drawn on any Nationalized Bank in favour of **Director, NIEPID, Secunderabad** with recent color photograph and original documents & one set self-attested photocopies of all educational, experience certificates.
6. Candidates applying for more than one post should submit a separate application for each post.
7. Corrigendum, if any shall be posted on the Institute website only.
<https://WWW.niepid.nic.in>
8. Any disputes with regard to the selection/ recruitment process will be subject to Courts/ Tribunals having jurisdiction over Hyderabad only.

Sd/-
DIRECTOR