

STAGE 1:

CENTER INFORMATION:

1. Check the Web page, kindly ensure that the information displayed are correct.
2. In case of any information to be updated / not correct, kindly email us to niepmd.examinations@gmail.com from your Institute's official email to enable us to edit information.
3. **The information furnished by you (Institute) will be used for us to send any correspondences through email and by post for dispatching of students' Statement of Marks / Certificates.**
4. NIEPMD-NBER may not take any responsibility for any loss of postal communications, non-delivery of student(s)' Statement of Marks / Certificates in case the postal address is given wrong.

STAGE 2:

RCI APPROVAL LETTER:

1. Before uploading RCI Approval Letter, kindly ensure the following:
 - a. Scan the RCI Approval Letter (in case of Enhancement of intake candidates, **merge pdf file only acceptable**) course-wise.
 - b. The scanned copy must be clear and legible.
 - c. The scanned copy must be in **.pdf** or **.jpg** format and the **file size should be less than 1MB**.
2. Select the Course and Enter the maximum Intake Capacity of Candidate(s) and upload the scanned copy of RCI Approval Letter against the course selected.
3. Information submitted through online against each course is verified by NIEPMD-NBER. Once verified and approved, the link for entering the details of RCI approved Candidate(s) will be activated.
4. The verification remarks will be displayed in the web portal.

STAGE 3:

INCIDENTAL CHARGES:

- Incidental Charges for the Academic session 2020-21 should be **paid** to NIEPMD-RCI Account in the form of **Course-wise and Year-wise**
- Please refer NIEPMD-NBER's Circular vide No.21/02, dated 25.05.2021 for the information of incidental charges.
- Incidental charges should be paid only through **NEFT / RTGS** until further notice regarding alternative payment method. The copy of payment details should be send to ac.nber@gmail.com and by speed post to NIEPMD-NBER for obtaining enrolment number.
- Please remit pending payments on Incidental charges if there is any due.

STAGE 4:

CANDIDATE DETAILS:

- Candidate Name, Father's Name, Date of Birth entered should match with the 10th / 12th Certificate. The details of the same will be printed in the Statement of Marks and Diploma Certificate. Candidates are advised to take utmost care while completing the above information.

Standard Operating Procedures for Online Enrolment – Academic Session 2020-21

- Candidates who prefer to add any prefixes before their names should upload the appropriate supportive documents.
- If there is any change in the name, necessary proof should be produced for making corrections.
- Proof of date of birth from Tenth Standard Certificate, will be only accepted. The scanned copy of the same should be uploaded. The date of birth format will be DD/MM/YYYY.
- For the purpose of verification and calculating percentage, the marks of 12th standard / equivalent examination will be taken into account. The scanned copy of the same should be uploaded.
- In case of any relaxation needed in marks, the copy of Authorized Letter or State Norms should be submitted with attestation from the Head of the Institute.
- Percentage of marks required for Admission into Diploma / Certificate Courses will be 50% for General Category and 45% for Other Backward Category and 40% for Scheduled Caste, Scheduled Tribe Categories and Differently Abled Persons. For getting relaxation in marks for above categories, copy of the Community Certificate / Certificate on Disabilities should be uploaded.
- Colored Passport size photograph (clear) of candidates should be uploaded.
 - The File size of the softcopy must be **less than 1MB** and it should be in the form of **.jpg** format.
 - Please ensure
 - The passport size photograph must be colored with plain background.
 - Photograph should not have any other features like Rubber Stamping, Written text(s), Stapler pins and Selfie photos.
 - The uploaded photograph by Institute will be only used for printing the Diploma / Certificate.
- After completing all necessary details through Online portal, make sure that you should save the profile and take a print for your reference.
- Each student must have separate working mobile number and valid email address and it will be used for verifications and correspondence.
- After completing the details of the Candidates, the Course Coordinators are requested to download the copy of the same duly signed by the candidate to ensure the correctness of the data for allotment of Enrolment number.
- While verifying the candidate's particulars, NIEPMD-NBER will send the alert message to the candidates (In case, if there are any discrepancies).

STAGE 5:

ENROLMENT FEE:

- Enrollment fee should be paid only through **NEFT / RTGS** until further notice regarding alternative payment method. The copy of the payment details should be sent to ac.nber@gmail.com and by speed post to NBER for obtaining Enrolment number. The candidates rejected from registration due to any discrepancies will not be eligible to claim for refund of the payments made.
- Enrolment number will be confirmed only after verification of payment.

- Course Coordinators are requested to remit payment of all Candidates Individually by logging into the web portal. The banking details for making payment is given below:

Accounts details for Payment	
Account Holder's Name	NIEPMD – RCI Account
Name of the Bank	Indian Bank, Kovalam Branch
Address of the Bank	No-44, Vanigar Street, Kovalam, Chengalpattu – DT
Account Number	6273408403
Type of Account	Saving Bank
IFSC Code	IDIB000K122

- The details of payments should be entered through online and the copy of the same will be required to upload for verification. The file size of the payment details should not be more than 1MB and the file format should be in jpg/pdf format only.

STAGE 6:

PAYMENT ACKNOWLEDGEMENT:

Attach the copy of the acknowledgement slip of the payments made for getting Enrolment number and it should be posted to:

“Assistant Deputy Controller of Examinations”

National Board of Examination in Rehabilitation (NBER)
National Institute for Empowerment for Persons with Multiple Disabilities
(DIVYANGJAN) (NIEPMD)
East Coast Road, Kovalam (Post), Muttukadu, Chennai- 603112