

STAGE 1:

CENTER INFORMATION:

1. Check the Web page, kindly ensure that the information displayed are correct.
2. In case of any information needs to be updated /correction required, kindly email us to niepmd.examinations@gmail.com from your Institute's official email ID to enable us to make necessary Changes.
3. **The information provided (Institute) will be used for making any correspondences through email/ 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 by course wise, **merge pdf file only acceptable**)
 - b. The scanned copy should be clear and legible.
 - c. The scanned copy should be in **.pdf** or **.jpg** format and the **file size should 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 courses selected.
3. Information submitted through online against each course is verified by NIEPMD-NBER. After verification and approval, the link for entering the details of RCI approved Candidate(s) will be activated.
4. Verification remarks will be displayed in the web portal.

STAGE 3:

INCIDENTAL CHARGES:

- Incidental Charges for the Academic session 2021-22 should be **paid in** to NIEPMD-RCI Account in the form of **Course-wise and Year-wise**
- Incidental charges should be paid only through Online Payment Gateway system.
- Please remit pending payments immediately 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 Certificates. 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.
- Candidates who prefer to add any prefixes before their names should be uploaded with 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 only be accepted. The scanned copy of the same should be uploaded. The date of birth format will be in the form of DD/MM/YYYY.

Standard Operating Procedures for Online Enrolment – Academic Session 2021-22

- 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 required in marks, the copy of Authorized Letter or the State Norms should be submitted along with the 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.
- Use only clear Colored Passport size photograph of the candidate for uploading.
 - 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 from the Institute only will be 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.
- Every student must have separate working mobile number and valid email ID and this will only be used for verifications and further correspondence.
- After completing the details of the Candidates, the Course Coordinators are requested to download the copy of the same and get it signed by the candidate to ensure that 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 is any discrepancy).

STAGE 5:

ENROLMENT FEE:

- Enrollment fee should be paid only through Online payment Gateway process. Rejected candidates from the Enrolment process will not be eligible to claim for refund of payments.
- Enrolment number will be confirmed only after verification of the Eligible candidates list received by RCI and payments made.

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