

STAGE 1:

CENTER INFORMATION:

1. Check the Web page and ensure that the information's displayed are correct.
2. In case of any need for updating /correction, email to niepmd.examinations@gmail.com from the Institute official email ID to make necessary Changes.
3. **The Institute address/e-mail will be used to make correspondence either by email or post to dispatch the Statement of Marks and Certificates.**
4. NIEPMD-NBER may not take the responsibility for any loss of postage made to the Institute address, communications made or non-receipt of student(s)' Statement of Marks / Certificates if the postal address given wrong.

STAGE 2:

RCI APPROVAL LETTER:

1. Before uploading RCI Certificate of approval, kindly ensure the following:
 - a. Scan the RCI Certificate of approval (Intake capacity of students) by course wise, NBER accept only **pdf file merged.**
 - b. Attach only clear scanned copy.
 - c. Specification of the scanned copy should be in **.pdf** or **.jpg** format and the **file size should less than 1MB.**
2. Choose the course and enter the maximum intake capacity of candidates and upload the scanned copy of RCI certificate of approval against the course 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 NBER web portal.

STAGE 3:

INCIDENTAL CHARGES:

- Payment of Incidental Charges for the academic session 2022-23 to NIEPMD-RCI account should be made in the form of **Course-wise and Year-wise.**
- Payment should be made only by Online Payment Gateway.
- Remit pending payments of incidental charges immediately if there is any due.

STAGE 4:

CANDIDATE DETAILS:

- Candidate Name, Father's Name, Date of Birth entered must match with 10th and 12th standard Certificates. The information's of the same will be used for printing the Statement of Marks and Diploma Certificate. Candidates are advised to take utmost care while completing the above informations.
- 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 10th Standard mark sheet, only will be accepted. The scanned copy of the same should be uploaded in the website. The date of birth-format should be in the form of DD/MM/YYYY.
- For the purpose of verification and percentage calculations, 12th standard / equivalent examination marks will be taken into account. The scanned copy of the same should be uploaded.

Standard Operating Procedures for Online Enrolment - Academic Session 2022-23

- In case of any claim for relaxation in marks, the copy of Authorized Letter or the State Norms should be submitted along with attestation from the Head of the Institute.
- Percentage of marks required for admission in Diploma / Certificate Courses will be 50% for General category and 45% for Other Backward Category and 40% for Scheduled Caste, Scheduled Tribe and Differently abled persons. For getting relaxation in marks for the above categories, copy of the Community Certificate / Certificate on Disabilities should be uploaded.
- Use only Color Passport size photograph (clear) 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 stamping, written text(s), stapled or selfie photos.
 - Photograph of the same will be used for printing the Diploma / Certificates.
- Before submission through Online portal, make sure that you should save the profile and take a print for your reference.
- Make sure that the candidates should provide valid mobile number and valid email ID and the same will be used for verifications and for further correspondence.
- After submitting the details of the Candidates, the Course Coordinators are requested to download the copy of the same and get self-attestation from the candidates to ensure that the correctness of the data submitted for the allotment of Enrolment number.
- At the time of verification, NIEPMD-NBER will send the alert message to the candidate (If there is any discrepancy).

STAGE 5:

ENROLMENT FEE:

- Enrollment fee should be paid only through Online payment Gateway system. Rejected candidates from the Enrolment process may not be eligible to claim for refund of the payments made.
- Enrolment number will be generated only after verifications for the eligible candidates. (list received by RCI)

STAGE 6:

PAYMENT ACKNOWLEDGEMENT:

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

“The Incharge – NBER, Chennai”

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.