



National Board of Examination in Rehabilitation

(An Adjunct Body of Rehabilitation Council of India, under Ministry of Social Justice and Empowerment)

ECR, MUTTUKADU, KOVALAM POST, CHENNAI- 603 112, TAMIL NADU

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NIEPMD –NBER / 2018-19 / 184

Date: 29.10.2018

CIRCULAR 18/2: ONLINE ENROLMENT PROCESS AND GUIDELINES

To

The Coordinators,
Teacher Training Institutions,
RCI – Recognized Course, [DSEASD, DSECP, DSE-MR, DECSE (MR), DVR (MR),
DCBR (MR), CCCG, DPO, CPO, DRT, CRT & ACCIE (CD)]

Sir/Madam,

NIEPMD- NBER starts the online registration for the students of D Ed SE (MR, ASD, CP, MD), DVR (MR), DCBR, CCCG, DECSE (MR), DRT, CCRT, DPO, CPO and ACCIE (CD) from 08th November to 15th December, 2018 for the academic year 2018-2019.

The details of the online registration are as follows,

Sl. No.	Online Registration	Dates	Fees
1	Period of Online Registration	08 th November – 07 th December, 2018	Rs.500/- per Candidate
2	Late Online Registration	08 th December – 15 th December, 2018	Rs.1000/- per Candidate

Please note that the RCI has sent the admitted student’s details to NBER based on the AIOAT examination conducted by RCI for the academic year 2018-19. Take care when you enter the students’ details in our online system. No replacement of the students will be accepted by NBER.

Guidelines to fill up online form

Stage 1.

Center Information:

- The institute has to fill up your institute details online.
- Staff details: it includes the details of the head of the institute, details of the course coordinator, and details of the teaching faculties
- Communication details: it includes the address to which the communication to be made, the email id and phone numbers of the institute
- Institute infrastructure details: it includes the details of the infrastructure of the institutes like number of rooms, CCTV facilities etc.
- Furnish all the details of the institute and submit and it will be verified by NIEPMD-NBER

- A copy of the details of the institute must be kept for further reference in the future.

Please note that the institute details are asked for the change in the data base of NIEPMD-NBER and this details will be used for email and postal communication with the center, printing mark sheets and certificates etc. hence, it is requested to provide correct information. It is further requested that any of the center information changed at any point of time in the academic year 2018-19, please edit that information in our website.

Stage 2:

RCI approval letter:

- RCI Approval letter for each courses must be uploaded into our online system.
- The intake capacity of the respective courses must be filled and the slot for filling up students details will be opened according to the intake capacity number filled by you.
- Submit the information and it will be verified by the NIEPMD-NBER.

Stage 3:

Student's details:

- Fill up the candidate details correctly and it should match with the 10th /12th certificate. **These details will be printed in the mark sheets and certificate in completion of the course. So take utmost care when you fill up the online form.**
- If any candidate wants to add or discard the prefix like Ku, Ms,Mrs,Mr etc in front of his/her name, a proof must be provided to NIEPMD-NBER.
- In case of any name change, produce proof for it. The document (proof) of name change should be uploaded online. Without the proof, the name change will not be considered
- We consider 10th certificate as a proof of date of birth and a scanned copy of this should be uploaded. The date of birth format will be DD/MM/YYYY.
- For the marks verification, percentage of marks in 12th examination must be entered in the column given for it and 12th mark sheet should be uploaded in our online system. In case of any relaxation needed in marks, the copy of authorized letter or state norms should be submitted with signature and seal from the head of the institute.
- Percentage of marks needed for getting admission for all diploma or certificate courses are 50% for general and OBC category and 45% for SC/ST categories and for differently abled persons. For getting the marks relaxation, community certificate or disability certificate should be uploaded online.
- Softcopy of the photograph (200kb) in jpg format should also be uploaded in our online system. This photograph will be taken for printing of the certificate at the end. So please be careful to upload good and clear photograph.
- After filling up all the details, please save it and you can edit any detail during the enrolment period.
- Finally, after filling up all students details download a copy of it and keep it for any further enquiries.
- During the verification of the credentials, NIEPMD-NBER will send alert if there are any discrepancies. Kindly do the corrections mentioned in the remark column so that the enrolment number can be allotted.

Stage 4:**Payment:**

- You can pay the enrolment fees through NEFT/RGTS to our account during the enrolment period.
- For getting the enrolment number after verification, Rs.500/- per candidate should be paid.
- The course coordinator is requested to pay all the students' registration fees collectively to the following account. The account details are follows,

Nature of Deposit	
Account Holder's Name	NIEPMD –RCI Account
Name of the Bank	Indian Bank, Kovalam Branch
Address of the Bank	No-44 , Vanigar Street, Kovalam, Kancheepuram -DT
Account Number	6273408403
Type of Account	Saving Bank
IFSC Code	IDIB000K122

Please note that the UTR No., Date of Transaction and Bank Details must be collected from the Bank and send to NBER immediately after payment.

Stage 5:**Payment Acknowledgment:**

- Fill-up the payment acknowledgement slip
- Fill up the UTR number correctly with date of transaction and download it
- Attach it with the downloaded copy of registration details and sent to

“The Asst. Deputy Controller of Examination

National Board of Examination in Rehabilitation

National Institute for Empowerment for Persons with Multiple Disabilities (NIEPMD)

East Coast Road, Kovalam (Post), Muttukadu,

Chennai- 603112”

- The copy of the payment details also send to niepmd.examinations@gmail.com

Sd/-
Director
NIEPMD