

F. No. 7-21/CCD/2018
Office of the Chief Commissioner for Persons with Disabilities(Divyangjan)
Department of Empowerment of Persons with Disabilities(Divyangjan)
Ministry of Social Justice and Empowerment
Sarojini House, 6, Bhagwan Dass Road, New Delhi-110001
(Tel.# 011-23386054, 23386154, Fax # 011-23386006)
E-mail: ccpd@nic.in Website: www.ccdisabilities.nic.in

Dated: 25.09.2018

VACANCY CIRCULAR

Subject: Filling-up the posts in the Office of the Chief Commissioner for Persons with Disabilities (Divyangjan) – regarding.

It is proposed to fill up the under mentioned posts in the Office of the Chief Commissioner for Persons with Disabilities (Divyangjan) immediately on deputation basis. The eligibility criteria for the post are as under:-

S.No.	Name of the post	Eligibility Criteria
1.	Desk Officer-01 (Pay Band – 2 of Rs. 9300 – 34800 with Grade Pay Rs. 4800) (Pre-revised) Level-7 (Subject to Revision on Decision from Ministry of Expenditure)	Officers of the Central Government / State Government / Union Territory / Public Sector Undertakings / Autonomous Organizations: (a) holding analogous post on regular basis; or (b) with 3 years regular service in the post in the pay scale of Rs. 5500-9000 (pre-revised); or (c) with 5 years regular service in the posts in the pay scale of Rs. 5000-8000 (pre-revised) or equivalent, and possessing the following educational qualifications and experience. Essential (a) Graduate from a recognized University; (b) Three years experience in legal matters (c) Knowledge of computer applications Desirable: Degree in Law/Management and at least three years experience in disability or legal matters.
2.	Personal Assistant-04 (Pay Band-2 of Rs. 9300-34800 with Grade Pay Rs. 4200/-) (Pre-revised)	Officers of the Central Government / State Government / Union Territory / Public Sector Undertakings / Autonomous Organizations: (i) (a) holding analogous post on regular basis; or (b) with 3 years regular service in the post in the pay scale of Rs. 5000-8000 (pre-revised); or (c) with 5 years regular service in the posts in the pay scale of Rs. 4000-6000 (pre-revised) or equivalent, and

		<p>possessing the following educational qualifications and experience.</p> <p>Essential</p> <p>(a) Graduate from a recognized University; (b) Speed of 100 words per minute in English/ Hindi stenography; (c) Five years experience in stenography; (d) Knowledge of computer application/ data entry/ data processing.</p> <p>Desirable:</p> <p>(1) Knowledge of both Hindi and English stenography. (2) Experience of working in judicial/ quasi-judicial organizations.</p>
3.	<p>Accountant-01 (Pay Band – 2 of Rs. 9300-34800 with Grade Pay Rs. 4200/-) (Pre-revised)</p>	<p>Officers of the Central Government/State Government/ Union Territory/ Public Sector Undertakings/ Autonomous Organizations:</p> <p>(a) holding analogous post on regular basis; OR (b) with 3 years regular service in the post in the pay scale of Rs. 5000-8000 (pre-revised) ; OR © with 5 years regular service in the pay scale of Rs. 4000-6000 (Pre-revised) or equivalent, and possessing the following educational qualifications and experience.</p> <p>Essential:</p> <p>(6) Graduate in Commerce from recognized University with five year experience of accounting work in Central Government/State Government/Union Territory/Public Sector Undertaking/ Autonomous Organizations OR Graduation with Cash and Accounts Course from Institute of Secretariat Training and Management (I.S.T.M.), Department of Personnel and Training (DOP&T OR Subordinate Accounts Service (S.A.S.) examination or an equivalent course. (2) Knowledge of computer applications and data processing.</p> <p>Desirable: Relevant experience of work in Social Sector</p>
4.	<p>Research Assistant-01 (Pay Band-2 of Rs. 9300-34800 with Grade Pay Rs. 4200/-) (Pre-revised)</p>	<p>Officers of the Central Government/ State Government/ Union Territory/ Public Sector Undertakings/ Autonomous Organizations:</p> <p>(a) holding analogous post on regular basis; or (b) with 3 years regular service in the posts in the pay scale of Rs. 5000-8000 (pre-revised) or © with 5 years regular service in the pay scale of Rs. 4000-6000 (pre-revised) or equivalent, and possessing</p>

		<p>the following educational qualifications and experience.</p> <p>Essential</p> <p>(1) Graduation with statistics / Mathematics / Economics as main subject from a recognized university.</p> <p>(2) 3 years experience in collection, compilation and analysis of data in Central/ State Government/ Union Territory Administration/ Public Sector Undertakings/ Autonomous Organizations and</p> <p>(3) Knowledge of computer applications and data processing.</p> <p>Desirable:</p> <p>(1) Post Graduate Degree in Statistics or Mathematics or Economics.</p> <p>(2) Relevant experience of research work in Social Sector.</p>
5.	<p>Lower Division Clerk -01</p> <p>(Pay Band – 1 of Rs. 5200-20200 with Grade Pay Rs. 1900/-) (Pre-revised)</p>	<p>Officials of the Central Government / State Government / Union Territory / Public Sector Undertakings / Autonomous Organizations:</p> <p>(a) holding analogous post on regular basis; OR</p> <p>(b) with five years regular service in Group D post and possessing the following educational qualifications and experience.</p> <p>Essential</p> <p>(1) Matriculation from a recognized Board.</p> <p>(2) Knowledge of typing @ 40 words per minute in English or 30 word per minute in Hindi.</p> <p>(3) Knowledge of computer applications.</p>

2. The pay and conditions of deputation / absorption of the officials selected will be regulated in accordance with the Department of Personnel & Training's O.M. No.6/8/2009-Estt. (Pay-II) dated the 17th June, 2010, as amended from time to time and other instructions of the Central Govt. issued in this regard from time to time.

3. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other Organization or Department of Central Govt. shall be five years.

4. The maximum age of the applicant should not be more than 56 years on the closing date of application.

5. Departmental candidates for direct line promotion/absorption will not be considered.

6. The application Form as per 'Annexure-I' (also available in website of this office), along with attested copies of up-to-date ACRs for the last five years and vigilance clearance, may be forwarded to the undersigned immediately but not later than two weeks after publication of vacancy circular in the Employment News . Applications not accompanied by copies of ACRs and vigilance clearance will not be entertained.

-Sd-

(Rakesh Kumar Rao)
Dy. Chief Commissioner
Fax No. 011-23386006
Email: ccpd@nic.in
www.ccdisabilities.nic.in

To,

1. All Ministries/ Department of the Government of India
2. The Director, DEPwDs, MSJ&E, New Delhi.
3. Offices of Controller General of Accounts / Controller General of Defence Accounts/
Comptroller & Auditor General of India.
4. Website of Office of CCPD.
5. All Directorate General of CPMF.
6. Copy to DEPwDs with request to forward to DOP&T for display on DOPT website and also for the website of DEPwDs, MSJ&E.

Annexure –I

**APPLICATION FOR THE POST OF _____ IN THE OFFICE
OF THE CHIEF COMMISSIONER FOR PERSONS WITH DISABILITIES
(DIVYANGJAN) ON DEPUTATION BASIS**

S.NO.	PARTICULARS				
1.	Name in block letters				
2.	Name of the Office/Department where presently working				
3.	Present post held & Scale of pay. [In case presently on deputation please also indicate the regular post, scale & office in which employed]				
4.	Tel. no. with Fax and e-mail address (if any)				
5.	Duration of service in the present scale of Pay				
6.	Date of birth				
7.	Date of superannuation				
8.	Educational Qualification				
9.	Details of Employment, in Chronological order				
	Office	Post held	From	To	Nature of Duties
10.	Date of return from the Ex-cadre post, if any				
11.	Whether belong to SC/ST				
12.	Additional Information, if any, which the applicant likes to furnish in support of his suitability for the post. Enclose a separate sheet, if the space is insufficient.				

Place :

Date :

(Signature of the Candidate)

Endorsement by the Office

It is certified that the particulars given by the applicant are correct as per his/her service records. It is also certified that no vigilance case is either pending or being contemplated against the applicant.

Signature of the Officer.....

Designation

Station

Date _____