



सत्यमेव जयते

कार्यालय मुख्य आयुक्त विकलांगजन
OFFICE OF THE CHIEF COMMISSIONER FOR PERSONS WITH DISABILITIES
विकलांगजन सशक्तिकरण विभाग / Department of Empowerment of Persons with Disabilities
सामाजिक न्याय और अधिकारिता मंत्रालय / Ministry of Social Justice and Empowerment
भारत सरकार / Government of India

No.2-2/CCD/2016 &
No.2-3/CCD/2016

Dated: 12th September, 2016

Subject: Filling up of one post of Accountant and four posts of Personal Assistant (01 vacant and 03 anticipated vacancies) in the Office of the Chief Commissioner for Persons with Disabilities on deputation basis in erstwhile PB-2, Rs. 9300-34800 with Grade Pay of Rs.4200/-.

It is proposed to fill up one post of Accountant and four posts of Personal Assistant (01 vacant and 03 anticipated vacancies) on deputation basis from the persons working in the Central Government/State Government/Union Territory/Public Sector Undertaking/Autonomous organizations. The details of vacancies are given in the enclosed **Annexures-I & II**. The advertisement is also available on this office's website www.ccd disabilities.nic.in under Employment link. The pay and other terms and conditions of appointment of the persons selected will be regulated as the provisions of DoP&T O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 read with various instructions/amendments issued from time to time.

2. It is requested that the applications of the eligible officials who are willing and who can be spared immediately, may be forwarded to the undersigned within a period of 30 days in the prescribed proforma as given in **Annexure III**, along with (i) APARs for the last five years (duly attested photocopy thereof) (ii) integrity certificate (iii) vigilance clearance and (iv) statement of major/minor penalties, if any, imposed on the official during the last 10 years. Applications received late or incomplete in any respect shall not be considered. The candidates would not be allowed to withdraw their candidature subsequently.

(Rao Rakesh Kumar)
Dy. Chief Commissioner

Copy to:

1. All Ministries as per list attached.
2. Comptroller & Auditor General of India, New Delhi.
3. Rajya Sabha/Lok Sabha Secretariat, New Delhi.
4. Union Public Service Commission, New Delhi.
5. All attached/subordinate offices/autonomous bodies/PSUs.

ANNEXURE – I

Name of the Post	Accountant (Group "B" Non-Gazetted)
Number of vacancies	One
Pay Band (Erstwhile)	PB-2. Rs. 9300-34800 with Grade Pay of Rs.4200/-.
Period of deputation	Ordinarily not exceeding three years
Eligibility	<p><u>On deputation</u></p> <p>(1) Officers 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 3 years regular service in the post in the pay scale of Rs.5000-8000 (pre-revised); OR</p> <p>(c) with 5 years regular service in the posts 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>(i) Graduate in Commerce from recognized University with five years experience of accounting work in Central Government/State Government/Union Territory/Public Sector Undertakings/Autonomous Organizations OR</p> <p>Graduation with Cash and Accounts Course from Institute of Secretarial Training and Management (I.S.T.M.), Department of Personnel & Training (DoP&T) OR Subordinate Accounts Service (S.A.S.) examination or an equivalent course.</p> <p>(ii) Knowledge of computer applications and data processing.</p> <p>Desirable: Relevant experience of work in Social Sector.</p>

ANNEXURE – II

Name of the Post	Personal Assistant (Group "B" Non-Gazetted)
Number of vacancies	Four (01 vacant and 03 anticipated vacancies)
Pay Band (Earstwhile)	PB-2. Rs. 9300-34800 with Grade Pay of Rs.4200/-.
Period of deputation	Ordinarily not exceeding three years
Eligibility	<p><u>On deputation</u></p> <p>(1) 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 (c) with 5 years regular service in the post 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>(i) Graduate from a recognized University; and (ii) Speed of 100 words per minute in English/Hindi stenography (iii) Five years experience in stenography (iv) Knowledge of computer application/data entry/data processing</p> <p>Desirable:</p> <p>(i) Knowledge of both Hindi and English stenography (j) Experience of working in judicial/quasi-judicial organizations.</p>

ANNEXURE-III

Proforma for application
Bio-data

1. Post applied for:
2. Name of the applicant:
3. Date of birth:
4. Date of retirement:
5. Residential & office address with telephone, e-mail, if any:
6. Educational qualifications:
7. Whether educational qualifications and other qualifications required for the post are satisfied:
Qualifications /Experience required Qualifications/Experience possessed by the officer
Essential (1) (2)
Desired (1) (2)
8. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
9. Details of employment along with pay scale and period for which the post held in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.
10. Nature of present employment i.e. ad-hoc or temporary or permanent.
11. In case the present employment is held on deputation/contract basis, please state:-
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract
 - (c) Name of the parent Office/Organization to which you belong
12. Present post held, stage of pay, scale of pay and date of regular appointment, if so.
13. Experience
14. Whether SC/ST/OBC/PH (Please specify category, percentage of disability)
15. Please write (maximum 200 words) as to why you consider yourself suitable for the post.

Date:

Signature of the applicant
Name:

Certificate by the Cadre Controlling Authority/Forwarding Authority

The information furnished by _____ has been verified from official records and found correct.

2. It is also certified that no disciplinary/departmental enquiry is either pending or contemplated against _____ and that he/she is not undergoing any penalty.
3. His/her integrity is certified.

Date:

Name _____
Designation _____
Name of Office _____
Stamp _____