

Detail Advertisement

Advt. No.7-12/CCD/2010

Office of Chief Commissioner for Persons with Disabilities
Department of Empowerment of Persons with Disabilities
Ministry of Social Justice & Empowerment
Government of India

Sarojini House, 6, Bhagwan Dass Road, New Delhi – 110 001.
(Tel.# 011-23386054, 23386154 Fax # 011-23386006)
E-mail: ccpd@nic.in Website: www.ccdisabilities.nic.in

Filling up of vacancies in various posts by deputation (including short term contract)/absorption in the Office of the Chief Commissioner for Persons with Disabilities, Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment

Applications are invited from suitable candidates working in the Central Government/State Government/Union Territory/ Public Sector Undertakings/ Autonomous Organizations for filling up the existing/anticipated vacancies which may increase or decrease, in the following posts by deputation (including short term contract)/absorption basis in the office of the Chief Commissioner for Persons with Disabilities, Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment:

S. No	Name of the Post
1.	Deputy Chief Commissioner
2.	Desk Officer
3.	Private Secretary
4.	Personal Assistant
5.	Accountant
6.	Research Assistant
7.	LDC
8.	Sign language Interpreter (Only for short term contract basis)

The details of Educational qualifications & Experience required by the candidates on deputation basis and on contract for the above posts are given in **Annexure-I**. The deputation will be governed by the standard terms and conditions contained in the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as per the provisions in the Recruitment Rules. The terms and conditions of contract appointment will be as prescribed by this office and agreed by the selected candidates.

Applications on deputation basis: Applications from willing and eligible candidates, on deputation basis, who can be relieved immediately on selection and are free from vigilance angle may be forwarded to the Office of Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi – 110 001 in the prescribed format as per **Annexure-II** through proper channel within 45 days from the date of publication of this advertisement along with attested copies of ACRs for the last 05 years and vigilance clearance as per proforma in **Annexure-III**. Other things being equal, persons with disabilities will be preferred even if vacancy is not reserved for them.

Application on contract basis: Application on contract basis for the post at Sr. No. 8 should be made in the format as per **Annexure-IV**. Candidates applying for appointment on contract basis may send their application along with copies of certificates in support of their educational/professional qualifications and experience directly to the Office of Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi – 110 001 within 45 days from the date of publication of this advertisement.

(Rakesh Kumar Rao)
Dy. Chief Commissioner

Sl. No.	Name of the Post and Scale of Pay	Educational qualifications & Experience.
1.	Deputy Chief Commissioner (Pay Band – 4 of Rs. 37400-67000 with Grade Pay Rs. 8700/-) (Pre-revised)	Officers under the Central Government/ State Government/ Union Territory, Public Sector Undertaking/ Autonomous Organizations: (a) Holding analogous post on regular basis; or (b) With five years regular service in posts in the pay scale of Rs. 12000-375-16500(Pre-revised) or equivalent; or (c) With ten years regular service in posts in the pay scale of Rs. 10000- 325-15200 (Pre-revised) or equivalent and possessing the following educational qualifications: Essential: Post Graduate Degree in Social Science/ Degree in Law from a recognized University. Desirable: Doctorate/ Post Graduate Degree in Management/ Law and at least five years experience in legal and disability matters.
2.	Desk Officer (Pay Band – 2 of Rs. 9300-34800 with Grade Pay Rs. 4800/-) (Pre-revised)	Officers under the Central Government/State Government/Union Territory, Public Sector Undertaking/Autonomous Organizations: a) holding analogous post on regular basis; OR b) with 3 years regular service in the posts in the pay scale of Rs. 5,500-9,000 (pre-revised); OR c) with 5 years regular service in the posts in the pay scale of Rs. 5,000-8,000 (pre-revised) or equivalent, and possessing the following educational qualifications. Essential: (a) Graduate from a recognized University; (b) Three years experience in legal matters; (c) Knowledge of computer application. Desirable: Degree in Law/Management and at least three years experience in disability or legal matters.
3.	Private Secretary (Pay Band – 2 of Rs. 9300-34800 with Grade Pay Rs. 4800/-) (Pre-revised)	Officers under the Central Government/State Government/Union Territory, Public Sector Undertaking/Autonomous Organizations: a) holding analogous post on regular basis; OR b) with 3 years regular service in the posts in the pay scale of Rs. 5,500-9,000 (pre-revised); OR c) with 5 years regular service in the posts in the pay scale of Rs. 5,000-8,000 (pre-revised) or equivalent, and possessing the following educational qualifications. Essential: (a) Graduate from a recognized University; (b) Speed of 120 words per minute in Hindi/English stenography (c) At least 5 years experience in stenography (d) Knowledge of computer application. Desirable: (a) Knowledge of both Hindi and English stenography. (b) Experience of working in judicial/quasi-judicial organizations. (c) Experience in Administration/Personnel matters

4.	Personal Assistant (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: (a) holding analogous posts 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 possessing the following educational qualifications and experience. Essential: (1) Graduate from a recognized University; and (2) Speed of 100 words per minute in English/Hindi stenography (3) Five years experience in stenography (4) Knowledge of computer application/data entry/data processing. Desirable : (1) Knowledge of both Hindi and English stenography (2) Experience of working in judicial/quasi-judicial organizations.
5.	Accountant (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: (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 pay scale of Rs. 4000-6000 (Pre-revised) or equivalent, and possessing the following educational qualifications and experience. Essential: (1) 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. Desirable: Relevant experience of work in Social Sector
6.	Research Assistant (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: (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 (c) 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. Essential: (1) Graduation with statistics / Mathematics / Economics as main subject from a recognized university. (2) 3 years experience in collection, compilation and analysis of data in Central/ State Government/ Union Territory Administration/ Public Sector Undertakings/ Autonomous Organizations and (3) Knowledge of computer applications and data processing. Desirable: (1) Post Graduate Degree in Statistics/Mathematics/or Economics. (2) Relevant experience of research work in Social Sector.
7.	Lower Division Clerk (Pay Band – 1 of Rs. 5200-20200 with Grade Pay Rs. 1900/-) (Pre-revised)	Officers of the Central Government/State Government/ Union Territory/ Public Sector Undertakings/ Autonomous Organizations: (a) holding analogous post on regular basis; OR (b) With five years regular service in Group D post and possessing the following educational qualifications and experience. (1) Matriculation from a recognized Board. (2) Knowledge of typing @ 40 words per minute in English or 30 words per minute in Hindi. (3) Knowledge of computer applications.

8.	Sign Language Interpreter (on short term contract) A consolidated amount of Rs. 17,000/- per month will be paid.	a) Graduate in any discipline. b) Should have passed Level 'C' Sign Language Interpreter Course from RCI accredited Center. c) 3 years experience as a Sign Language Interpreter in any Central/ State Government/ Union Territory Administration/ Public Sector Undertakings/ Autonomous Organizations and d) Fluent in spoken English & Hindi
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Note 1: Period of deputation (including short – term contract) including the period of deputation (including short – term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years. The upper age limit for deputation should not exceed 56 years as on the closing date for receipt of applications.

Note 2: The upper age limit for employees for engagement on contract basis should not exceed 62 years on the closing date for receipt of applications.

**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., adhoc 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 of 200 words) as to why you consider yourself suitable for the post:

Signature of the applicant

Name:

Date :

Annexure-III

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.....

Format of application on contract basis

1. Post Applied for :
2. Name of the Applicant :
3. Date of Birth :
4. Educational Qualifications (with full details such as name of exam passed/year of passing/percentage of marks/name of Board/University, etc.) Please enclose self attested photocopies of certificates:
5. Professional Qualification (with full details such as name of University/Institution, speed in stenography/typing, etc) Please enclose self attested photocopies of certificates:
6. Experience (Name of the organizations, Period for which worked in each organization, Salary drawn, nature of work performed):
7. Residential Address with telephone, e -mail, if any:
8. Office Address with telephone, e -mail, if any:
9. Whether SC/ST/OBC/PH (specify category, percentage of disability and enclose self attested copy of the certificate):
10. Please write (maximum of 200 words) as to why you consider yourself suitable for the post.

Signature of the applicant

Name:

Date :