

Advt. No.7-8/CCD/2017
Office of Chief Commissioner for Persons with Disabilities
Department of Empowerment of Persons with Disabilities (Divyangjan)
Ministry of Social Justice & Empowerment
Government of India

Sarojini House, 6, Bhagwan Dass Road, New Delhi – 110 001.
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Filling up of vacancies in various posts by deputation/absorption in the Office of the Chief Commissioner for Persons with Disabilities, Department of Empowerment of Persons with Disabilities (Divyangjan), 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/absorption basis in the office of the Chief Commissioner for Persons with Disabilities, Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment:

S. No	Post	No. of posts
1.	Desk Officer	One
2.	Personal Assistant	Three
3.	Accountant	One

The details of Educational qualifications & Experience required by the candidates on deputation/absorption basis 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.

Applications on deputation/absorption basis: Applications from willing and eligible candidates, on deputation/absorption 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 21 days (last date 13.04.2017) 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.

Sd/-
(Rakesh Kumar Rao)
Dy. Chief Commissioner

Sl. No.	Name of the Post and Scale of Pay	Educational qualifications & Experience.
1.	Desk Officer (Pay as Pay Matrix Rs.47,600-1,51,100/- Level 8)	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.
2.	Personal Assistant (Pay as Pay Matrix Rs.44,900-1,42,400/- (Level 7)	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.
3.	Accountant (Pay as Pay Matrix Rs.44,900-1,42,400/- (Level 7)	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

Note 1: Period of deputation 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.

**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, please state –
 - (a) The date of initial appointment –
 - (b) Period of appointment on deputation –
 - (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.....