

F.No.A-42018/7/2020-ESTT
Government of India
Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities
(Divyangjan)

Room No. 517, 5th Floor, B-2 Wing,
Pandit Deendayal Antyodaya Bhawan,
CGO Complex, New Delhi-110003

VACANCY NOTICE

Applications are invited for engagement of Special Consultant/ Senior Consultant/ Consultant initially for a period of one year (extendable), purely on contract basis. Detailed information regarding eligibility criteria and other terms and conditions may be seen on the website (www.disabilityaffairs.gov.in). Interested and eligible candidates may send their applications in the prescribed proforma by 29th June, 2020 to the undersigned. Soft copy of the applications may be also sent on mail: estt.depwd@gmail.com

(Sanjay Singh)
Under Secretary to the Government of India

F. No. A-42018/7/2020-ESTT
Government of India
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5th Floor, Pandit Deendayal Antyodaya Bhavan,
CGO Complex, New Delhi-110003
Dated 12th June, 2020

Sub: Notice regarding engagement of manpower in the Department of Empowerment of Persons with Disabilities on contract basis.

Department of Empowerment of Persons with Disabilities invites applications from eligible individuals for contractual appointment in the Department as under:-

Sl. No	Detail of Post	Essential Qualifications	Preferred Experience	Monthly remuneration including Transport allowances
1	Special Consultant for Accessible India Campaign and Unique Disability ID No of Post : 01	Retired Officers of Central Government in the level of Deputy Secretary or Under Secretary or M.A in Social Work/ MBA with three years relevant experience in Government Sector	a) Co-ordination with various Ministries/ Department, State/ UT government, NIs / CRCs etc. b) Processing of proposals received under various Schemes/Programs of the Department. c) Compilation of data relating to access audit and Coordination work. d) Handling of work relating to Policy matter/ General Admin/ Legal Cases, Court Cases etc. e) Should have sound knowledge in web based technology.	Rs.70,000/-

2	<p>Special Consultant for Establishment of NIMHR</p> <p>No of Post : 01</p>	<p>Retired Officers of Central Government in the level of Deputy Secretary or Under Secretary</p> <p>or</p> <p>M.A in Social Work/ MBA with three years relevant experience in Government Sector</p>	<p>a) Handling of work relating to Policy matter/ General Admin/ Legal Cases, Court Cases etc.</p> <p>b) Working knowledge in setting up of National level institution</p> <p>c) Working knowledge in Computers particularly in use of MS Word, MS Excel, MS Power Point etc.</p>	Rs.70,000/-
3	<p>Senior Consultant for MoUs</p> <p>No of Post : 01</p>	<p>Retired Officers of Central Government in the level of Section Officer</p> <p>or</p> <p>M.A in Social Sciences/ Social Work with three years relevant experience in Government Sector</p>	<p>a) Co-ordination with various Ministries/ Department, State/ UT government, NIs / CRCs etc.</p> <p>b) Processing of proposals received under various Schemes/Programs of the Department.</p> <p>c) Compilation of data relating to Community Based Rehabilitation for PwDs and Coordination work..</p> <p>d) Handling of work relating to Policy matter/ General Admin/ Legal Cases, Court Cases etc.</p> <p>e) Working Knowledge in Computers particularly in use of Ms Word, Ms Excel, Ms PowerPoint etc.</p>	Rs.60,000/-
4	<p>Senior Consultant for Accessibility Expert (Accessible India Campaign)</p> <p>No of Post : 01</p>	<p>BE in Civil/B.Arch/B. Planning, with three years relevant experience in Government Sector</p>	<p>a) Co-ordination with various Ministries/ Department, State/ UT government, NIs / CRCs etc.</p> <p>b) Processing of proposals received under various Schemes/Programs of the Department.</p> <p>c) Compilation of data relating to access audit and Coordination work.</p> <p>d) Handling of work relating to Policy matter/ General Admin/ Legal Cases, Court Cases etc.</p> <p>e) Working knowledge in Computers particularly in use of MS Word, MS Excel, MS Power Point etc</p>	Rs.60,000/-

5	Senior Consultant for Social Media (Accessible India Campaign) No of Post : 01	BA in Mass Communication/ Journalism with three years relevant experience in Government Sector.	<ul style="list-style-type: none"> a) Co-ordination with various Ministries/ Department, State/ UT government, NIs / CRCs etc. b) Processing Media proposals in the Department. c) Should have sound knowledge in web based technology. 	Rs.60,000/-
6	Senior Consultant (Vertical Programme on Intellectual and Developmental Disabilities) No of Post : 01	Graduation in any stream with 06 to 08 years experience or Master's Degree in any stream with over 04 years experience year experience	<ul style="list-style-type: none"> a) Preparation of Inception Report and Detailed Project Report for Vertical Programme on Intellectual and Developmental Disabilities. b) Frequent interactions/coordination with different Ministries/Departments of Central/State Government c) Preparation of policy papers and reports d) All administrative and other issues relating to the scheme. e) Any other work as may be assigned from time to time. 	Rs.60,000/-
7	Special Consultant for consideration of Country Report to UN No of Post : 01	Retired Officers of Central Govt. in the level of Deputy Secretary or Under Secretary or M.A. in Social Work/Sciences/International Study/Public Administration/MBA and equivalent course with three years relevant experience in Govt. Sector	<ul style="list-style-type: none"> a) Compilation of data relating to target groups of the Department and Coordination work. b) Handling of work relating to Policy matter/General Admin/Legal Cases, Court Cases etc. c) Working knowledge in Computers particularly in use of MS Word, MS Excel and MS Power Point etc. d) Working experience of UN matter/under UN system will be added advantage 	Rs.60,000/-
8	Senior Consultant No of Post : 01	Chartered Accountant with two years experience in Accounts, Finance, preparation of Balance Sheet, understanding of financial statements including IND-AS	<ul style="list-style-type: none"> a) Two years experience in Accounts, Finance, preparation of Balance Sheet, understanding of financial statements including IND-AS 	Rs.60,000/-

		or Company Secretary with knowledge of provisions of Company Act, 2013		
9	Senior Consultant for Skill Development No of Post : 02	Post Graduate in any stream preferably MBA/PGDM with 5+ years work experience out of which 3+ years experience in Skill Development	a) 5+ years work experience out of which 3+ years experience in Skill Development	Rs.60,000/-
10	Consultant (Information Technology) No of Post : 01	Post Graduate Degree in Information Technology with 3+ years of experience in Web Development/Certific ates in Web Design and Development	a) 3+ years of experience in Web Development/Certificates in Web Design and Development preferred	Rs.45,000/-

2. The tenure of contract shall be initially for one year which is extendable on the basis of requirement of the office and performance of the candidate. The Contract can be terminated at any time at the discretion of the Department, if the performance of the person engaged is not found satisfactory.

3. The Department of Empowerment of Persons with Disabilities reserves the right to accept or reject the applications without assigning any reasons.

4. The applicant shall be of age of 64 years or less as on 30th April, 2020. The terms and conditions for Consultant related issues shall be regulated by Department's guidelines as framed and modified from time to time.

5. Interested candidates may apply in enclosed pro forma may be addressed to Under Secretary (Admin), Department of Empowerment of Persons with Disabilities, Room No.517, 5th Floor, B-2 Wing, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003.

6. The applicant should have a valid personal email ID, which should be kept active till the completion of this engagement process. Department may send all communication through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying and must maintain that email account.

7. The last date for receipt of applications is 29th June, 2020.

Encl: Prescribed pro-forma for application.

Sd/-

(Sanjay Singh)

Under Secretary to the Government of India

To,

1. All Central Government Ministries/ Department
2. Wide publicity through Website of the Department (i.e. disabilityaffairs.gov.in)
3. Under Secretary (Media) of the Department with a request to Publish it in the two leading news papers of English, Hindi language and weekly employment news paper

BIO-DATA

Affix a latest
passport size
photo

A. Post Applied For :
(Please mention the name of the post applied for)

B: Personal Information:

1	Full Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Address for communication	
4.	Telephone/Mobile No.	
5	E-mail ID (to be kept active)	
6.	Date of Birth	
7.	Present age as on 30/04/2020	
8.	Educational Qualification from 10 th standard onwards (Please enclose copy of certificate/mark sheet)	
9.	Professional Qualification	

C. Details of previous employment/ experience with valid documentary evidence (in Chronological order)

Organisation Detail	Period of Employment	Nature of assignments undertaken	Last Salary Drawn

D. Certified that the information furnished above are true to the best of my knowledge and belief. I understand that in case any of the information furnished above is found to be false, at any stage

before or after appointment, my appointment will be liable to be cancelled and suitable legal action can be taken against me.

Signature

Enclosures:

Date: