

F.No.A-42018/28/2021-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 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 at **Annexure-I of this Vacancy Notice**. Interested and eligible candidates may send their applications in the prescribed proforma by **13th July, 2021** to the undersigned. **Applications are to be sent in single Pdf document only via mail at vacancyconsultant20@gmail.com.**

Sd/-
(Sunil Kumar Mahto)
Under Secretary to the Government of India

Annexure-I

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Government of India
Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities

5th Floor, Pandit Deendayal Antyodaya Bhavan,
CGO Complex, New Delhi-110003
Dated 25th June, 2021

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	Senior Consultant for Accessibility Expert (Accessible India Campaign) No of Post : 01	BE in Civil/B.Arch/B. Planning, with three years relevant experience, preferably in Government Sector	a) Working knowledge of accessible building design and other mandates of accessibility. b) Project Management with exposure of evaluating design, compliance checks, assessing DPRs and BoQs, etc. c) Stakeholder Co-ordination with various Ministries/ Department, State/ UT government, NIs / CRCs etc. d) Working knowledge in Computers particularly in use of MS Word, MS Excel, MS Power Point etc	Rs.60,000/-
2	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.	a) Experience of handling all types of Media activities of a programme i.e. Social Media, Electronic and Print Media, Outdoor Media activities etc. b) Processing Media proposals in the Department. c) Should have working knowledge of making Media creative. Working knowledge in Computers particularly in use of MS Word, MS Excel, MS Power Point etc	Rs.60,000/-

3	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 or Company Secretary with knowledge of provisions of Company Act, 2013	a) Two years experience in Accounts, Finance, preparation of Balance Sheet, understanding of financial statements including IND-AS	Rs.60,000/-
4	Consultant (Skill Development) No of Post : 01	Post Graduate in any stream preferably MBA/PGDM	a) 3+ years experience in Skill Development sector out of which at least two years should be in Govt. Sector	Rs.45,000/-
5	Consultant (Information Technology) No of Post : 01	Post Graduate Degree in Information Technology	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 63 years or less as on 30th April, 2021. 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 through mail only at vacancyconsultant20@gmail.com in enclosed pro forma addressed to Under Secretary (Admin), Department of Empowerment of Persons with Disabilities, 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 shall 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 13th July, 2021.

Encl: Prescribed pro-forma for application.

(Sunil Kumar Mahto)
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 one leading news papers of English 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 30/04/2021	
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: