

**F.No.A-42018/28/2021-ESTT**  
**Government of India**  
**Ministry of Social Justice and Empowerment**  
**Department of Empowerment of Persons with Disabilities**  
**(Divyangjan)**  
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Room No. 517, 5<sup>th</sup> Floor, B-2 Wing,  
Pandit Deendayal Antyodaya Bhawan,  
CGO Complex, New Delhi-110003

**VACANCY NOTICE**

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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 on the website ([www.disabilityaffairs.gov.in](http://www.disabilityaffairs.gov.in)). Interested and eligible candidates may send their applications in the prescribed proforma by 15<sup>th</sup> January, 2022 to the undersigned at address:- **Room No. 517, 5<sup>th</sup> Floor, B-2 Wing, Pandit Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-110003.**

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

**No. A-42018/28/2021-ESTT**  
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**Department of Empowerment of Persons with Disabilities**

5<sup>th</sup> Floor, Pandit Deendayal Antyodaya Bhavan,  
CGO Complex, New Delhi-110003  
Dated 25.12.2021

**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:-

<b>Sl. No</b>	<b>Detail of Post</b>	<b>Essential Qualifications</b>	<b>Preferred Experience</b>	<b>Monthly wages including Transport allowances</b>
1	Special Consultant for Identification of Post No of Post : 01	Retired Officers of Central Govt. in the level of Deputy Secretary or under Secretary or M.A. in Social Work/Social Sciences with three years relevant experience in Govt. Sector	a) Handling work relating to Policy matter/General Admin/Legal Cases/Court Cases etc. b) Having Experience of disability sector, experience of understanding Govt. System c) Working knowledge in Computers particularly in use of MS Word, MS Excel, MS Power Point etc	₹70,000/-
2.	Sr. Consultant No of Post : 01	Retired Officers of Central Govt. in the level of Deputy Secretary or under Secretary	a) Handling work relating to Policy matter/General Admin/Legal Cases/Court Cases etc. b) Working knowledge in Computers particularly in use of MS Word, MS Excel, MS Power Point etc	₹60,000/-
3	Senior Consultant for Accessibility of Built Environment (Accessible India Campaign)	BE in Civil/B.Arch/B. Planning, with three years relevant experience in	a) Co-ordination with various Ministries/ Department, State/ UT government, NIs / CRCs etc. b) Processing of proposals received under various	₹60,000/-

	No of Post : 01	Government Sector	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) Working knowledge in Computers particularly in use of MS Word, MS Excel, MS Power Point etc	
4	Senior Consultant for Social Media No of Post : 01	BA in Mass Communication/ Journalism with three years relevant experience in Government Sector.	c) Co-ordination with various Ministries/ Department, State/ UT government, NIs / CRCs etc. d) Processing Media proposals in the Department. e) Should have sound knowledge in web based technology.	₹60,000/-
5	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	₹60,000/-
6	Senior Consultant for MoUs No of Post : 01	Retired Officers of Central Government in the level of Section Officer  or M.A in Social Sciences/ Social Work with three	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 Community Based	₹60,000/-

		years relevant experience in Government Sector	Rehabilitation for PwDs and Coordination work.. d) Handling of work relating to Policy matter/ General Admin/ Legal Cases, Court Cases etc. e) Working Knowledge in Computers particularly in use of Ms Word, Ms Excel, Ms PowerPoint etc.	
7	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	₹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 31 December, 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 and send their application in enclosed pro forma addressed to Under Secretary (Admin), Department of Empowerment of Persons with Disabilities, 5<sup>th</sup> 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 15<sup>th</sup> January, 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 31/12/2021	
8.	Educational Qualification from 10 <sup>th</sup> 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)**

<b>Organisation Detail</b>	<b>Period of Employment</b>	<b>Nature of assignments undertaken</b>	<b>Last Salary Drawn</b>

**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:**