

F. No.CC-12017/43/2022-O/o CCPD
Office of the Chief Commissioner for Persons with Disabilities (Divyangjan)
Department of Empowerment of Persons with Disabilities (Divyangjan)
Ministry of Social Justice and Empowerment
5th Floor, NISD Building, Sector-10, Dwarka, New Delhi-110075

Dated: 16.08.2022

ENGAGEMENT OF PERSONAL ASSISTANT/STENOGRAPHER

Subject: Circular/advertisement for engagement of One Personal Assistant / Stenographer on contract basis in Office of the Chief Commissioner for Persons with Disabilities (Divyangjan) (O/o CCPD), New Delhi.

Office of the Chief Commissioner for Persons with Disabilities (Divyangjan), Department of Empowerment of Persons with Disabilities (Divyangjan), New Delhi invites applications from eligible interested candidates for engagement on contract basis as Personal Assistant / Stenographer in the O/o CCPD at New Delhi. The number of vacancies is tentative and the same may be increased or decreased as per requirement of the O/o CCPD.

2. The interested candidates may fill up application form and the declaration as given in Annexure-II & III and send the same online through e-mail only to the undersigned at email id "ccpd@nic.in". Last date of submission of application is 30 days from the date of the circular/advertisement. Incomplete applications, applications received after the due date will be summarily rejected.

Encl: As above


(Sudhir Goel)
Desk Officer

Copy to the following authorities with the request to upload this circular/advertisement on their website for wide publication/circulation of the same.

- i. The Under Secretary, DEPwD, CGO Complex, Lodhi Road, New Delhi.
- ii. The Under Secretary, M/o SJ&E, Shashtri Bhawan, New Delhi.
- iii. Head of all Organizations and National Institutes under DEPwD
- iv. The Director, NIC, DoPT, North Block, New Delhi.

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5th Floor, NISD Building, Sector-10, Dwarka, New Delhi-110075

Dated: 16.08.2022

VACANCY CIRCULAR

Subject: Engagement of One Personal Assistant / Stenographer on contract basis in Office of the Chief Commissioner for Persons with Disabilities (Divyangjan) (O/o CCPD), New Delhi

Office of the Chief Commissioner for Persons with Disabilities (Divyangjan), New Delhi invites applications from eligible interested candidates for engagement as Personal Assistant / Stenographer on full time basis on contract with the following job description and experience:-

1.	Name of Position	Personal Assistant/Stenographer
2.	Number of Vacancy	01
3.	Mode of Engagement	Contract Basis
4.	Place of Posting	Office of the Chief Commissioner for Persons with Disabilities (Divyangjan) (O/o CCPD), New Delhi
5.	Age Limit	Maximum age limit is 62 years as on the closing date for submission of application.
6.	Period of Contract	Initially for a period of Six Months.
7.	Eligibility	Essential: (a) Graduate from a recognized University having minimum 55% marks, (b) Speed of 80-100 words per minute in Hindi/English stenography, (c) Minimum two years' experience in stenography and (d) Knowledge of Computer application/data entry/data processing. Desirable: (a) Knowledge of both Hindi and English Stenography, (b) Experience of working in Judicial/quasi-judicial organisations.
8.	Assignments	They will be engaged for providing support to the officers of the CCPD.
9.	Remuneration	Rs. 37000/- (inclusive all)

Terms and Conditions:The terms and conditions for engagement of Personal Assistant / Stenographer are as given in Annexure-I.

Submission of Application: The application should be in the format as given in Annexure-II & Annexure-III and shall be accompanied with self-attested copies of relevant documents. The applications are to be submitted online through e-mail only at email id "ccpd@nic.in". The last date of submission of application is 30 days from the date of the circular/advertisement. Incomplete application, applications received after due date will be summarily rejected. No TA/DA etc. will be given for completing any pre-engagement formalities.


(Sudhir Goel)
Desk Officer

GENERAL TERMS AND CONDITIONS

1. **No right for permanent employment in Government:** The nature of engagement will be purely contractual and such engagement will not bestow any right for regular/permanent engagement/appointment in the O/o CCPD. Also, engagement as Personal Assistant / Stenographer will not be treated as a case of re-employment in any manner.
2. **TDS:** TDS as admissible shall be deducted from the monthly remuneration of the Personal Assistant / Stenographer. TDS certificate shall be issued by the concerned DDO on demand.
3. **Leave:** Paid leave of absence will be admissible @ 1.5 days for each completed month. There will be no accumulation of leave beyond a calendar year.
4. **Procedure for Selection:** All applications received will be scrutinized, shortlisted and will be placed before a Screening Committee. The Screening Committee will interact with the shortlisted candidates and recommended a panel, including wait listed candidates. Recommendations of the Screening Committee will be placed before the competent authority for approval.
5. **Working Hours:** Working hours of the O/o CCPD is from 9.00 Hrs to 5.30 Hrs. However, in the exigency of work, Personal Assistant may be required to sit late and attend office on Saturdays/Sundays/Holidays. No compensatory leave will be given for attending office on Saturdays/Sundays/Holidays. Personal Assistant would be required to compulsorily enrol themselves in Aadhar based Biometric Attendance System (BAS) and mark their attendance at the time of arrival and departure.
6. Personal Assistant will be governed by the Official Secrets Act, 1923 and shall not disclose any information/data that they may gather by virtue of Personal Assistant, to any unauthorized person during or after period of their engagement as Personal Assistant in the O/o CCPD. In this regard their attention is also drawn to various Circulars issued by the CVC/other Statutory Bodies under which any misuse of official position makes them accountable and triable under due process of law.
7. Personal Assistant must work and act all times, in the interest of the O/o CCPD and render service with professional integrity, transparency, competitiveness and courtesy.
8. **Performance Appraisal:** A quarterly Performance Appraisal of the Personal Assistant will be done to bring objectivity in the assessment of performance of Personal Assistant. Assessment will be done by the controlling officer and same shall be placed before the competent authority in O/o CCPD for further continuation or termination of the Personal Assistant, as the case may be.
9. **Termination:** O/o CCPD may terminate contract for engagement as Personal Assistant under any of the following conditions.
 - (i) Personal Assistant unable to address the assigned works.
 - (ii) Quality of output of Personal Assistant not to the satisfaction of the O/o CCPD.
 - (iii) Personal Assistant failed to do the work within the prescribed time.
 - (iv) Personal Assistant lacking in honesty and integrity.
 - (v) The O/o CCPD also reserves the right to terminate the contract unilaterally by giving 15 days' notice. Personal Assistant will also have the right to end the contract by giving 15 days' notice. Personal Assistant Notice Period can be curtailed with the approval of competent authority.
10. **Rights of the O/o CCPD:** The O/o CCPD reserves the right to cancel the advertisement, at any stage. It may accept or reject any application(s) received even after closing of advertisement or extend due date for receiving applications.

Application for engagement as Personal Assistant / Stenographer in Office of the Chief Commissioner for Persons with Disabilities (Divyangjan), New Delhi

1. Name:
2. Father's/Spouse Name:
3. Date of Birth:
4. Gender:
5. Mailing Address:
Tel./Mobile No.:-
E-mail address:-
6. Permanent Address:
7. Educational Qualification from Graduation onward:

Course	Subject	University/Institute	Year of Passing	Division/Class

8. Do you have Laptop/Computer (Yes/NO)
9. Knowledge of Computer/Internet (Please tick)
 - (a) MS Word: working knowledge/Proficient:
 - (b) MS Excel: working knowledge/Proficient:
 - (c) Power Point Presentation: working knowledge/Proficient:
 - (d) Internet application and tools (cloud/sharing etc.) working knowledge/proficient:
 - (e) E-Office: working knowledge/Proficient:

10. Details of employment during the last 5 years (in descending order i.e., latest first)

S. No.	Ministry/Department	Post Held	Last Basic Pay	Period		Nature of Duties
				From	To	

11. Date of retirement (if any):

12. Last Pay Pay/Salary/Remuneration Drawn :

13. Is any relative/known working in O/o CCPD. If so, details thereof:

14. Have any previously worked in O/o CCPD. If so, details thereof:

15. Any other relevant information:

DECLARATION

I solemnly declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incomplete/incorrect, my candidature is liable to be rejected and I shall be bound by the decision of the Office of the Chief Commissioner for Persons with Disabilities (Divyangjan). I have read the Vacancy Circular and ready to accept all the terms and conditions for engagement of Personal Assistant / Stenographer.

Signature (Full Name of the applicant)

Place:

Date:

**Undertaking for engagement as Personal Assistant in Office of the Chief Commissioner
for Persons with Disabilities (Divyangjan)**

To,

The Desk Offier

Office of the Chief Commissioner for Persons with Disabilities (Divyangjan)
5th Floor, NISD Building, Sector-10, Dwarka, New Delhi-110075

Subject: Agreement for engagement as Personal Assistant / Stenographer in O/o CCPD

Sir/Madam,

I, (name), hereby accept all the terms & conditions as mentioned in O/o CCPD Circular No. CC-12017/43/2022-O/o CCPD dated inviting applications for engagement as Personal Assistant / Stenographer in O/o CCPD.

2. I do swear that I will be faithful and bear true allegiance to the O/o CCPD and to the Constitution of India and will uphold the sovereignty and integrity of India and will do my duties with full loyalty, faithfulness and impartially.

3. I do swear that I will not disclose, communicate to any unauthorized party/person any information that I may gather or access during the course of performing duties as Personal Assistant in O/o CCPD. I shall not remove/take away any document from the O/o CCPD without authorization from the competent authority.

Yours faithfully,

Signature: _____

Name: _____

Place: _____

Date: _____