

F. No. CC-12017/49/2022-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
Tel No.011-20892364, 20892775; email: ccpd@nic.in

Dated: 23.11.2022

Subject: Circular regarding engagement of Consultant (HR) from retired Government Servants 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) (O/o CCPD), Department of Empowerment of Persons with Disabilities (Divyangjan), New Delhi invites applications from eligible retired personnel of Central/State Governments, Central/State Governments Statutory body/Autonomous organizations for engagement as Consultant (HR) in the O/o CCPD at New Delhi.

S. No.	Name of the post	Essential Qualification /experience	Remuneration including Travel Allowance	Period of Contract
1.	Consultant for Establishment Matters (HR)	Retired Official of Central Govt. in the level of Under Secretary or above a) Having at least five years' experience in the work of Establishment matters of GOI and handled work viz. Framing and amendments in Recruitment Rules, service matters, Policy issues, Strengthening of the manpower in the Govt. of India, reservation roster and its examination and management, promotions, recruitment, termination, vigilance proceedings etc. b) Working knowledge in Computers particularly in use of MS Word, MS Excel, MS Power Point etc	As per DOE rules for fixation of fee for retired Government Servant appointed as consultant.	Initially for a period of 03 months.

2. The office of CCPD reserves the right to accept or reject any application without assigning any reasons.

3. Retired Government personnel should not exceed the age of 64 years as on 30.11.2022. The terms and conditions for Consultant shall be regulated by O/o CCPD as per extant guidelines as issued and modified from time to time.

4. Interested candidates may email their bio-data along with supporting document addressed to Deputy Chief Commissioner, Office of the Chief Commissioner for Persons with Disabilities (Divyangjan), Department of Empowerment of Persons with Disabilities, 5th Floor,



NISD Building, Plot No.G-2, Sector-10, Dwarka, New Delhi-110075 as well as on email ID: ccpd@nic.in.

5. The applicant should have a valid personal email ID, which should be kept active till the completion of this engagement process. Department any send all communication through the registered e-mail ID. In case a candidates 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.

6. The last date of receipt of application is 30 days from the date of this circular/advertisement.

7. **Terms and Conditions:** The terms and conditions for engagement of consultant is as given in Annexure-I.

8. **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

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, Shastri Bhawan, New Delhi.
- iii. The Secretary (Coordination), DoPT, North Block, New Delhi.

GENERAL TERMS AND CONDITIONS

1. **No right for permanent employment in Government:** Engagement as consultant 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 consultants. 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 waitlisted 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, Consultants 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. Consultants 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. Consultant will be governed by the Official Secrets Act, 1923 and shall not disclose any information/data that they may gather by virtue of consultant, to any unauthorized person during or after period of their engagement as Consultant 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. Consultants 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 Consultants will be done to bring objectivity in the assessment of performance of consultant. 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 consultant, as the case may be.
9. **Termination:** O/o CCPD may terminate contract for engagement as consultant under any of the following conditions.
 - (i) Consultant unable to address the assigned works.
 - (ii) Quality of output of consultant not to the satisfaction of the O/o CCPD.
 - (iii) Consultant failed to do the work within the prescribed time.
 - (iv) Consultant lacking in honesty and integrity.



(v) The O/o CCPD also reserves the right to terminate the contract unilaterally by giving 15 days' notice. Consultant will also have the right to end the contract by giving 15 days' notice. Consultant's 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.



Annexure-II

**Application for engagement as Consultant in Office of the Chief Commissioner for
Persons with Disabilities (Divyangjan), New Delhi**

1.	Name (in Block Letters):				
2.	Father's/Husband Name:				
3.	Date of Birth:				
4.	Gender:				
5.	Mailing Address:				
	Tel./Mobile No.:-				
	E-mail address:-				
6.	Permanent Address:				
7.	Educational Qualifications from Graduate onwards:				
	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 previous employment (in descending order i.e., latest first)						
	S. No.	Organization	Post Held	Last Basic Pay	Period		Nature of Duties
					From	To	
11.	Date of Retirement with copy of order/PPO, if any:						
12.	Last Pay Scale/Level and Pay 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 consultant.

Signature (Full Name of the applicant)

Place:

Date:



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

To,

The Desk Officer
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 Special Consultant in O/o CCPD

Sir/Madam,

I, (name), hereby accept all the terms & conditions as mentioned in O/o CCPD Circular _____ dated inviting applications for engagement as Special Consultant 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 consultant 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: _____

