

F. No. CC/19/2022-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.011-208923364, 20892775; email: ccpd@nic.in

Dated: 24.11.2022

Subject: Circular regarding walk in interview on 07.12.2022 for engagement of Legal Consultant/Intern/Researcher in the 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 will hold a walk-in interview for engagement as Legal Consultant/Interns/Researcher in the O/o CCPD at New Delhi as per specification detailed below:

1.	Nature of assignment/ Work	Preparation of case digest of Recommendations given by O/o CCPD from 01.01.2020 to 31.10.2022; Research on judgments of Hon'ble Supreme Court and Hon'ble High Courts on the issues relating to disability etc.
2.	Name of position	Researcher cum intern
3.	Number of Researcher/ intern	02
4.	Mode of engagement	Contract basis
5.	Duration of engagement	03 months only
6.	Age Limit	30 years (maximum)
7.	Eligibility	Any student pursuing LL.B. and is currently in his 4 th / 5 th year of 5 years of LL.B. (Hons.) program or 3 rd year of 3 years LL.B. program, OR Any student pursuing his L.L.M., OR Any person who has completed his graduation in Law.
8.	Remuneration/Stipend	Rs. 12,500 per month

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

3. Interested candidates may bring all their documents on date 07.12.2022 at 10.30am at the 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.

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

7. **Submission of Application:** The application should be in the format as given in Annexure-II and shall be accompanied with self-attested copies of relevant documents. The applications may also be submitted through e-mail only at email id "ccpd@nic.in". 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 have a right for permanent employment in the office of CCPD 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 trial able 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, if any 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 of Legal Consultant/intern/Researcher 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, if any (in descending order i.e., latest first)						
	S. No.	Organization	Post Held	Last Basic Pay	Period		Nature of Duties
					From	To	
11.	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:

