

CC-12017/27/2022-O/o CCPD (Computer No. 21161)  
**Office of the Chief Commissioner for Persons with Disabilities (Divyangjan)**  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
Ministry of Social Justice and Empowerment  
5<sup>th</sup> Floor, NISD Building, Sector-10, Dwarka, New Delhi-110075  
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**Dated: 12.05.2022**

**ENGAGEMENT OF ONE SIGN LANGUAGE INTERPRETER ON CONTRACT  
BASIS**

**Subject: Circular/advertisement for engagement of One Sign Language Interpreter 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 candidates for engagement as Sign Language Interpreter in the O/o CCPD at New Delhi.

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 15 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. The Secretary (Coordination), DoPT, North Block, New Delhi.

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**Dated: 12.05.2022**

**VACANCY CIRCULAR**

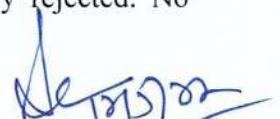
**Subject: Engagement of Sign Language Interpreter on Contract Basis in the Office of the Chief Commissioner for Persons with Disabilities (Divyangjan) (O/o CCPD), New Delhi**

Office of the Chief Commissioner for Persons with Disabilities (Divyangjan), New Delhi invites applications from eligible candidates for engagement as Sign Language Interpreter on contract with the following job description and experience:-

1.	Name of Position	Sign Language Interpreter
2.	Number of Vacancy	01 (One)
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	Upper age limit 35 years
6.	Eligibility	(1) Graduate in any discipline who should have passed Level 'C' Sign Language Course from RCI accredited Centre OR Diploma in Sign Language Interpretation (DISLI) and (2) Fluency in spoken English & Hindi.
7.	Experience	At least 01 year experience of Sign Language Interpreter with Central Government/ State Government/ Union Territory/ Public Sector Undertakings/ Autonomous Organizations.
8.	Assignments	Will have to perform other duties also assigned by CCPD Office from time to time besides SLI work/duties.
9.	Remuneration	Rs. 28,000/- per month

**Terms and Conditions:** The terms and conditions for engagement of Sign Language Interpreter 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 15 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 Sign Language Interpreter 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 Sign Language Interpreter. 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 may be required to sit late and attend office on Saturdays/Sundays/Holidays. Sign language Interpreter 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.
7. Sign Language Interpreter (SLI) will be governed by the Official Secrets Act, 1923 and shall not disclose any information/data that they may gather by virtue of SLI, to any unauthorized person during or after period of their engagement as SLI 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.
8. Sign Language Interpreter must work and act all times, in the interest of the O/o CCPD and render service with professional integrity, transparency, competitiveness and courtesy.
9. **Termination:** O/o CCPD may terminate contract for engagement as Sign Language Interpreter under any of the following conditions.
  - (i) SLI unable to address the assigned works.
  - (ii) Quality of output of SLI not to the satisfaction of the O/o CCPD.
  - (iii) SLI lacking in honesty and integrity.
  - (v) The O/o CCPD also reserves the right to terminate the contract unilaterally by giving 15 days' notice. SLI will also have the right to end the contract by giving 15 days' notice. SLI'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.

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**Annexure-II**

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

1. Name of the Applicant :
2. Date of Birth :
3. Gender:
4. Current Residential Address with telephone, e-mail, if any :
5. Permanent Address:
6. Educational Qualification (with full details such as name of exam passed/year of passing/percentage of marks/name of Board/University etc.). Please enclose photocopies of certificates:
7. Professional Qualification. Please enclose photocopies of certificates:
8. Experience (Name of the organizations, period for which worked in each organization, salary drawn, nature of work performed) :
9. Office Address with telephone, e-mail, if any :
10. Whether SC/ST/OBC/PH (specify category, percentage of disability and enclose disability certificate) :
11. Please write (maximum of 200 words) on why you consider yourself suitable for the post :

Signature of the applicant

Name :

Date:

**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 Sign Language Interpreter.

Signature (Full Name of the applicant)

Place:

Date:



**Undertaking for engagement as Sign Language Interpreter 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)  
5<sup>th</sup> Floor, NISD Building, Sector-10, Dwarka, New Delhi-110075

**Subject: Agreement for engagement as Sign Language Interpreter in O/o CCPD**

Sir/Madam,

I, ..... (name), hereby accept all the terms & conditions as mentioned in O/o CCPD Circular No. CC-12017/27/2022-O/o CCPD dated 12.05.2022 inviting applications for engagement as Sign Language Interpreter 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 SLI 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: \_\_\_\_\_

