

Advt. No.7-12/CCD/2010(part)
Office of Chief Commissioner for Persons with Disabilities
Ministry of Social Justice & Empowerment
Government of India

Sarojini House, 6, Bhagwan Dass Road, New Delhi – 110 001.
(Tel.# 011-23386054, 23386154 Fax # 011-23386006)
E-mail: ccpd@nic.in Website: www.ccdisabilities.nic.in

Filling up of one post of Accountant by deputation (including short term contract)/absorption basis in the Office of the Chief Commissioner for Persons with Disabilities, Ministry of Social Justice & Empowerment

Applications are invited from suitable candidates working in the Central Government/State Government/Union Territory/ Public Sector Undertakings/ Autonomous Organizations for filling up of 01 post of Accountant by deputation(including short term contract)/absorption.

The details of Educational qualifications & Experience required for the post are given in **Annexure-I**. The deputation will be governed by the standard terms and conditions contained in the Department of Personnel & Training O.M. No. 2/22/91-Estt. (Pay-II) dated 05.01.1994 as amended from time to time and the provisions in the Recruitment Rules.

Applications from willing eligible candidates, on deputation basis, who can be relieved immediately on selection and are free from vigilance angle may be forwarded to the Office of Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi – 110 001 in the prescribed format as per **Annexure-II** through proper channel within 30 days from the date of publication of this advertisement(Employment News 08-14.02.2014) along with attested copies of ACRs for the last 05 years and vigilance clearance as per proforma in **Annexure-III**. Other things being equal, Persons with Disabilities will be preferred even if vacancy is not reserved for them.

Application on contract basis should be made in the format as per **Annexure-IV**. Candidates applying for appointment on contract basis may send their application along with relevant documents and experience certificate directly to the Office of Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Dass Road, New Delhi – 110 001 within 30 days from the date of publication of this advertisement(Employment News 08-14.02.2014).

- SL
(T.D. Dhariyal)
Dy. Chief Commissioner
07-02-2014

Annexure-I

Accountant	(Pay Band – 2 of Rs. 9300-34800 with Grade Pay Rs. 4200/-) Consolidated Remuneration of Rs. 29,700/- is admissible if the post is filled on contract basis.	For Deputation/Foreign Service: Officials of the Central Government/State Government/Union Territory/ Public Sector Undertakings/ Autonomous Organizations: (i) (a) holding analogous post on regular basis; OR (b) with 3 years regular service in the posts in the pay scale of Rs. 5000-8000(pre-revised); OR (c) with 5 years regular service in the pay scale of Rs. 4000-6000(pre-revised) or equivalent, and possessing the following educational qualifications and experience. (ii) Essential: (1) Graduate in Commerce from a recognized university with 5 years experience of accounting work in Central Government/State Government/Union Territory/Public Sector Undertakings/ Autonomous Organizations or Graduation with Cash and Accounts Course from Institute of Secretariat Training and Management (I.S.T.M.), Department of Personnel and Training (DoP&T), or Subordinate Accounts Service (S.A.S.) examination or an equivalent course. (2) Knowledge of computer applications and data processing. Desirable: (1) Experience of working in social/disability matters. (B) For short term contract Essential : (1) Graduate in Commerce from a recognized university with 3 years experience of cash and accounts works in Govt./State Govt./UT/PSU, a firm of repute, or have successfully undergone Cash and Accounts Course of Institute of Secretariat Training & Management(ISTM) or have passed SAS examination with one year experience of handling accounts. (2) Knowledge of computer applications and data processing. Desirable: (1) Experience of working in social/disability matters. Note: As the post is identified. Persons with Disabilities (BL, OA, OL, HH) can apply.
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Note 1: Period of deputation (including short – term contract) including the period of deputation (including short – term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for deputation should not exceed 56 years as on the closing date of receipt of applications.

Note 2: The upper age limit for retired eligible government employees for engagement on contract basis should not exceed 64 years on the closing date of receipt of applications.

Note 3: . Date of determining the age limit shall be the closing date of receipt of applications.

Note 4: The vacancy position shown is tentative. The office reserves the right to fill or not to fill any of the vacancies shown above.

Note 5: The Abbreviations used are OL (One Leg), OA (One Arm), HH (Hearing Handicapped) and BL (Both Legs)

Annexure - II

Bio-Data

1. Post applied for: 2. Name of the Applicant: 3. Date of Birth: 4. Educational qualification: 5. Residential & Office Address with telephone, e-mail, if any: 6. Post held since initial appointment along with pay scale and period for which the post held (in chronological order): 7. Present post held, stage of pay, scale of pay and date of regular appointment: 8. Experience: 9. Whether SC/ST/OBC/PH (specific category, percentage of disability and **enclose disability certificate**): 10. Date of return from ex-cadre post, if any: 11. Please write (maximum of 200 words) on why you consider yourself suitable for the post:

Signature of the applicant

Name:

Date :

Annexure-III

Certificate by the Cadre Controlling Authority/ Forwarding Authority

The information furnished byhas been verified from official records and found correct.

2. It is also certified that no disciplinary/departmental enquiry is either pending or contemplated against.....and that he/she is not undergoing any penalty.
3. His /Her integrity is certified.

Date

Name

Designation

Name of Office.....

Stamp.....

Annexure -IV

Format of application on contract basis

1. Post Applied for :
2. Name of the Applicant :
3. Date of Birth :
4. Educational Qualifications (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 :
5. Professional Qualification (with full details such as name of University/Institution, speed in stenography/typing, etc) Please enclose photocopies of certificates :
6. Experience (Name of the organizations, Period for which worked, Salary Drawn, nature of work performed) :
7. Residential Address with telephone, e -mail, if any :
8. Office Address with telephone, e -mail, if any :
9. Whether SC/ST/OBC/PH (specify category, percentage of disability and enclose disability certificate) :
10. Please write (maximum of 200 words) on why you consider yourself suitable for the post:

Signature of the applicant