

F.No. 2-3/CCD/2016
Office of Chief Commissioner for Persons with Disabilities (Divyangjan)
Department of Empowerment of Persons with Disabilities (Divyangjan)
Ministry of Social Justice & Empowerment

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

Dated: 30.08.2017

Sub: Hiring of Consultants in Office of the Chief Commissioner for Persons with Disabilities (Divyangjan) on contract basis.

Office of the Chief Commissioner for Persons with Disabilities invites applications for appointment as Consultants in various fields of work for a period of six months basis. The eligibility criteria are as follow:-

Sl. No.	Name of the Post and Scale of Pay	Educational qualifications & Experience.
1	Personal Assistant Consolidated (27,000)	Qualifications (i) Graduate from a recognized University; and (ii) Speed of 100 words per minute in English/Hindi stenography (iii) Five years experience in stenography (iv) Knowledge of computer application/data entry/data processing. Desirable : (1) Knowledge of both Hindi and English stenography (2) Experience of working in judicial/quasi-judicial organizations.
2	Accountant Consolidated (27,000)	Qualifications Experience of working in Central/State Government level in any or all the following: (i) Graduate from a recognized University (ii) Experience in Handling Cash/Accounts at the level of Accountant/Asstt./DDO/US for at least 05 years. (iii) Sound knowledge of Government rules and procedures. (iv) Working knowledge of Computers particularly in use of MS Word, MS Excel, MS Power Point.

The total monthly consolidated amount and the pension drawn by the Consultant shall not be more than the last pay drawn by him calculated at the current rates of Dearness Allowance in case of retired Government Servants.

2. Apart from the above, the terms and conditions of appointment the other terms and conditions for appointment will be as per the policy for engagement of consultants framed by the D/oEPwD/CCPD.
3. The contract can be terminated at any time at the discretion of the competent Authority if the performance of the person engaged is not found satisfactory.
4. The Chief Commissioner of Persons with Disabilities reserves the rights to accept or reject the applications without assigning any reasons.
5. The applications may be addressed to Dy. Chief Commissioner for Persons with Disabilities, Department of Empowerment of Persons with Disabilities (Divyangjan), M/o Social Justice and Empowerment, Sarojini House, 6, Bhagwan Dass Rod, New Delhi.
6. The Retired Govt. Servants having requisite qualification and experience may also apply.
7. Maximum age limit is 65 years.
8. The last date for receipt of application is **7th September, 2017**