

**Advt. No. CC-12017/24/2024-O/o CCPD (Comp.No. 35819)**  
**Office of the Chief Commissioner for Persons with Disabilities(Divyangjan)**  
**Department of Empowerment of Persons with Disabilities (Divyangjan)**  
**Ministry of Social Justice & Empowerment, Government of India**  
**5<sup>th</sup> Floor, NISD Building, Plot No.G-2, Sector-10, Dwarka, New Delhi-110075**  
**(Tel.# 011-20892364, 20892275**  
**E-mail: ccpd@nic.in Website: www.ccdisabilities.nic.in**

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**Date: 04.04.2024**

Filling up of vacancies in various posts by deputation (including short-term contract)/ absorption 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 the existing vacancies which may increase or decrease, in the following posts by deputation (including short term contract)/absorption in the Office of the Chief Commissioner for Persons with Disabilities, Ministry of Social Justice & Empowerment.

Sl. No.	Name of the Post	No. of Vacancies
1.	Desk Officer (one anticipated)	02
2.	Accountant	01
3.	Personal Assistant	05
4.	Research Assistant	01
5.	Junior Secretariat Assistant/Lower Division Clerk	02

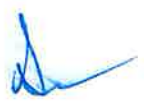
The details of Educational Qualification & Experience required by the candidates on deputation basis for the above posts are given in **Table-I**. The deputation will be governed by the standard terms and conditions contained in the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as per the provisions in the Recruitment Rules. The office reserves the right to fill or not to fill the vacancies shown above.

Applications from willing and eligible candidates, who can be relieved immediately on selection and are free from vigilance angle may be forwarded to the **Office of the Chief Commissioner for Persons with Disabilities, 5<sup>th</sup> Floor, NISD Building, Plot No.G-2, Sector-10, Dwarka, New Delhi-110075** in the prescribed format as per **Table-II** through proper channel within **21 days** from the date of this advertisement along with attested copies of ACRs for the last 05 years and vigilance clearance as per proforma in **Table-II**. Other things being equal, Persons with Disabilities will be preferred even if vacancy is not reserved for them.

  
**(Sudhir Goel)**  
**Desk Officer**

**Table-I**

<b>Sl. No.</b>	<b>Name of the Post and Scale of Pay</b>	<b>Educational Qualifications &amp; Experience</b>
1.	<b>Desk Officer (02 posts)</b> (Level 07 in the Pay Matrix of Rs. 44900-142400)	Officers of the Central Government / State Government / Union Territory / Public Sector Undertakings / Autonomous Organizations: <b>(i)</b> (a) holding analogous post on regular basis; or (b) with 3 years regular service in the post in the pay scale of 5500-9000 (pre-revised); or (c) with 5 years regular service in the posts in the pay scale of 5000-8000 (pre-revised) or equivalent, and possessing the following educational qualifications and experience. <b>(ii) Essential</b> (a) Graduate from a recognized University; (b) Three years experience in legal matters (c) Knowledge of computer applications <b>(ii) Desirable:</b> Degree in Law/Management and at least three years experience in disability or legal matters. <b>Note:</b> As the post is identified, Persons with Disabilities (OL, BL, OA, B, LV) can apply.
2.	<b>Accountant (01 Post)</b> Level-6 (35400-12400) of 7 <sup>th</sup> CPC	Officials of the Central Government/State Government/Union Territory/ Public Sector Undertakings/ Autonomous Organizations:  (a) holding analogous post on regular basis; OR (b) with 3 years regular service in the post in the pay scale of Rs. 5000-8000 (pre-revised); (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. <b>Essential:</b> (1) Graduate in Commerce from a recognized University with five year experience of accounting work in Central Government/State Government/Union Territory/Public Sector Undertaking/ Autonomous Organizations; OR (2) 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. (3) Knowledge of computer applications and data processing.  <b>Desirable:</b> (1) Experience of working in social/disability matters.



3.	<p><b>Personal Assistant</b>  <b>(05 posts)</b>  (Level 06 in the Pay Matrix of Rs. 35400-112400)</p>	<p>Officials of the Central Government / State Government / Union Territory / Public Sector Undertakings / Autonomous Organizations:  <b>(i)</b> (a) holding analogous post on regular basis; or  (b) with 3 years regular service in the post in the pay scale of 5000-8000 (pre-revised); or  (c) with 5 years regular service in the posts in the pay scale of 4000-6000 (pre-revised) or equivalent, and possessing the following educational qualifications and experience.  <b>(ii) Essential :</b>  (a) Graduate from a recognized University;  (b) Speed of 100 words per minute in English/ Hindi stenography;  (c) Five years experience in stenography;  (d) Knowledge of computer application/ data entry/ data processing.  <b>Desirable:</b> (1) Knowledge of both Hindi and English stenography.  (2) Experience of working in judicial/ quasi-judicial organizations.  <b>Note:</b> As the post is identified, Persons with Disabilities (OL, BL, OA, B, LV) can apply.</p>
4.	<p><b>Research Assistant</b>  <b>(01 posts)</b>  (Level 06 in the Pay Matrix of Rs. 35400-112400)</p>	<p>Officers of the Central Government/ State Government/ Union Territory/ Public Sector Undertakings/ Autonomous Organizations:  (a) holding analogous post on regular basis; or  (b) with 3 years regular service in the posts in the pay scale of 5000-8000 (pre-revised) or  (c) with 5 years regular service in the pay scale of ` 4000-6000 (pre-revised) or equivalent, and possessing the following educational qualifications and experience.  <b>Essential:</b>  (1) Graduation with statistics / Mathematics / Economics as main subject from a recognized university.  (2) 3 years experience in collection, compilation and analysis of data in Central/ State Government/ Union Territory Administration/ Public Sector Undertakings/ Autonomous Organizations and  (3) Knowledge of computer applications and data processing.  <b>Desirable:</b>  (1) Post Graduate Degree in Statistics or Mathematics or Economics.  (2) Relevant experience of research work in Social Sector.</p>

5.	<b>Junior Secretariat Assistant (02 posts)</b> (Level 02 in the Pay Matrix of Rs. 19900-63200)	Officials of the Central Government/State Government/ Union Territory/ Public Sector Undertakings/ Autonomous Organizations:  (a) holding analogous post on regular basis; OR (b) with three years regular service in MTS Level post and possessing the following educational qualifications and experience. (1) Matriculation from a recognized Board. (2) Knowledge of typing @ 40 words per minute in English or 30 words per minute in Hindi. (3) Knowledge of computer applications.
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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 upper age limit for deputation (including Short-term contract) should not exceed 56 years as on the closing date for receipt of applications.

**Note 2:** The vacancy position shown is tentative. The office reserves the right to fill or not to fill any of the vacancies shown above.



**Table-II**

1. Post applied for :
2. Name of the Applicant :
3. Date of Birth :
4. Educational Qualifications :
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 (specify 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:

**Certificate by the Cadre Controlling Authority/Forwarding Authority**

The information furnished by \_\_\_\_\_ has been verified from official records and found correct.

2. It is also certified that no disciplinary/ departmental/ vigilance 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: \_\_\_\_\_

