

सं./No. 18-23/2023-DD-III/NF
भारत सरकार / Government of India
सामाजिक न्याय और अधिकारिता मंत्रालय/ Ministry of Social Justice & Empowerment)
दिव्यांगजन सशक्तिकरण विभाग
Department of Empowerment of Persons with Disabilities (Divyangjan)
पाँचवा तल, बी विंग, पंडित दीनदयाल अंत्योदय भवन, सी जी ओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली -110003
5th Floor, B Wing, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road New Delhi-110003

Dated 10th May, 2023

Subject: Engagement of Programme Officer and Accountant in the Department of Empowerment of Persons with Disabilities (Divyangjan) on contract basis-regarding.


Department of Empowerment of Persons with Disabilities (Divyangjan) invites applications from eligible individuals for contractual appointment in the Department as under:

Sl No	Details of Post	Essential Qualifications	Experience	Monthly Remuneration
a	Programme Officer (01 post)	Retired Government Servant with experience in Administration and Finance. Or Professionals from Open Market: a. Having Post Graduate in Social Work /Sociology or M.Ed in Special Education from reputed recognised University/ Institution. b. Knowledge of MS word, excel and powerpoint.	For Retired Government Employees: Minimum 10 years' experience in a Programme division or Finance Division of a Ministry/Department/ Government organization. For Professionals from Open Market: Relevant experiences in related field / disability sector for at least two years. Preference will be given to those who have experience in government sector.	For Retired Government Employees: Remuneration as per guidelines laid down in Department of Expenditure's OM No. 3-25/2020-E.III A dated 09 th December, 2020 i.e. Fixed monthly amount arrived at by Deducting basic pension from the pay drawn at the time of retirement. For Professionals from Open Market: Consolidated monthly remuneration of Rs 60,000/- including TA Rs 4000 /-
b	Accountant (01 post)	Retired Government Servant with experience in Administration and Finance. Or Professionals from Open	For Retired Government Employees: Minimum 10 years' experience in a Programme division or Finance Division of a Ministry/Department/	For Retired Government Employees: Remuneration as per guidelines laid down in Department of Expenditure's OM No. 3-25/2020-E.III A dated 09 th

	Market:	Government organization.	December, 2020 i.e. Fixed monthly amount arrived at by Deducting basic pension from the pay drawn at the time of retirement.
	a. Having Graduate degree in Commerce or related courses from reputed recognised University/ Institution.	For Professionals from Open Market: Relevant experiences in related field for at least two years. Preference will be given for working knowledge in government sector.	For Professionals from Open Market: Consolidated monthly remuneration of Rs 45,000/- including TA Rs 3000 /-
	b. Having Knowledge of accounting software such as tally etc.		
	c. Having Knowledge of MS word, excel and powerpoint.		

2. The detailed terms of reference for the advertised post are attached herewith.
3. The Department of Empowerment of Persons with Disabilities (Divyangjan) reserves the right to accept or reject the applications without assigning any reasons.
4. The terms and conditions for issues related to the above post shall be regulated by Department's Guidelines as framed and modified from time to time.
5. Interested candidate may apply in enclosed proforma addressed to The Under Secretary (Policy), Department of Empowerment of Persons with Disabilities (Divyangjan), Room No. 520, 5th Floor, B-II Wing, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-110003. A copy of the application must also be sent in single pdf document via mail at nfdepwd@gmail.com
6. The applicant should have a valid personal email ID, which should at least be kept active till the completion of this engagement process. Department shall send all communication to the said email ID. In case, a candidate does not have a valid personal email ID, he/she should create one before applying for the advertised post.
7. The last date for receipt of applications is 31.05.2023.

Enclosure: Detailed Terms of Reference for the advertised post and Pro forma for application.


 (निठाली राम/Nithali Ram)
 उप सचिव, भारत सरकार
 Deputy Secretary to the Government of India
 Tel: 011-24369068

To:

1. All Central Government Ministries/Department.
2. IT Section, DEPwD for wide publicity through Website of the Department (i.e. disabilityaffairs.gov.in)
3. Deputy Secretary (Media) of the Department-with a request to publish the advertisement in one leading National Newspaper of English Language and Weekly employment Newspaper.

Terms of Reference for engaging Programme Officer under National Fund for Persons with Disabilities

1.	Name of the Post	:	Programme Officer (01 post)
2.	Period of engagement	:	Initially for a period of 01 (one) year The contract could be extended further depending on assessment of performance, mutual willingness and requirement of the Department.
3.	Nature of engagement	:	The engagement will be purely on contractual basis and the Department reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in the normal course, the contractual employee shall be served two months' notice period before termination of contract or two month's pay in lieu of the notice period.
4.	Scope of duties	:	<ol style="list-style-type: none"> 1. All matter related to Governing Body of National Fund 2. All matter related to scheme of National Fund including scrutiny and processing of proposals etc. 3. Correspondence related to Public Grievances/RTI/PMO/preparing minutes and brief of the meeting on matters related to National Fund 4. Inter-Ministerial, Intra Ministerial, Inter-Departmental, Stakeholder coordination for implementation of the National Fund scheme. 5. Management of National Fund portal. 6. Looking after Investment/Re-investment process of Corpus amount under the National Fund 7. Any other work incidental and consequential to the above duties may be instructed from time to time.
5.	Job Location	:	Department of Empowerment of Persons with Disabilities (Divyangjan), CGO Complex, New Delhi
6.	Eligibility and Educational Qualifications	:	Retired Government Servant with experience in Administration and Finance. Or Professionals from Open Market: <ol style="list-style-type: none"> a. Having Post Graduate in Social Work /Sociology or M.Ed in Special Education from reputed recognised University/ Institution. b. Knowledge of MS word, excel and powerpoint.
7.	Age Limit	:	For Retired Government Employees: Not more than 62 years. For Professionals from Open Market: Not more than 45 years.

8.	Experience	:	<p>For Retired Government Employees:</p> <p>Minimum 10 years' experience in a Programme division or Finance Division of a Ministry/Department/ Government organization.</p> <p>For Professionals from Open Market:</p> <p>Relevant experiences in related field / disability sector for at least two years. Preference will be given to those who have experience in government sector.</p>
9.	Remuneration & Entitlements	:	<p>For Retired Government Employees:</p> <p>Remuneration as per guidelines laid down in Department of Expenditure's OM No. 3-25/2020-E.III A dated 09th December, 2020 i.e. Fixed monthly amount arrived at by Deducting basic pension from the pay drawn at the time of retirement.</p> <p>For Professionals from Open Market:</p> <p>Consolidated monthly remuneration of Rs 60,000/- including TA Rs 4000/-</p>
10.	Allowances	:	The contractual employee will not be entitled to any other allowances.
11.	Leave	:	The contractual employees shall be entitled to avail 8 days Casual Leave on pro rata basis. The unavailed leave during the contract of one year will neither be carried forwarded to next year nor can be encashed.
12.	Termination of Contract	:	<p>The Department reserves the right to terminate the contract an any time in case:</p> <ol style="list-style-type: none"> The contractual employee is unable to satisfactorily complete the assigned tasks; The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; The contractual employee is absent from duty without authorization; The Department chooses not to renew the contract at the end of the initial period of engagement; Any other reason.
13.	Requirement of prior notice	:	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 60 days' notice to the Department or two months' salary in lieu of the notice period.
14.	Confidentiality Clause	:	a. During the period or engagement with the Department, the contractual employee would be subject to the provisions of the

			<p>Official Secret Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Department to anyone who is not authorized to have the same.</p> <p>b. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract.</p> <p>c. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the Department on any matter during the period of his/her engagement with the Department.</p>
15.	Conflict of Interest	:	<p>The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning. His/her duties are liable to be terminated/ discontinued without assigning any reason thereof.</p>
16.	Working hours	:	<p>Contractual employee may follow the normal working hours as prescribed (i.e. 09.00 AM to 05.30 PM from Monday to Friday). However, as per the exigency one has to sit late or come to office on holidays to complete time bound work as assigned by senior officers. Attendance would be made through Biometric Attendance System.</p>

Terms of Reference for engaging Accountant under National Fund for Persons with Disabilities

1.	Name of the Post	:	Accountant (01 post)
2.	Period of engagement	:	Initially for a period of 01 (one) year The contract could be extended further depending on assessment of performance, mutual willingness and requirement of the Department.
3.	Nature of engagement	:	The engagement will be purely on contractual basis and the Department reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in the normal course, the contractual employee shall be served two months' notice period before termination of contract or two month's pay in lieu of the notice period.
4.	Scope of duties	:	<ol style="list-style-type: none"> 1. All account related matter under National Fund for persons with Disabilities. 2. All Income Tax related matter including return file, TDS etc. pertaining to National Fund for Persons with Disabilities. 3. All payment related matter under National Fund. 4. Appointment related matter of CA for National Fund. 5. Coordination and correspondence with the CA for audit, income tax return, matter related CIT appeal, scrutiny cases etc. 6. Audit matters and correspondence with CAG 7. Coordination with banks 8. Any other work incidental and consequential to the above duties may be instructed from time to time.
5.	Job Location	:	Department of Empowerment of Persons with Disabilities (Divyangjan), CGO Complex, New Delhi
6.	Eligibility and Educational Qualifications	:	Retired Government Servant with experience in Administration and Finance. Or Professionals from Open Market: <ol style="list-style-type: none"> a. Having Graduate degree in Commerce or related courses from reputed recognised University/ Institution. b. Having Knowledge of accounting software such as tally etc. c. Having Knowledge of MS word, excel and powerpoint.
7.	Age Limit	:	For Retired Government Employees: Not more than 62 years.

			<p>For Professionals from Open Market:</p> <p>Not more than 45 years.</p>
8.	Experience	:	<p>For Retired Government Employees:</p> <p>Minimum 10 years' experience in a Programme division or Finance Division of a Ministry/Department/ Government organization.</p> <p>For Professionals from Open Market:</p> <p>Relevant experiences in related field / disability sector for at least two years. Preference will be given to those who have experience in government sector.</p>
9.	Remuneration & Entitlements	:	<p>For Retired Government Employees:</p> <p>Remuneration as per guidelines laid down in Department of Expenditure's OM No. 3-25/2020-E.III A dated 09th December, 2020 i.e. Fixed monthly amount arrived at by Deducting basic pension from the pay drawn at the time of retirement.</p> <p>For Professionals from Open Market:</p> <p>Consolidated monthly remuneration of Rs 45,000/- including TA Rs 3000 /-</p>
10.	Allowances	:	The contractual employee will not be entitled to any other allowances.
11.	Leave	:	The contractual employees shall be entitled to avail 8 days Casual Leave on pro rata basis. The unavailed leave during the contract of one year will neither be carried forwarded to next year nor can be encashed.
12.	Termination of Contract	:	<p>The Department reserves the right to terminate the contract an any time in case:</p> <ol style="list-style-type: none"> The contractual employee is unable to satisfactorily complete the assigned tasks; The contractual employee is found lacking ,in honesty and integrity or violates the confidentiality clause; The contractual employee is absent from duty without authorization; The Department chooses not to renew the contract at the end of the initial period of engagement; Any other reason.

13.	Requirement of prior notice	:	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 60 days' notice to the Department or two months' salary in lieu of the notice period.
14.	Confidentiality Clause	:	<p>a. During the period or engagement with the Department, the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Department to anyone who is not authorized to have the same.</p> <p>b. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract.</p> <p>c. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/ advice to any person other than the Department on any matter during the period of his/her engagement with the Department.</p>
15.	Conflict of Interest	:	The contractual employee shall be expected to follow the general conduct rules and regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning. His/her duties are liable to be terminated/ discontinued without assigning any reason thereof.
16.	Working hours	:	Contractual employee may follow the normal working hours as prescribed (i.e. 09.00 AM to 05.30 PM from Monday to Friday). However, as per the exigency one has to sit late or come to office on holidays to complete time bound work as assigned by senior officers. Attendance would be made through Biometric Attendance System.

Pro forma for the Post of _____ in Department of
Empowerment of Persons with Disabilities (Divyangjan)

BIO-DATA

Affix latest
passport size
photograph

A. Post Applied for:
(Please mention the name of the post applied for)

B. Personal Information:

1.	Full Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Address for Communication	
4.	Telephone/Mobile No.	
5.	E-mail ID	
6.	Date of Birth	
7.	Age as on 31.03.2023	
8.	Educational Qualification from 10 th Standard Onwards (Please enclose copy of Certificate/Mark Sheet)	
9.	Professional Qualification	

C. Details of previous employment/experience with valid documentary evidence (in Chronological Order)

Organization Detail	Period of Employment	Nature of Assignment Undertaken	Last Salary Drawn

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D. Certified that the information furnished above are true to the best of my knowledge and belief. I understand that in case, any of the information furnished above is found to be false, at any stage before or after appointment, my appointment shall be liable to be cancelled and suitable legal action can be taken against me.

Enclosures:

Signature

Date: