

F. No. CC-12017/43/2022-O/o CCPD  
**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: 16.05.2023**

**Subject: Circular/advertisement for engagement of Two (02) SENIOR EXECUTIVE ASSISTANTS and Three (03) EXECUTIVE ASSISTANTS on contract basis 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 interested candidates for engagement of Senior Executive Assistant and Executive Assistant in the O/o CCPD at New Delhi. The number of vacancies is tentative and the same may be increased or decreased on the sole discretion of the authority.

2. The interested candidates may fill up application form and the declaration as given in Annexure-II and send the same online through e-mail only to the email id "ccpd@nic.in". Last date of submission of application is 31.05.2023 Incomplete/ineligible applications and 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:16.05.02023**

**VACANCY CIRCULAR**

**Subject: Engagement of Two Senior Executive Assistant and Three Executive Assistant on contract basis 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), New Delhi invites applications from eligible interested candidates for engagement as Senior Executive Assistants and Executive Assistants on full time basis on contract having the following job description and experience:-

**FOR THE POST OF SENIOR EXECUTIVE ASSISTANT**

1.	Number of Vacancy	02
2.	Mode of Engagement	Contract Basis
3.	Place of Posting	Office of the Chief Commissioner for Persons with Disabilities (Divyangjan) (O/o CCPD), New Delhi
4.	Age Limit	Maximum of <b>45 years</b> as on the closing date for submission of application.
5.	Period of Contract	Initially for a period of one year.
6.	Eligibility	<b>Eligibility:</b> a. Graduate from a recognized university. b. Minimum <b>Five years</b> work experience in the field of Administration/ Finance/ Establishment/Stenography/ Office Assistant/judicial/quasi-judicial in any Govt./Semi-Govt./Statutory Body / Autonomous Body / PSU. c. Knowledge of computer application/data entry/data processing. <b>Desirable:</b> a. Qualifications and/or experience of Hindi/English Stenography, b. Experience of working in Judicial/quasi-Judicial organizations. c. Diploma or Degree in Law.
7.	Assignments	They will be engaged for providing assistance/support to the Senior officers/ Sections
8.	Remuneration	Rs. 42000/- (inclusive all) subject to deduction of TDS

**FOR THE POST OF EXECUTIVE ASSISTANT**

1.	Number of Vacancy	03
2.	Mode of Engagement	Contract Basis
3.	Place of Posting	Office of the Chief Commissioner for Persons with Disabilities (Divyangjan) (O/o CCPD), New Delhi
4.	Age Limit	Maximum of <b>40 years</b> as on the closing date for submission of application.
5.	Period of Contract	Initially for a period of one year.
6.	Eligibility	<b>Eligibility:</b> a. Graduate from a recognized university. b. Minimum <b>Three years</b> work experience in the field of Administration/Finance/ Establishment/Stenography/ Office Assistant/judicial/quasi-judicial in any Govt./Semi-Govt./Statutory Body / Autonomous Body / PSU. c. Knowledge of computer application/data entry/data processing. <b>Desirable:</b> a. Qualifications and/or experience of Hindi/English Stenography, b. Experience of working in Judicial/quasi-Judicial organizations. c. Diploma or Degree in Law.
7.	Assignments	They will be engaged for providing assistance/support to the Senior officers/ Sections
8.	Remuneration	Rs. 37000/- (inclusive all) subject to deduction of TDS

**Terms and Conditions:** The terms and conditions for engagement of Senior Executive Assistant or Executive Assistant are as given in Annexure-I.

**Submission of Application:** The application should be in the format as given in Annexure-II 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 FOR SENIOR EXECUTIVE ASSISTANT AND EXECUTIVE ASSISTANT**

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 Senior Executive Assistant or Executive Assistant 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 Senior Executive Assistant or Executive Assistant. 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 strictly as per the requirement of the engagement. In case of numerous applications, a written test may also be conducted so as to short list the required candidates. The Screening Committee will interact with the shortlisted candidates and recommended a panel, including waitlisted candidates, if any. Recommendations of the Screening Committee will be placed for approval of the competent authority before engagement.
5. **Submission of File/Cases:** Senior Executive Officer or Executive Assistant will be required to submit their files/cases through their controlling officers.
6. **Working Hours:** Working hours of the O/o CCPD is from 9.00 Hrs to 5.30 Hrs. However, in the exigency of work, Senior Executive Officer or Executive Assistant may be required to sit late and attend office on Saturdays/Sundays/Holidays. No compensatory leave will be given for attending office on Saturdays / Sundays / Holidays. Senior Executive Officer or Executive Assistant 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. Senior Executive Officer or Executive Assistant will be governed by the Official Secrets Act, 1923 and shall not disclose any information/data that they may gather by virtue of Senior Executive Officer or Executive Assistant, to any unauthorized person during or after period of their engagement as Senior Executive Officer or Executive Assistant 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. Senior Executive Officer or Executive Assistant 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. **Performance Appraisal:** A quarterly Performance Appraisal of the Senior Executive Officer or Executive Assistant will be done to bring objectivity in the assessment of performance of Senior Executive Officer or Executive Assistant. Assessment will be done by the controlling officer and same shall be placed before the competent authority in O/o CCPD for further continuation or termination of the Senior Executive Officer or Executive Assistant, as the case may be.
10. **Termination:** O/o CCPD may terminate contract for engagement as Senior Executive Officer or Executive Assistant under any of the following conditions.
  - (i) Senior Executive Officer or Executive Assistant unable to address the assigned works.
  - (ii) Quality of output of Senior Executive Officer or Executive Assistant not to the satisfaction of the O/o CCPD.
  - (iii) Senior Executive Officer or Executive Assistant failed to do the work within the prescribed time.
  - (iv) Senior Executive Officer or Executive Assistant lacking in honesty and integrity.
  - (v) The O/o CCPD also reserves the right to terminate the contract unilaterally by giving 15 days' notice. Senior Executive Officer or Executive Assistant will also have the right to end the contract by giving 15 days' notice. Senior Executive Officer or Executive Assistant Notice Period can be curtailed with the approval of competent authority.
11. **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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**APPLICATION FOR ENGAGEMENT AS:** \_\_\_\_\_

1. Name:
2. Father's/Spouse Name:
3. Date of Birth:
4. Gender:
5. Mailing Address:  
Tel./Mobile No.:-  
E-mail address:-
6. Permanent Address:
7. Educational Qualification from Graduation onwards:

Course	Subject	University/Institute	Year of Passing	Division/Class

8. Do you have Laptop/Computer (Yes/NO) .....
9. Knowledge of Computer/Internet (Please tick)
  - (a) MS Word: working knowledge/Proficient:
  - (b) MS Excel: working knowledge/Proficient:
  - (c) Power Point Presentation: working knowledge/Proficient:
  - (d) Internet application and tools  
(cloud/sharing etc.) working knowledge/proficient:
  - (e) E-Office: working knowledge/Proficient:

10. Details of employment during the last 5 years or 3 years for the post of Senior Executive Officer or Executive Assistant respectively (in descending order i.e., latest first)

S. No.	Ministry/Department	Post Held	Last Basic Pay	Period		Nature of Duties
				From	To	
1.						
2.						
3.						
4.						
5.						

11. Is any relative/known working in O/o CCPD. If so, details thereof:
12. Have any previously worked in O/o CCPD. If so, details thereof:
13. Any other relevant information:

### **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 as Senior Executive Officer or Executive Assistant as mentioned in Annexure-I.

Signature (Full Name of the applicant)

Place:

Date:

