

F. No. CC-12017/43/2022-O/o CCPD(E- 21844)
Office of the Chief Commissioner for Persons with Disabilities (Divyangjan)
Department of Empowerment of Persons with Disabilities (Divyangjan)
Ministry of Social Justice and Empowerment
5th Floor, NISD Building, Sector-10, Dwarka, New Delhi-110075

Dated: 27.04.2023

Sub: Circular/advertisement regarding skill test and walk in Interview on 08.05.2023 for engagement of Three Personal Assistant / Stenographer 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 will hold a skill test followed by walk-in-Interview for engagement of Personal Assistant/Stenographer on contract basis in the O/o CCPD at New Delhi as per specification detailed below:

1.	Name of Position	Personal Assistant/Stenographer
2.	Number of Vacancy	03
3.	Mode of Engagement	Contract Basis
4.	Place of Posting	Office of the Chief Commissioner for Persons with Disabilities (Divyangjan), 5 th Floor, NISD Building, Plot No.G-2, Sector-10, Dwarka, New Delhi
5.	Age Limit	Maximum age limit is 35 years as on the closing date for submission of application and 62 years in the case of retired government servant
6.	Period of Contract	Initially for a period of one year.
7.	Eligibility	Essential: (a) Graduate from a recognized University having minimum 55% marks, (b) Speed of 80-100 words per minute in Hindi/English Stenography, (c) Minimum two years' experience in stenography and (d) Knowledge of Computer Application/data entry/data processing. Desirable: (a) Knowledge of both Hindi and English Stenography, (b) Experience of working in Judicial/quasi-Judicial organizations.
8.	Assignments	They will be engaged for providing support to the Officers and Sections dealing with Grievances/Complaints primarily from Persons with Disabilities (PwDs).
9.	Remuneration	Rs. 37000/- (inclusive all)

2. The Office of CCPD reserves the right to accept or reject any application without assigning any reasons.



3. Interested candidates may bring all their documents along with filled up application form and the declaration as given in Annexure-II & III on 08.05.2023 at 11.00 hrs. at the Office of the Chief Commissioner for Persons with Disabilities, 5th Floor, NISD Building, Plot No.G-2, Sector-10, Dwarka, New Delhi-110075.

4. The applicant should have a valid personal email ID, which should be kept active till the completion of this engagement process. Department may send all communication through the registered e-mail ID. In case a candidates does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying and must maintain that email account.

5. **Terms and Conditions:** The terms and conditions for engagement of Personal Assistant/Stenographer is as given in Annexure-I.

6. **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 may also be submitted through e-mail only at email ID "ccpd@nic.in". No TA/DA etc. will be given for completing any pre-engagement formalities.


(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. DoPT, North Block, New Delhi.

GENERAL TERMS AND CONDITIONS

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 Personal Assistant/Stenographer 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 Personal Assistant/Stenographer. 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, shortlisted and will be placed before a Screening Committee. The Screening Committee will **conduct skill test followed by personal** interaction with the shortlisted candidates and recommended a panel, including waitlisted candidates. Recommendations of the Screening Committee will be placed before the competent authority for approval.
5. **Working Hours:** Working hours of the O/o CCPD is from 9.00 Hrs to 5.30 Hrs. However, in the exigency of work, Personal Assistant/Stenographer 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. Personal Assistant/Stenographer 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.
6. Personal Assistant/Stenographer will be governed by the Official Secrets Act, 1923 and shall not disclose any information/data that they may gather by virtue of Personal Assistant, to any unauthorized person during or after period of their engagement as Personal Assistant/Stenographer 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.
7. Personal 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.
8. **Performance Appraisal:** A quarterly Performance Appraisal of the Personal Assistant/Stenographer will be done to bring objectivity in the assessment of performance of Personal Assistant/Stenographer. 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 Personal Assistant/Stenographer, as the case may be.
9. **Termination:** O/o CCPD may terminate contract for engagement as Personal Assistant/Stenographer under any of the following conditions.
 - (i) Personal Assistant/Stenographer unable to address the assigned works.
 - (ii) Quality of output of Personal Assistant/Stenographer not to the satisfaction of the O/o CCPD.
 - (iii) Personal Assistant/Stenographer failed to do the work within the prescribed time.
 - (iv) Personal Assistant/Stenographer lacking in honesty and integrity.
 - (v) The O/o CCPD also reserves the right to terminate the contract unilaterally by giving 15 days' notice. Personal Assistant/Stenographer will also have the right to end the contract by giving 15 days' notice. Personal Assistant/Stenographer Notice Period can be curtailed with the approval of competent authority.
10. **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.



(Walk-in Interview)

Application for engagement as Personal Assistant/Stenographer in Office of the Chief Commissioner for Persons with Disabilities (Divyangjan), New Delhi

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 Qualifications 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 (in descending order i.e., latest first)

S. No.	Ministry/Department/Office	Post Held	Salary Drawn	Period		Nature of Duties
				From	To	

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:

14. Date of Retirement, if any

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 of Personal Assistant/Stenographer.

Signature (Full Name of the applicant)

Place:

Date:

Annexure-III

**Undertaking for engagement as Personal Assistant/Stenographer in Office of the Chief
Commissioner for Persons with Disabilities (Divyangjan)**

To,

The Desk Officer
Office of the Chief Commissioner
for Persons with Disabilities (Divyangjan)
5th Floor, NISD Building,
Sector-10, Dwarka, New Delhi-110075

Subject: Agreement for engagement as Personal Assistant/Stenographer in O/o CCPD

Sir/Madam,

I, (name), hereby accept all the terms & conditions as mentioned in O/o CCPD Circular No. CC-12017/43/2022-O/o CCPD (E-21844) dated inviting applications for engagement as Personal Assistant/Stenographer in O/o CCPD.

2. I do swear that I will be faithful and bear true allegiance to the O/o CCPD and to the Constitution of India and will uphold the sovereignty and integrity of India and will do my duties with full loyalty, faithfulness and impartially.

3. I do swear that I will not disclose, communicate to any unauthorized party/person any information that I may gather or access during the course of performing duties as Personal Assistant/Stenographer in O/o CCPD. I shall not remove/take away any document from the O/o CCPD without authorization from the competent authority.

Yours faithfully,

Signature: _____

Name: _____

Place: _____

Date: _____