

F.No. A-42018/28/2021-Estt.
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)
(Establishment Section)

5th Floor, B-I Wing, Pt. DeenDayalAntyodaya Bhawan,
CGO Complex, New Delhi-110003

Dated 26th April, 2023

NOTICE

Applications are invited for engagement of following Consultant initially for a period of one year, purely on contract basis.

- i. Legal Consultant (including Retired Central Government Employees)
- ii. Media Consultant
- iii. Secretariat Consultant (including Retired Central Government Employees)

2. Detailed information regarding eligibility criteria and other terms and conditions may be seen at Department's website: www.disabilityaffairs.gov.in. Interested and eligible candidates may send their application in the prescribed proforma within 21 days from the date of publication in the Employment News to vacancyconsultant20@gmail.com.


(Anupam Shukla)

Under Secretary to the Government of India

To:

1. All Central Government Ministries/Department.
2. 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.

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Subject: Engagement of manpower 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:

S. No	Detail of Post	Essential Qualifications	Experience	Monthly remuneration
1.	Legal Consultant (01)	Retired Government Employees with experience in dealing Court cases Or Legal Professional from Open Market: a. Having Master's Degree/ Bachelor's Degree of Law from a recognized University or Institute in India, recognized by the Bar Council of India; b. Should be registered as an advocate in the Bar Council in terms of Advocate's Act, 1961; c. Must have excellent written and oral communication and Interpersonal Skills.	For Retired Government Employees: Minimum 10 years' experience of handling court cases in any Central or State Government Ministry/ Department. For Legal Professional from Open Market: Minimum 3 years' of post qualification experience of working with Government Ministry/ Department and/or Supreme Court of India/ High Courts/ District Courts. <i>(Desirable: Experience in handling court cases in any Central or State Government Ministry/ Department/Autonomous body.)</i>	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 Legal Professional from Open Market: Consolidated monthly remuneration of Rs. 52,000/- including TA Rs. 4,000/-.
2.	Media Consultant (02)	MA in Mass Communication/ Journalism with minimum 01 (one) year experience in Government Ministry/ Department/ PSUs	a) Experience of handling all types of Media activities of a programme i.e. Social Media, Electronic and Print Media, Outdoor Media activities etc. b) Should have working knowledge of making Media creatives; Computers particularly in use of MS Word, MS	50,000-60,000 (incl. of taxes), as decided by the Selection Committee (to remain frozen for a period of two years)

			Excel, MS Power Point etc.	
3.	Consultant (Secretariat) (02)	Retired Central Government Employees with experience in handling Service Matters of the employees/working in Cash section/working knowledge of PFMS Portal	Retired Government Employees: Minimum 5 years' experience of handling Establishment & Cash related matters and working knowledge of PFMS Portal in any Central Government Ministry/ Department.	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.

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 Consultants shall be regulated by Department's Guidelines as framed and modified from time to time.
5. **Interested candidate may apply through mail at yacancyconsultant20@gmail.com in enclosed proforma addressed to The Under Secretary (Establishment), Department of Empowerment of Persons with Disabilities (Divyangjan), Room No. 519, 5th Floor, B-II Wing, Pt. DeendayalAntyodaya Bhawan, CGO Complex, New Delhi-110003.**
6. The applicant should have a valid personal email ID, which should be kept active at least 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 21 days from the date of publication.

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


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Under Secretary to the Government of India

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1. All Central Government Ministries/Department.
2. 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 Legal Consultant

1.	Name of the Post	:	Legal Consultant (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	:	<ul style="list-style-type: none"> a. Carry out continuous review, monitoring, applicability, interpretation of all relevant Rules/Legislations pertaining to the Department. b. Inputs/ Advice/ Comments/ Consultancy on interpretation/action on different Acts/Rules of Government of India. c. Provide technical inputs on references made to the Department with respect to rules, policies and legislations pertaining to the Department. d. Assist the Department so that court cases as well as matters which require examination from a legal point of view (OAs/WPs/SLPs/CIC matters) can be done in a professional manner. e. Tender opinion in issues coming before the Department. f. Formatting of draft affidavits and documentation of the legal inputs in all the matters pertaining to this Department. g. Formatting of Presentations/ Representations/ Affidavits/ Counter Affidavits/ Rejoinders/ Appeals before various judicial/quasi-judicial courts pertaining to the cases of the Department. h. Scrutiny and fact finding of documents from legal point of view to advise the Department for further action. i. To provide logistic support to the panel/team formed in the Department in court cases with jurisdiction within and outside Delhi. j. 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 Employees with experience in dealing Court Cases Or Legal Professionals from Open Market: <ul style="list-style-type: none"> a. Having Master's Degree/ Bachelor's Degree of Law from a recognized University or Institute in India, recognized by the Bar Council of India; b. Should be registered as an advocate in the Bar Counsel in terms of Advocate's Act, 1961; c. Must have excellent written and oral communication and Interpersonal Skills.
7.	Age Limit	:	For Retired Government Employees: Not more than 62 years.

			<p>For Legal Professionals from Open Market: Not more than 45 years.</p>
8.	Experience	:	<p>For Retired Government Employees: Minimum 10 years' experience of handling court cases in any Central or State Government Ministry/ Department.</p> <p>For Legal Professionals from Open Market: Minimum 3 years' of post qualification experience of working with Government Ministry/ Department and/or Supreme Court of India/ High Courts/ District Courts. <i>(Desirable: Experience in handling court cases in any Central or State Government Ministry/ Department/ PSU/ Autonomous body.)</i></p>
9.	Remuneration & Entitlements	:	<p>For Retired Government Employees: 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 Legal Professionals from Open Market: Consolidated monthly remuneration of Rs. 52,000/- including TA Rs. 4,000/-.</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	:	<ol style="list-style-type: none"> 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. 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. 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.

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	:	Consultants 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.

Terms of Reference for engaging Media Consultant

1.	Name of the Post	:	Media Consultant (02 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	:	<ul style="list-style-type: none"> a. Handling all types of Media activities of a programme i.e. Social Media, Electronic and Print Media, Outdoor Media activities etc. in the Department. b. Processing Media proposals in the Department c. Making Media creatives. d. 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	:	MA in Mass Communication/Journalism with 01(one) year experience in Government Ministry/ Department/ PSUs
7.	Age Limit	:	Not more than 45 years.
8.	Experience	:	<ul style="list-style-type: none"> a. Experience of handling all types of Media activities of a programme i.e. Social Media, Electronic and Print Media, Outdoor Media activities etc. b. Should have working knowledge of making Media creatives. Working knowledge in Computers particularly in use of MS Word, MS Excel, MS Power Point etc.
9.	Remuneration & Entitlements	:	50,000-60,000 (incl. of taxes), as decided by the Selection Committee(to remain frozen for a period of two years)
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	:	The Department reserves the right to terminate the contract any time in case: <ul style="list-style-type: none"> a. The contractual employee is unable to satisfactorily complete the assigned tasks; b. The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; c. The contractual employee is absent from duty without authorization; d. The Department chooses not to renew the contract at the end of the initial period of engagement; e. 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 of 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	:	<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>Consultants 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 Secretariat Consultant

1.	Name of the Post	:	Secretariat Consultant (02 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	:	<ul style="list-style-type: none"> a. Services matters of the staff of the Department. b. Handling Disciplinary Case against the officials. c. Dealing with the Court Cases going on in the Department. d. Various reimbursement claims like Leave Travel Concession (LTC), Medical Reimbursement etc. e. Preparing Note & Draft for processing different types of cases. f. Salary of staff of the Department, Income Tax deduction, TA bills settlement, GPF etc. g. 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 Employees with experience in dealing Establishment & Cash related matters and working knowledge of PFMS Portal.
7.	Age Limit	:	For Retired Government Employees: Not more than 62 years.
8.	Experience	:	For Retired Government Employees: Minimum 05 years' experience of handling Establishment & Cash related matters and working knowledge of PFMS Portal in any Central Government Ministry/ Department.
9.	Remuneration & Entitlements	:	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.
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	:	The Department reserves the right to terminate the contract an any time in case: <ul style="list-style-type: none"> a. The contractual employee is unable to satisfactorily complete the assigned tasks; b. The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause; c. The contractual employee is absent from duty without authorization; d. The Department chooses not to renew the contract at the end of the initial period of engagement; e. 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 of 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	:	Consultants 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.