

F.No. A-42018/28/2022-Estt.  
Government of India  
Ministry of Social Justice & Empowerment  
Department of Empowerment of Persons with Disabilities (Divyangjan)  
(Establishment Section)

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5<sup>th</sup> Floor, B-I Wing, Pt. DeenDayalAntyodaya Bhawan,  
CGO Complex, New Delhi-110003  
Dated 26<sup>th</sup> April, 2023

**NOTICE**

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Applications are invited for engagement of Young Professionals initially for a period of 2 year, purely on contract basis. Detailed information regarding eligibility criteria and other terms and conditions may be seen at Department's website: [www.disabilityaffairs.gov.in](http://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](mailto: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](http://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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5<sup>th</sup> Floor, B-I Wing, Pt. Deen Dayal Antyodaya Bhawan,  
CGO Complex, New Delhi-110003  
Dated 26<sup>th</sup> April, 2023

**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	Age	Essential Qualifications	Experience	Monthly remuneration
1.	<b>Young Professional with Benchmark Disabilities (03)</b> i.e. <b>Locomotor Disability-01</b> <b>Hearing &amp; Speech Impaired-01</b> <b>Visually Impaired-01</b>	Below 30 years as on the date of advertisement	Essential: Preferably Post Graduate Degree in any field from a recognized University. Minimum Graduate in any field from a recognized University	--	<b>Post Graduate</b>  Rs. 60,000/- (incl. of taxes)  <b>Graduate</b>  Rs. 50,000/- (incl. of taxes)
2.	<b>Young Professionals (General) (04)</b>	Below 30 years as on the date of advertisement	<b>For 02 Posts:-</b> <b>Essential:</b> Preferably Post Graduate of Engineering Background from a recognized University. Minimum Graduate of Engineering Background from a recognized University.  <b>For 01 Posts:-</b> <b>Essential:</b> Preferably Post Graduate in Social Work/Accounts/Commerce/Management from a recognized University. Minimum Graduate of Social Work/Accounts/Commerce/Management from a recognized University.	1 year experience in the relevant field will be preferred	<b>Post Graduate</b>  Rs. 60,000/- (incl. of taxes)  <b>Graduate</b>  Rs. 50,000/- (incl. of taxes)

			<p><b>For 01 Post:-</b>  <b>Essential:</b> Preferably Post Graduate in the field of Accounts/Commerce/Management/Economics. Minimum Graduate in the field of Accounts/ Commerce/ Management/ Economics from a recognized University.</p>		
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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 [vacancyconsultant20@gmail.com](mailto:vacancyconsultant20@gmail.com) in enclosed proforma addressed to The Under Secretary (Establishment), Department of Empowerment of Persons with Disabilities (Divyangjan), Room No. 519, 5<sup>th</sup> 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.

  
 (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.

**Terms of Reference for engaging Young Professionals with Benchmark Disabilities**

1.	Name of the Post	:	<b>Young Professional with Benchmark Disabilities (03)</b>
2.	Description of the Post	:	<b>Locomotor Disability-01 Hearing &amp; Speech Impaired-01 Visually Impaired-01</b>
3.	Period of engagement	:	Initially for a period of 02 (two) years The contract could be extended further depending on assessment of performance, mutual willingness and requirement of the Department.
4.	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.
5.	Scope of duties	:	<ul style="list-style-type: none"> <li>a. To assist in Policy formulation for PwDs in the Department.</li> <li>b. To manage the day to day affairs of the officers with whom they are attached.</li> <li>c. Prepare summary &amp; brief for submission to competent authority</li> <li>d. Inter-Ministrial, Intra Ministrial &amp; Inter-Departmental coordination</li> <li>e. Work-Assist in Board Meetings of CPSE/EC &amp; GC meeting.</li> <li>f. Attending meeting, preparing minutes and brief of the meeting.</li> <li>g. Personal Assistance and Liasioning with Organizations of the Department.</li> <li>h. Follow-up on work allocated</li> <li>i. Updation of data on portals for review and submission to competent authority.</li> <li>j. Any other such duties as may be assigned by the Department.</li> </ul>
6.	Job Location	:	Department of Empowerment of Persons with Disabilities (Divyangjan), CGO Complex, New Delhi
7.	Eligibility and Educational Qualifications	:	<b>Essential:</b> Preferably Post Graduate Degree in any field from a recognized University. Minimum Graduate in any field from a recognized University.
8.	Age Limit	:	Candidate should be below 30 years of age as on the date of advertisement.
9.	Remuneration & Entitlements	:	<b>For Post Graduate:</b> Consolidated monthly remuneration of Rs. 60,000/-  <b>Graduate:</b> Consolidated monthly remuneration of Rs. 50,000/-.
10.	Allowances	:	The Young Professionals will not be entitled to any other allowances.
11.	Leave	:	The Young Professionals shall be entitled to avail 12 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"> <li>a. The Young Professional is unable to satisfactorily complete the assigned tasks;</li> <li>b. The Young Professional is found lacking in honesty and integrity or violates the confidentiality clause;</li> <li>c. The Young Professional is absent from duty without authorization;</li> <li>d. The Department chooses not to renew the contract at the end of the initial period of engagement;</li> <li>e. Any other reason.</li> </ul>
13.	Requirement of prior notice	:	In case the Young Professional 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	:	<ul style="list-style-type: none"> <li>a. During the period of engagement with the Department, the Young Professionals 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.</li> <li>b. The Young Professionals 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.</li> <li>c. The Young Professionals 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.</li> </ul>
15.	Conflict of Interest	:	The Young Professionals 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 Young Professionals 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	:	Young Professionals 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 Young Professionals (General)**

1.	Name of the Post	:	<b>Young Professional (04)</b>
2.	Description of the Post	:	<b>General Candidate-04</b>
3.	Period of engagement	:	Initially for a period of 02 (two) years The contract could be extended further depending on assessment of performance, mutual willingness and requirement of the Department.
4.	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.
5.	Scope of duties	:	<ul style="list-style-type: none"> <li>a. To manage the day to day affairs of the officers with whom they are attached.</li> <li>b. Prepare summary &amp; brief for submission to competent authority</li> <li>c. Inter-Ministrial, Intra Ministrial &amp; Inter-Departmental coordination</li> <li>d. Work-Assist in Board Meetings of CPSE/EC &amp; GC meeting.</li> <li>e. Attending meeting, preparing minutes and brief of the meeting.</li> <li>f. Personal Assistance and Liaisoning with Organizations of the Department.</li> <li>g. Follow-up on work allocated</li> <li>h. Updation of data on portals for review and submission to competent authority.</li> <li>i. Any other such duties as may be assigned by the Department.</li> </ul>
6.	Job Location	:	Department of Empowerment of Persons with Disabilities (Divyangjan), CGO Complex, New Delhi
7.	Eligibility and Educational Qualifications	:	<p><b><u>For 02 Posts:-</u></b> <b>Essential:</b> Preferably Post Graduate of Engineering Background from a recognized University. Minimum Graduate of Engineering Background from a recognized University.</p> <p><b><u>For 01 Posts:-</u></b> <b>Essential:</b> Preferably Post Graduate in Social Work/Accounts/Commerce/Management from a recognized University. Minimum Graduate in Social Work/Accounts/Commerce/Management from a recognized University.</p> <p><b><u>For 01 Post:-</u></b> <b>Essential:</b> Preferably Post Graduate in the field of Accounts/Commerce/Management/Economics. Minimum Graduate in the field of Accounts/Commerce/Management/Economics from a recognized University.</p>
8.	Experience	:	1 year experience in the relevant field will be preferred
9.	Age Limit	:	Candidate should be below 30 years of age as on the date of advertisement.
10.	Remuneration & Entitlements	:	<b>For Post Graduate:</b> Consolidated monthly remuneration of Rs. 60,000/-

			<b>Graduate:</b> Consolidated monthly remuneration of Rs. 50,000/-.
11.	Allowances	:	The Young Professionals will not be entitled to any other allowances.
12.	Leave	:	The Young Professionals shall be entitled to avail 12 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.
13.	Termination of Contract	:	<ul style="list-style-type: none"> <li>a. The Department reserves the right to terminate the contract an any time in case;</li> <li>b. The Young Professional is unable to satisfactorily complete the assigned tasks;</li> <li>c. The Young Professional is found lacking in honesty and integrity or violates the confidentiality clause;</li> <li>d. The Young Professional is absent from duty without authorization;</li> <li>e. The Department chooses not to renew the contract at the end of the initial period of engagement;</li> <li>f. Any other reason.</li> </ul>
14.	Requirement of prior notice	:	In case the Young Professional 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.
15.	Confidentiality Clause	:	<ul style="list-style-type: none"> <li>a. During the period or engagement with the Department, the Young Professionals 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.</li> <li>b. The Young Professionals 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.</li> <li>c. The Young Professionals 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.</li> </ul>
16.	Conflict of Interest	:	The Young Professionals 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 Young Professionals 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.
17.	Working hours	:	Young Professionals 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.