

Advt. No. CC-12017/25/2024 -O/o CCPD (Comp. No. 35824)
Office of the Chief Commissioner for Persons with Disabilities(Divyangjan)
Department of Empowerment of Persons with Disabilities (Divyangjan)
Ministry of Social Justice & Empowerment, Government of India
5th Floor, NISD Building, Plot No.G-2, Sector-10, Dwarka, New Delhi-110075
(Tel.: 011-20892364, 20892275
E-mail: ccpd@nic.in Website: www.ccdisabilities.nic.in

Date:01.09.2025

Filling up regular vacant posts by deputation (including short-term contract)/ absorption in the Office of the Chief Commissioner for Persons with Disabilities, Ministry of Social Justice & Empowerment.

Applications are invited from suitable candidates working in the Central Government/ State Government/ Union Territory/ Public Sector Undertakings/ Autonomous Organizations for filling up the existing vacancies which may increase or decrease, in the following posts by deputation (including short term contract)/absorption in the Office of the Chief Commissioner for Persons with Disabilities, Ministry of Social Justice & Empowerment.

Sl. No.	Name of the Post	No. of Vacancies
1.	Desk Officer	01
2.	Research Assistant	01

2. The details of Educational Qualification & Experience required by the candidates on deputation basis for the above posts are given in **Table-I**. The deputation will be governed by the standard terms and conditions contained in the Department of Personnel & Training O.M. No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010 and as per the provisions in the Recruitment Rules. The office reserves the right to fill or not to fill the vacancies shown above.

3. Applications from willing and eligible candidates, who can be relieved immediately on selection and are free from vigilance angle may be forwarded to the **Desk Officer, Office of the Chief Commissioner for Persons with Disabilities, 5th Floor, NISD Building, Plot No.G-2, Sector-10, Dwarka, New Delhi-110075** in the prescribed format as per **Table-II** through proper channel within **45 days** from the date of publication of this advertisement in the Employment News along with attested copies of ACRs/APARs for the last 05 years and vigilance clearance certificate as per proforma prescribed in **Table-II**. Other things being equal, Persons with Disabilities will be preferred even if vacancy is not reserved for them.


(Satyajeet Prakash)
Desk Officer

Table-I

Sl. No.	Name of the Post and Scale of Pay	Educational Qualifications & Experience
1.	Desk Officer (01 post) (Level 07 in the Pay Matrix of Rs. 44900-142400)	Officers of the Central Government / State Government / Union Territory / Public Sector Undertakings / Autonomous Organizations: (i) (a) holding analogous post on regular basis; or (b) with 3 years regular service in the post in the pay scale of 5500-9000 (pre-revised); or (c) with 5 years regular service in the posts in the pay scale of 5000-8000 (pre-revised) or equivalent, and possessing the following educational qualifications and experience. (ii) Essential (a) Graduate from a recognized University; (b) Three years experience in legal matters (c) Knowledge of computer applications (ii) Desirable: Degree in Law/Management and at least three years experience in disability or legal matters. Note: As the post is identified, Persons with Disabilities (OL, BL, OA, B, LV) can apply.
2.	Research Assistant (01 post) (Level 06 in the Pay Matrix of Rs. 35400-112400)	Officers of the Central Government/ State Government/ Union Territory/ Public Sector Undertakings/ Autonomous Organizations: (a) holding analogous post on regular basis; or (b) with 3 years regular service in the posts in the pay scale of 5000-8000 (pre-revised) or (c) with 5 years regular service in the pay scale of 4000-6000 (pre-revised) or equivalent, and possessing the following educational qualifications and experience. Essential: (1) Graduation with statistics / Mathematics / Economics as main subject from a recognized university. (2) 3 years experience in collection, compilation and analysis of data in Central/ State Government/ Union Territory Administration/ Public Sector Undertakings/ Autonomous Organizations and (3) Knowledge of computer applications and data processing. Desirable: (1) Post Graduate Degree in Statistics or Mathematics or Economics. (2) Relevant experience of research work in Social Sector.

Handwritten signature and date:
01/09/25

Note 1: Period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed 3 years. The upper age limit for deputation (including Short-term contract) should not exceed 56 years as on the closing date for receipt of applications.

Note 2: The vacancy position shown is tentative. The office reserves the right to fill or not to fill any of the vacancies shown above.

-

Chahajab
01/05/25

Table-II**Application form for the Deputation Post**

1. Name and Address (in Block Letters)		
2. Date of Birth (in Christian era)		
3. i) Date of entry into service		
ii) Date of retirement under Central/State Government Rules		
4. Educational Qualifications		
5. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualification/ Experience required as mentioned in the advertisement / vacancy circular	Qualification / experience possessed by the officer	
Essential	Essential	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
Desirable	Desirable	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post.		
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>		

7. Details of Employment in chronological order. Enclose a separate duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay band and Grade Pay/Pay Scale of the post held on regular basis.	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade/pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.			
9. In case the present employment is held on deputation/contract basis please state.			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation.
<p>9.1 Note: In case of Officers already /on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/organization.</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (Indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Other		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale or Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/ Interim relief/ other Allowances etc. (with break-up details)	Total Emoluments
16.A Additional Information , if any relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualification (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		

<p>16B Achievements: The candidates are requested to indicate information with regard to:</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects. (ii) Awards/ Scholarships/ Official Appreciation. (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization. (v) Any research/ innovative measures involving official recognition (vi) Any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis# (Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
<p># (The option of STC/ Absorption/ Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vite duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection on my selection has been suppressed/withheld.

(Signature of the candidate)

Address _____

Date _____

**Certification by the Employer/ Cadre Controlling
Authority**

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possesses educational qualification and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

2 Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.
- ii) His/ Her integrity is certified.
- iii) His/ Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

HQ NORTHERN COMMAND**PIN - 908545, C/O 56 APO**

1. Applications are invited for the post of **Stenographer Gde-I** in Headquarters Northern Command, Adm Branch. The vacancies are to be filled up by Deputation including Short Term Contract basis. Eligible candidates may submit their application in prescribed format as per **Annexure-II** through proper channel along with copy of Cadre Clearance/ NOC, Experience Certificate, Educational Qualification Certificate, last Five (05) years ACRs/ APARs, Integrity & Vigilance Clearance Certificate to Headquarters Northern Command **within 30 days from the date of publication of advertisement in the Employment News.** The details of posts are given below:-

Name of the Post	No. of vacancies and place of posting		Pay Level & Grade Pay (Pre-revised pay scale)	Qualification and Experience
	No.	Place		
Stenographer Gde-I	08	Udhampur	Level-06 (35,400-1,12,400) Grade Pay-4200 (Pre-revised)	Officers holding post of Stenographer under the Central Government or State Government or UTs or Public Sector Undertaking or recognized Research Institute or University or Semi-Government or Statutory or Autonomous Organisation, holding analogous posts on regular basis in the parent cadre or department or with ten years regular service rendered after appointment thereto on a regular basis in the Level-4 (Rs. 25500-81100) or equivalent in the parent department.

Note :- Number of vacancies are subject to variation.

2. The application format, eligibility criteria and other terms and conditions are available on Indian Army website <https://indianarmy.nic.in>. It may be ensured that duly filled application, with all the requisite enclosures reach under mentioned address by closing date as mentioned above :-
**Adm Branch, Headquarters Northern Command
PIN-908545, C/o 56 APO**
3. The appointment will be made on deputation basis for an initial period of three (03) years, which may extended depending upon availability of the post and work requirement. The appointment on deputation basis will be governed by the instructions issued by DOP&T vide OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time. The fixation of pay/ deputation allowance shall be governed by instructions issued by DOP&T from time to time.
4. The maximum age limit for appointment on deputation basis shall be not exceeding 56 years as on the closing date of receipt of application. Application received without recommendation or without desired certificates of employer shall be summarily rejected. The Deptt takes no responsibility for any delay in receipt of application or loss thereof in postal transit. Therefore, the applicants must ensure that their application, complete in all respect, should reach this office through proper channel by the last date for receipt.
5. No TA/ DA shall be payable in case a candidate is called for an interaction/ interview with the Selection Committee/ BOO constituted for the post.
6. Canvassing in any form will disqualify the candidate. Deptt reserves the right not to fill any or all the above vacancies.

Dated :

Col

Col A (Pers)

HQ Northern Command

Annexure-II]

**APPLICATION FOR DEPUTATION (INCLUDING SHORT TERM CONTRACT)
TO THE POST OF STENOGRAPHER GDE-I**

- Name of the Applicant (in Block Letters) -
- Present Address -
- Date of Birth (DD/MM/YYYY) -
- Date of Joining Govt. Service (DD/MM/YYYY) -
- Date of Retirement under Central/State Govt. Rules (DD/MM/YYYY) -
- Educational Qualification:-

Exam Passed	Board/ University	Year of Passing	Subjects	Percentage (%) of marks obtained

7. Please state clearly whether in the light of above entries made by you, you meet the requirements of the post?
8. Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

Office/ Institution	Post held	From	To	Scale of Pay and pay in the post	Nature of duties performed (in detail)

9. Nature of present employment, i.e Adhoc or Temporary or Quasi-Permanent or Permanent

10. In case the present employment is held on deputation/ contract basis, please state :-

- Date of initial appointment
- Period of appointment on deputation/ contract
- Name of the parent office/ organisation to which you belong



F. No. CC-12017/25/2024-O/o CCPD (Comp. No.35824)

**Office of the Chief Commissioner
for Persons with Disabilities
(Divyangjan)**

**Deptt. of Empowerment of Persons with
Disabilities (Divyangjan)**

M/o Social Justice and Empowerment, Govt. of India
5th Floor, NISD Building, Sector-10, Dwarka, New Delhi-110075

REQUIRED

Application(s) are invited for filling up the following posts on deputation (including short-term contract)/absorption basis. Eligible candidates may apply **within 45 days** from the date of publication of this advertisement in the Employment News.

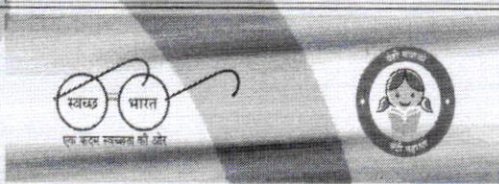
Sl. No.	Name of the Post	No. of Vacancy
1.	Desk Officer	01
2.	Research Assistant	01

The detailed advertisement is available on the website of this office <http://www.ccd disabilities.nic.in>.

Desk Officer

CBC 38117/11/0016/2526

EN 22/48



- Additional details about present employment (Central Government or State Government or UTs or Public Sector Undertaking or recognized Research Institute or University or Semi Government or Statutory or Autonomous Organisation).
- Whether you are working in the same department and are in the feeder grade or feeder to feeder grade.
- Are you in the revised pay scale? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
- Total emoluments per month now drawn.
- Additional information, if any, which you would like to mention in support of your suitability for the post.
- Whether belong to SC/ ST
- Remarks : I have carefully gone through the vacancy circular/ advertisement and I am well aware that the curriculum vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of interview for the post.

Signature of Candidate

Date:

Address :

Countersigned by
(Employer with Seal)

Annexure-III

Name of the Organisation
Address:

File No :

Date

**CERTIFICATION BY THE EMPLOYER/ CADRE CONTROLLING
AUTHORITY**

- The information/ details provided by the applicant Shri/ Smt/ Kum.....are True and Correct as per the facts available on the records. He/ She possesses educational qualifications and experience mentioned in the Vacancy Circular.
- Also certified that:
 - If selected, he/ she will be relieved immediately.
 - There is no vigilance or disciplinary case pending/ contemplated against the officer.
 - Integrity of the Officer is beyond doubt.
 - CR Dossier, ACRs/ APARs for the last five (05) years duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.
 - No Major/ Minor penalty has been imposed during the last 10 years or a list of Major/ Minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be).
 - His/ Her candidature will not be allowed to withdraw subsequently.

Countersigned

Employer/ Cadre Controlling Authority with Seal

CBC 10603/11/0001/2526

EN 22/50