

**F. No.: P-13013/55/2024-UDID/IT/STATISTICS (E-38550)**

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 : 13<sup>th</sup> August, 2024

**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 Professionals (General) (01)</b>	Below 30 years as on the date of advertisement	<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.	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)

- The detailed terms of reference for the advertised post are attached herewith.
- The Department of Empowerment of Persons with Disabilities (Divyangjan) reserves the right to accept or reject the applications without assigning any reasons.
- The terms and conditions for issues related to Consultants shall be regulated by Department's Guidelines as framed and modified from time to time.
- Interested candidate may apply through mail at [udidteam2017@gmail.com](mailto:udidteam2017@gmail.com) in enclosed proforma addressed to The Under Secretary (Shri Jasbir Singh), Department of Empowerment of Persons with Disabilities (Divyangjan), Room No. 520, 5<sup>th</sup> Floor, B-II Wing, Pt. Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-110003.**
- 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.
- The last date for receipt of applications is **15<sup>th</sup> September, 2024.**

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

Sd/-

**(Jasbir Singh)**

**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.

**Terms of Reference for engaging Young Professionals (General)**

1.	Name of the Post	:	<b>Young Professional (01)</b>
2.	Description of the Post	:	<b>General Candidate-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 manage project assigned by the Department</li> <li>b. To dispose off the cases as assigned by the Department on eoffice.</li> <li>c. To manage the day to day affairs of the sections where posted.</li> <li>d. Prepare summary &amp; brief for submission to competent authority</li> <li>e. Inter-Ministrial, Intra Ministrial &amp; Inter-Departmental coordination</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>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.
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.

**Pro forma for applying the position of \_\_\_\_\_ in  
Department of Empowerment of Persons with Disabilities (Divyangjan)**

**BIO-DATA**

Affix latest  
passport size  
photograph

**A. Position Applied for:**  
(Please mention the name of the post applied for)

**B. Personal Information:**

1.	Full Name (in Block Letters)	
2.	Father's/Husband's Name	
3.	Address for Communication	
4.	Telephone/Mobile No.	
5.	E-mail ID	
6.	Date of Birth	
7.	Age as on 01.07.2024	
8.	Educational Qualification from 10 <sup>th</sup> Standard Onwards (Please enclose copy of Certificate/Mark Sheet)	
9.	Professional Qualification	
10	Are You a Person with Benchmark Disabilities (if yes please enclose copy of the Disability Certificate)	

**C. Details of previous employment/experience with valid documentary evidence (in Chronological Order)**

Organization Detail	Period of Employment	Nature of Assignment Undertaken	Last Salary Drawn

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**D. Declaration:-** Declared that the information furnished above are true to the best of my knowledge and belief. I understand that in case, any of the information furnished above is found to be false, at any stage before or after appointment, my appointment shall be liable to be cancelled and suitable legal action can be taken against me.

**Enclosures:**

**Signature of the applicant**

**Date:**