

F. No. 16-14/2021-SIPDA  
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. Deen Dayal Antyodaya Bhawan,  
CGO Complex, New Delhi-110003  
Dated the 22<sup>nd</sup> August, 2025

**Subject: Notice regarding engagement of CPMU Consultant 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.     | CPMU Consultant (14) | Graduate or Post Graduate in the field of<br>(i) Engineering (especially Data Science, Computer Science, IT, Electronics)<br>(ii) Commerce / Mathematics / Economics / Statistics<br>(iii) Social Work / Sociology / Psychology<br>(iv) Public Administration / Political Science<br>(v) Equivalent RCI Affiliated courses<br>(Final Year passed out only) | Desirable - 1 year experience of working in Central Government/State Government/Public Sector Undertakings (PSU), Autonomous Bodies/CPSEs.<br>Proficiency in the usage of computer, strong presentation and communication (written & oral) skill is essential. | Consolidated remuneration of Rs. 75,000/- per month. |

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 (Estt. & Cash), 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 at least be kept active 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 30 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:

- (i) All Central Government Ministries/Department.
- (ii) Wide publicity through Website of the Department (i.e. depwd.gov.in)
- (iii) 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 CPMU Consultant

|    |  |   |  |
|----|--|---|--|
| 1. | Name of the Post                           | : | CPMU Consultant (14 Post)  |
| 2. | Period of engagement                       | : | Initially for a period of 02 Years<br><br>The contract could be extended for further 01 year only 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.<br><br>However, in the normal course, the Consultant (CPMU) shall be served one month's notice period before termination of contract or one month's pay in lieu of the notice period. |
| 4. | Scope of duties                            | : | (i) Inspection of implementing agencies of all schemes of the Department.<br><br>(ii) Monitoring of quality parameters and preparing reports.<br><br>(iii) 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 | : | Graduate or Post Graduate in the field of<br><br>(i) Engineering (especially Data Science, Computer Science, IT, Electronics)<br><br>(ii) Commerce / Mathematics/ Economics / Statistics<br><br>(iii) Social Work / Sociology / Psychology<br><br>(iv) Public Administration / Political Science<br><br>(v) Equivalent RCI Affiliated courses<br><br>(Final Year passed out only)  |

|     |                             |   |  |
|-----|-----------------------------|---|--|
| 7.  | Age Limit                   | : | Not more than 28 Years   |
| 8.  | Experience                  | : | Desirable - 1 year experience of working in Central Government/State Government/ Public Sector Undertakings (PSU), Autonomous Bodies/CPSEs.<br><br>Proficiency in the usage of computer, strong presentation and communication (written & oral) skill is essential.  |
| 9.  | Remuneration & Entitlements | : | Consolidated monthly remuneration of Rs. 75,000/-.   |
| 10. | Allowances                  | : | The Consultant (CPMU) will not be entitled to any other allowances.  |
| 11. | Leave                       | : | The Consultant (CPMU) shall be entitled to avail 12 days Casual Leave in a year on pro rata basis. The unavailed leave during the period of contract 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 at any time in case:<br><br>(a) The Consultant (CPMU) is unable to satisfactorily complete the assigned tasks;<br><br>(b) The Consultant (CPMU) is found lacking in honesty and integrity or violates the confidentiality clause;<br><br>(c) The Consultant (CPMU) is absent from duty without authorization;<br><br>(d) The Department chooses not to renew the contract at the end of the initial period of engagement;<br><br>(e) Any other reason. |
| 13. | Requirement of prior notice | : | In case the Consultant (CPMU) seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days' notice to the Department or one months' salary in lieu of the notice period.  |
| 14. | Confidentiality Clause      | : | (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>(b) The Consultant (CPMU) 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 Consultant (CPMU) 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 Consultant (CPMU) 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        | : | Consultant (CPMU) 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. Also, job profile of said consultant involves field visits to the NGOs/Organizations/ABs etc receiving Grant-in-Aid under various Schemes. Therefore, Consultant may require to visit and stay outstation. |

**Pro forma for the Post of CPMU Consultant in Department of Empowerment of Persons with Disabilities (Divyangjan)**

**BIO-DATA**

**A. Post Applied for : CPMU Consultant**

**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 01.07.2025  |  |
| 8. | Educational Qualification from 10 <sup>th</sup> Standard Onwards<br>(Please enclose copy of Certificate/Mark Sheet) |  |
| 9. | Professional Qualification  |  |

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

| Organization<br>Detail | Period<br>Employment | Nature of<br>Undertaken | Assignment | Last<br>Drawn | Salary |
|------------------------|----------------------|-------------------------|------------|---------------|--------|
|                        |                      |                         |            |               |        |
|                        |                      |                         |            |               |        |
|                        |                      |                         |            |               |        |

D. Certified 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**

**Date:**