

F. No. CC-12017/109/2023-O/o CCPD
OFFICE OF THE CHIEF COMMISSIONER
FOR PERSONS WITH DISABILITIES (DIVYANGJAN)
Department of Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice and Empowerment, Govt. of India
5th Floor, NISD Building, Sector-10, Dwarka, New Delhi- 110075

Dated: 19.12.2024

VACANCY CIRCULAR

Subject: Engagement of Young Professionals (03 posts) on contract basis in Office of the Chief Commissioner for Persons with Disabilities (Divyangjan), New Delhi.

Office of Chief Commissioner for Persons with Disabilities (Divyangjan), New Delhi invites applications from eligible interested individuals for engagement of Young Professionals (03 posts), purely on contract basis as per the details mentioned below:

S. No	Name of the Post	Particulars
a.	Young Professional (Legal) (02 posts)	<p>Essential Qualifications:</p> <p>Preferably Post Graduate in Law. Minimum Graduate Degree in Law from National Law Schools, which are part of the Consortium of National Law Universities of India (NLU) and other equivalent Law Schools and Colleges of the Country equivalent in length and intensity with a minimum of 60% marks.</p> <p>Experience:</p> <p>Three Years experience in the relevant field of law viz drafting of petitions, record of proceedings, orders etc.</p> <p>Scope of duties:</p> <p>(a) To manage the day-to-day affairs of the officers with whom they are attached;</p> <p>(b) Prepare the brief for submissions to competent authority;</p> <p>(c) Examine and list out the issues involved in any case, which is to be determined by the CCPD/CPD.</p> <p>(d) Inter-ministerial, intra-ministerial & inter-departmental coordination;</p> <p>(e) Assisting in Hearings conducted by the office of CCPD;</p> <p>(f) Attending meeting, preparing minutes and brief of the meeting;</p> <p>(g) Personal assistance and liaisoning with organizations of the Department;</p> <p>(h) Follow-up on work allocated and submission of periodical reports;</p> <p>(i) Updation of data on portals for review and submission to competent authority;</p> <p>(j) Any other duties assigned by the higher authorities.</p>


b.	Young Professional (Administration Division) (01 post)	<p>One (01) Young Professional is required for dealing with the work relating to Establishment matters such as strengthening of O/o CCPD, Recruitment Rules, HR Policies, Vigilance Matters, work relating to collection of data related to promote research in the field of the rights of persons with disabilities, Coordination with inter-ministerial/inter departmental etc., minutes of various meetings and any other duties assigned by the higher authorities time to time.</p> <p>Essential Qualification & Experience</p> <p>The qualification for the said Young Professional is MBA (HR) with 60% marks having post-qualification work experience of 03 years in the Establishment matters.</p>
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Terms and conditions of engagement:

a.	Name of Post	Young Professional
b.	Number of Vacancy	03 (Three)
c.	Period of Engagement	<p>Initially for a period of 01 year.</p> <p>The contract could be extended on annual basis maximum upto three years and in exceptional cases upto 5 years with approval of CCPD. No extension beyond 5 years in any case.</p>
d.	Nature of Engagement	The engagement will be purely on contractual basis.
e.	Place of Posting	Office of the Chief Commissioner for Persons with Disabilities (Divyangjan) (O/o CCPD), 5 th Floor, NISD Building, Plot No. G-2, Sector-10, Dwarka, New Delhi-110075.
f.	Age Limit	Below 40 years as on the date of Advertisement.
g.	Monthly Remuneration	<p>Post Graduate: Rs.60,000/- (inclusive of taxes) subject to deduction of TDS.</p> <p>Graduate: Rs.50,000/- (inclusive of taxes) subject to deduction of TDS.</p>
h.	Allowance	The young professionals will ' NOT ' be entitled to any other allowances.
i.	Leave	Paid leave of absence will be admissible @ 1.5 days for each completed month. There will be no accumulation of leave beyond a calendar year. Further, leave upto one month may be considered without remuneration with the approval of CCPD. Apart from this the women Young Professional may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour and Employment vide No. S-36012/03/2015-SS-1 dated 12.04.2017.

j.	Termination of Contract	<p>The O/o CCPD reserves the right to terminate the contract 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 and in case:</p> <p>(a) The young professional is unable to satisfactorily complete the assigned tasks;</p> <p>(b) The young professional is found lacking in honesty and integrity or violates the confidentiality clause;</p> <p>(c) The Young professional is absent from duty without authorization;</p> <p>(d) The O/o CCPD choose not to renew the contract at the end of the initial period of engagement;</p> <p>(e) Any other reason.</p>
k.	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 O/o CCPD or two months' salary in lieu of the notice period.
l.	Confidentiality Clause	<p>(a) During the period or engagement with the O/o CCPD, 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 O/o CCPD to anyone who is not authorized to have the same.</p> <p>(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.</p> <p>(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 O/o CCPD on any matter during the period of his/her engagement with the O/o CCPD.</p>
m.	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.
n.	Working hours	Young professionals may follow the normal working hours as prescribed (i.e. 09.00 AM to 5.30 PM from Monday to Friday). However, as per the exigency one has to sit late or come to office on holidays to complete the time bound work as assigned by senior officers.
o.	TA/DA	The Young Professional may require to undertake domestic tours subject to approval of the Competent Authority and they will be allowed AC Two Tier in Rail. Hotel accommodation, Auto/Taxi/Bus charges and food bills as per level 7 of the 7 th CPC.

2. Interested candidate may apply through mail at ccpd@nic.in or send application by post in enclosed proforma as Annexure-1 addressed to the **Desk Officer (Admin), Office of Chief Commissioner for Persons with Disabilities, 5th Floor, NISD Building, Plot no. G-2, Sector-10, Dwarka, New Delhi-110075.**
3. The O/o CCPD reserves the right to accept or reject the applications without assigning any reasons.
4. The applicant should have a valid personal email ID, which should be kept active at least till the completion of this engagement process. O/o CCPD shall send all communication to the said email ID. In case, a candidate does not have a valid personal email ID/she/he should create one before applying for the advertisement post.
5. The last date for receipt of application is 21 days from the date of publication of the advertisement in the Employment News.
6. This issues with the approval of the Competent Authority.


19/12/2024
(Satyajeet Prakash)
Desk Officer

APPLICATION FOR ENGAGEMENT AS YOUNG PROFESSIONAL

Paste here Latest
Passport Size
Photograph

1.	Name:				
2.	Father's/Spouse Name:				
3.	Address for Communication:				
4.	Permanent Address, if any				
5.	Telephone/Mobile No.				
6.	Email ID				
7.	Date of Birth				
8.	Age as on the date of advertisement				
9.	Gender				
10.	Education				
	Course	Subject	University/Institute	Year of Passing	Division/Class

11. Professional Qualification				
Course	Subject	University/Institute	Year of Passing	Division/Class
12. Details of previous employment/experience with valid documentary evidence (in chronological order)				
Organization Detail	Period of Employment	Nature of Assignment Undertaken	Last Salery Drawn	

DECLARATION

I _____ hereby declare 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.

Place:

(Signature of the applicant)

Date:

Enclosure: