



**State Commissionerate for Welfare of the Differently Abled,  
No.5, Kamarajar Salai, Lady Wellington College Campus,  
Chennai-600 005. Land Line: 044-28444948.**

E-Mail: [recruitment.tnpwdrights@gmail.com](mailto:recruitment.tnpwdrights@gmail.com)

Website: [https:// www.scd.tn.gov.in](https://www.scd.tn.gov.in)

**Notification No. 11629/Ad1.1/2021**

**Date:07.02.2023**

***RIGHTS Project : Inclusion, Accessibility & Opportunities for the  
Differently Abled in Tamil Nadu***

**TERMS OF REFERENCE FOR ENGAGEMENT OF  
*Program Officer – Accessibility (PO-A)***

<b>1. BASIC DETAILS</b>		
Duty Station	:	Directorate for Welfare of the Differently abled No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005. Landline: 044-28444948,
Language Required/Preferred	:	Tamil & English
Duration of Contract	:	12 months (Renewable upon satisfactory performance)
Reporting Officer	:	Project Director, RIGHTS/ CWDA.
<b>2. BACKGROUND</b>		
<b>i.</b>		As per the Census (2011), Tamil Nadu is the sixth most populous state in India with a population of 72 million, which includes the proportion (1.63 percent) of persons with disabilities compared to national average of 2.21 percent. A study that used pooled data from the District Level Household Survey-4 (2012-13) and Annual Health Survey 2 <sup>nd</sup> updation round (2012-13) reveals that there are 4550 persons with disabilities amongst every 100,000 population in Tamil Nadu thereby indicating a much higher prevalence of disability in comparison to the census data. Therefore, if one goes by the estimates of this recent study, there would be about 3.2 million people in Tamil Nadu living with some form of disabilities. Moreover, even these estimations appear on the lower side especially since the definition and type of disabilities has undergone a change to include a larger population group since the promulgation of Rights of Persons with Disabilities Act, 2016.
<b>ii.</b>		Persons with disabilities face multiple socio economic constraints including poorer health outcomes, lower education levels, limited economic participation, and higher rates of poverty compared to persons without disabilities. They often experience exclusion and

	<p>barriers in accessing health services, education, employment, transportation, information as well as care and rehabilitation services. Furthermore, households with a disabled member are more likely to experience material hardships—including food insecurity, poor housing, lack of access to safe water and sanitation, and inadequate access to healthcare. Thus, these limitations and barriers not only hinder their full and effective participation in the society, but also affect the country's productive potential, the human capital. In order to increase the human capital and reduce the achievement gap among people with disabilities, a coordinated and comprehensive package of interventions appears warranted for addressing the individual and community contexts at both, multiple and systemic levels.</p>
iii.	<p>Tamil Nadu has always been a pioneer in the implementation of welfare schemes for all sections of socially disadvantaged groups. The Department for the Welfare of the Differently Abled Persons (CWDAP), through its various initiatives and schemes have extended full support to the differently abled people in their pursuit of full and equal involvement in every aspect of society. The CWDAP is largely responsible for all administrative, statutory and service delivery functions, which is implemented through its well experienced workforce at the state, district and local levels. The thrust areas of the CWDAP are: prevention and early interventions, special education, employment &amp; vocational training, social security (maintenance allowance, travel concession, assistance to NGOs), aids &amp; appliances, and barrier free structure. Recently, CWDAP conducted a pilot project in a few blocks of the state and has identified a need for multi-sectoral, whole-government, and capacity building approach to care and rehabilitation of the differently abled.</p>
iv.	<p>The RIGHTS Project focus on three pillars: first, promote <b><u>inclusion</u></b> of all by ensuring that persons with disabilities participate equally with others in any activity and service intended for the general public, such as education, health, employment, and social services; second, improve the <b><u>access</u></b> of specialized programs by investing in specific measures for quality care, rehabilitation and support services; and third, provide <b><u>opportunities</u></b> for persons with disabilities for completion of education, skills training and market-linked employment opportunities. However, to manage the project at the proposed scale, substantial efforts would be required to build the current institutional capacity of the CWDA at all levels in terms of field units for administration, service delivery, supervision and monitoring, along with the self-sustaining capacity.</p>
v.	<p>The Project would be managed by the Directorate for Welfare of Differently Abled (CWDA), led by the Project Director (PD) RIGHTS project cum Director CWDA, hereinafter also referred as PD, and would have a team of consultants.</p>
vi.	<p>In order to assist the overall process coordination of Accessibility related activities , the CWDA for its RIGHTS Project is seeking an</p>

		interested and qualified person to be engaged as <b>Program Officer – Accessibility</b> hereinafter also referred as ‘ <b>consultant</b> ’ to assist the Project Director during the RIGHTS PROJECT implementation.
3	<b>OBJECTIVES AND SCOPE</b>	
	Under the supervision of the PD-RIGHTS the consultant will be responsible for implementation of Equal Opportunity Policy and planning all accessibility including physical environment, transport and information and communication technology related activities of projects/schemes implemented by RIGHTS/ CWDA. Specifically, the incumbent will assist Productive Inclusion unit :	
	i)	In the implementation of the equal opportunity policy for persons with disabilities in particular the provisions for assistive devices, barrier-free accessibility and other provisions for persons with disabilities, in every establishment.
	ii)	To ensure every establishment maintain the records containing the particulars, namely the number of persons with disabilities who are employed and the date from when they are employed, the name, gender and address of persons with disabilities, the nature of disability of such persons, the nature of work being rendered by such employed person with disability and the kind of facilities being provided to such persons with disabilities.
	iii)	Support in the design, development and operationalization of an accessibility related convergence plan for RIGHTS/ CWDA schemes.
	iv)	Support development of a system to advice and monitor other line departments to ensure accessibility standards in all their aspects of service delivery.
	v)	Develop plans (along with budgets) to ensure accessibility components are met as per project requirements.
	vi)	Support Project activities related with the procurement of Accessibility equipment/s.
	vii)	Undertake any other relevant task as delegated by the Project Director and/or other officials nominated by the PD-RIGHTS/ CWDA .
4	<b>REPORTING AND REVIEW</b>	
	The Consultant will report to the Project Director, RIGHTS Project or other official as assigned by PD/ CWDA and work under his/her direct supervision on a day-to-day basis.	
5	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This engagement requires a dynamic, experienced and analytical professional with demonstrated experience of managing programmatic interventions related to persons with disabilities.	
	i.	UG/PG in Social sciences or relevant disciplines such architecture, civil, urban design, urban studies. Certificate or diploma related to fields of accessibility and universal design is an asset or any other equivalent qualification from a reputed university preferred. Candidates with certifications relevant to accessibility and universal design (such as Certified Professional in Accessibility core Competencies and other such relevant certifications will be preferred, but not mandatory.

	<b>ii.</b>	3 to 5 years' experience in working in accessibility related convergence and advocacy. Experience of developing/implementing accessibility guidelines or tools, will be an added advantage.
	<b>iii.</b>	Demonstrated understanding of accessible design, universal design, accessibility norms and applications.
	<b>iv.</b>	Experience of planning, designing and implementing Accessibility systems and training or has experience in conducting Accessibility tests and audits.
	<b>v.</b>	Fluency in spoken and written English, similar skills in Tamil is desirable.
<b>6.</b>	<b>Skills Required</b>	
	<b>i)</b>	Good communications & supervisory skills – able to express complex information in a simple and concise manner.
	<b>ii)</b>	Outstanding interpersonal skills: ability to work efficiently and effectively across sectors and teams to ensure the Project outcomes/deliverables.
	<b>iii)</b>	Strong analytical and conceptual skills.
	<b>iv)</b>	Report writing skills
	<b>v)</b>	Excellent writing and presentation skills and ability to make presentations in English and Tamil
	<b>vi)</b>	Ability to work in teams and liaise well with others
<b>7.</b>	<b>Remuneration</b>	
	<b>i)</b>	The remuneration for the consultant would be in the range of Rs.75, 000 per month. Only travel expenses will be paid as per actuals. The consultant will be located at the Directorate for Welfare of the Differently abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, and Chennai-600 005 during the course of the contracted period. The consultant may require travel as per Project requirements.
	<b>ii)</b>	The consultant will have to attend CWDA on all working days unless on an official tour as approved by PD or allowed to work from home by PD. The consultant may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays
<b>8.</b>	<b>APPLICATION PROCEDURE</b>	
	<b>i)</b>	Potential candidates having significant experience in similar assignments may submit their detailed CV with a cover letter. The CV should be based on the fact that the candidate will have to substantiate with original documents during the selection process, failing which their candidature will be rejected. The initial period of the contract shall be one year with the possibility of further extension subject to the performance of selected candidates, availability of funds and requirement of Project.
	<b>ii)</b>	Potential candidates may submit their detailed CV with a cover letter through email addressed to: Project Director - RIGHTS

		<p>Project cum Directorate for Welfare of the Differently Abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600005.</p> <p>E-Mail:recruitment.tnpwdrights@gmail.com with the subject line: <b>RIGHTS: Program Officer – Accessibility (PO-A)</b></p>
<p><b>Hard-copy of the application (mentioned in Annexure-I) may be sent to:</b></p>		
<p>Project Director-RIGHTS Project cum Director, Directorate for Welfare of the Differently Abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600005.</p>		
<p>Application Link</p>	<p><a href="https://docs.google.com/forms/d/e/1FAIpQLSfpeFgUFnYsI8IQp3_cxJ37eNnGDcCGDeNgx8C-4tKNp10YoQ/viewform">https://docs.google.com/forms/d/e/1FAIpQLSfpeFgUFnYsI8IQp3_cxJ37eNnGDcCGDeNgx8C-4tKNp10YoQ/viewform</a></p>	
<p><b>LAST DATE FOR THE SUBMISSION ON APPLICATIONS IS 25.02.2023</b></p>		

**Annexure I**

**COMMISSIONERATE FOR WELFARE OF THE DIFFERENTLY ABLED PERSONS  
GOVERNMENT OF TAMIL NADU**

***RIGHTS Project : Inclusion, Accessibility & Opportunities for the  
Differently Abled in Tamil Nadu***

**FOR OFFICE USE ONLY**

**DATE OF RECEIPT:**

**APPLICATION NO:**

**Application for the post of Program Officer -Accessibility**

<b>S. No</b>	<b>Details</b>	
1	Name	
2	Age as on 01.11.2022	
3	Date of Birth	
4	Gender	
5	Father's Name	
6	PWD Candidate (Yes/No)	
7	Primary Mobile number	
8	Alternate Mobile number	
9	E-mail	
10	Total Years of Experience	
11	Address for communication	
12	Permanent address	

13	<b>Educational Qualifications</b>					
	<b>Qualification</b>	<b>Year of Completion</b>	<b>% of marks/ CGPA</b>	<b>Institution</b>	<b>Full time/Correspondence</b>	<b>Board / University</b>
	10 <sup>th</sup> / Matriculation					
	HSC / equivalent					
	UG Degree					
	Full time degree or equivalent Post Graduate Degree					
	Certifications, if any					
	Other qualifications					
14	<b>Language skills</b>					
		<b>To speak</b>	<b>To read</b>	<b>To write</b>		
	English					
	Tamil					
	Others:1 -					
	Others:2 -					
	Others:3 -					

15	<b>Work experience</b>					
	<b>Name of the organization</b>	<b>Designation</b>	<b>From</b>	<b>To</b>	<b>Full Time/Part-Time</b>	<b>CTC (In Lakhs)</b>
Candidate may attach a brief note as an enclosure, on the responsibilities handled, extraordinary achievements, if any, in the previous responsibilities						

**Terms and Conditions:**

- a) I have read and understood all the terms and conditions mentioned in the notification.
- b) All the information provided by me is true to the best of my knowledge. I am aware that if any of the information provided by me is found to be incorrect, my application /appointment shall be rejected without any notice.
- c) I will submit all certificates as and when requested by CWDA. I am aware that if I fail to submit the proof of my claims on experience or qualification or if at any stage it is found that I have made false claims, I shall be debarred from participating in any recruitment process by CWDA.

<b>Recent passport size colour photograph</b>	<b>Signature of the applicant</b>
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**Date:**

**Place:**



