

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

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

**TERMS OF REFERENCE FOR ENGAGEMENT OF  
*Assistant***

<b>1.</b>	<b>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
	No of positions	: 2
	Duration of Contract	: 12 months (Renewable subject to performance)
	Reporting Officer	: Project Director-RIGHTS
<b>2.</b>	<b>BACKGROUND</b>	
	i.	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> update 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 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.
	<b>iii.</b>	Tamil Nadu has always been a pioneer in the implementation of welfare schemes for all sections of socially disadvantaged groups. The Directorate for Welfare of the Differently Abled Persons (DWDAP), 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 DWDAP 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 DWDAP are: prevention and early interventions, special education, employment & vocational training, social security (maintenance allowance, travel concession, assistance to NGOs), aids & appliances, and barrier free structure. Recently, DWDAP conducted a pilot project in a few blocks of the state and has identified a

		need for multi-sectorial, whole-government, and capacity building approach to care and rehabilitation of the differently abled.
	<b>iv.</b>	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 DWDA at all levels in terms of field units for administration, service delivery, supervision and monitoring, along with the self-sustaining capacity.
	<b>v.</b>	The Project would be managed by the Directorate for the Welfare of Differently Abled(DWDA), led by the Project Director (PD) RIGHTS project cum Director DWDA, hereinafter also referred as PD, and would have a team of staff/consultants.
	<b>vi.</b>	In order to provide the overall financial management services, the DWDA for its RIGHTS PROJECT is seeking an interested and qualified person for engaging as ' <b>Assistant</b> ' to provide secretarial and administrative support in day-to-day management in the office to Project Director during the RIGHTS PROJECT implementation.
<b>3</b>	<b>OBJECTIVES AND SCOPE</b>	
	The Assistant will be responsible for providing administrative and financial assistance in general project implementation and management and day-to-day liaison with counterparts. The Assistant will provide comprehensive secretarial and administrative support to the Project Director, including drafting correspondence, taking of minutes, arranging for the processing of government clearances, making travel arrangements and related tasks. The Assistant carries	

	out his/her functions under the supervision of the Project Director. Specifically, the incumbent will:
i)	Support the project team in handling all file processing and maintenance activities especially, tasks pertaining to schemes/projects managed by DWDA.
ii)	Be responsible for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken. Assist in preparing evaluation reports, annual project reports, and update projects files. Prepare minutes of project meetings. Prepare all documentation for contract issuance.
iii)	Write and distribute email, correspondence memos, letters, faxes and forms.
iv)	Organize and schedule appointments & Plan meetings and take detailed minutes.
v)	Develop and maintain a filing system.
vi)	Update and maintain office policies and procedures.
vii)	Order office supplies and Maintain contact lists, collect, register and maintain all information on project activities
viii)	Maintain project filing system; Prepare routine correspondence and memoranda for Project Managers signature; Receive, screen and distribute correspondence and attach necessary background information. Any other tasks as assigned by Project Director.
<b>4</b>	<b>REPORTING AND REVIEW</b>
	The Assistant will report to the Project Director or other official as assigned by PD and work under his or her direct supervision on a day-to-day basis.
<b>5</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>
	This Assistant requires dynamic, experienced and analytical professionals with demonstrated experience of office management related work.

	i)	Full time bachelor's degree in accounting/ financial management/ public finance or business management any other relevant discipline from a reputed university preferred.
	ii)	3 years' experience in administrative work and office management procedures, preferably with National/State Government and/or development/donor organizations. Experience of managing accounts of projects with the Government of Tamil Nadu would be desirable.
	iii)	Fluency in spoken and written Tamil and English.
<b>6.</b>	<b>Skills Required</b>	
	i)	Capability to use internet for any secondary research
	ii)	Good computer skills in MS-Office: Word, Excel and PPT
	iii)	Ability to work in teams and liaise well with others
	iv)	Good writing and presentation skills and ability to make presentations in English as well as Tamil.
<b>7.</b>	<b>Remuneration</b>	
	i)	The remuneration for the Assistant would be Rs 35,000 per month. Only travel expenses will be paid additionally as per actuals. The Assistant will be located at the Directorate for Welfare of the Differently Abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600 005 during the course of the contracted period. The Assistant may require travel as per Project requirements.
	ii)	The Assistant will have to attend office at DWDA on all working days unless he/she is on official tour as approved by PD or allowed to work from home by PD. He/She may also be required to attend office on holidays as and when so desired by PD for disposal of urgent matters. <b>However, no extra remuneration will be paid for attending office on holidays</b>
<b>8.</b>	<b>APPLICATION PROCEDURE</b>	
	i)	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 <b>12 month</b> 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 Project cum Directorate for Welfare of the Differently Abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600005.E-Mail: <a href="mailto:scd.tn@nic.in">scd.tn@nic.in</a> with CC to <a href="mailto:recruitment.tnpwdrights@gmail.com">recruitment.tnpwdrights@gmail.com</a> with the subject line: <b>RIGHTS: Assistant - 2022.</b>
<b>Hard-copy of the application may be sent to:</b>		
Project Director-RIGHTS Project cum Director, Directorate for Welfare of the Differently Abled, No.5, Kamarajar Salai, Lady Willingdon College Campus, Chennai-600005.		
<b>LAST DATE FOR THE SUBMISSION ON APPLICATIONS IS 27.12.2021</b>		