

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

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

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

<b>1. BASIC DETAILS</b>	
Duty Station	: Directorate for Welfare of the Differently abled No.5, KamarajarSalai, Lady Willingdon College Campus, Chennai-600 005. Landline: 044-28444948,
Language Required/Preferred	: Tamil
Duration of Contract	: 12 months (Renewable subject to performance)
Reporting Officer	: Project Director, RIGHTS.
<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 barriers in accessing health services, education,

		<p>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>
	<p><b>iii.</b></p>	<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 (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 &amp; vocational training, social security (maintenance allowance, travel concession, assistance to NGOs), aids &amp; 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-sectoral, whole-government, and capacity building approach to care and rehabilitation of the differently abled.</p>
	<p><b>iv.</b></p>	<p>The RIGHTS Project focuses 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 self-sustaining capacity.</p>

	v.	The Project would be managed through the Directorate for Welfare of the 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.
	vi.	In order to assist the officers and staffs in indoor and outdoor office work, the DWDA, for its RIGHTS PROJECT is seeking an interested and qualified person for the engagement of <b>Office Assistant</b> hereinafter also referred as ' <b>OA</b> ' during the RIGHTS PROJECT implementation.
<b>3</b>	<b>OBJECTIVES AND SCOPE</b>	
	Under the supervision of the Project Director, the incumbent will be responsible for both indoor and outdoor office works, work assigned by officers and staff of the RIGHTS project. The incumbent will:	
	i)	Responsible for office attendant work pertaining to the day-day operations of the State Project Management Unit of RIGHTS projects.
	ii)	Basic functional knowledge of office equipment such as photocopying, printing, fax etc., filing of documents as well handling pantry work.
	iii)	Carry out both indoor and outdoor office activities
	iv)	Provide visitors with information and direct them accordingly
	v)	Answer phone calls and direct callers to the appropriate party
	vi)	Monitor and manage inventory of office supplies; order and distribute office supplies as necessary
	vii)	Coordinate and schedule appointments and meetings
	viii)	Perform other administrative support tasks, including updating and sorting files, etc for the reporting manager.
<b>4</b>	<b>REPORTING AND REVIEW</b>	
	The Office Assistant will report to PD or any other official as assigned by PD and work under his/her direct supervision on a day-to-day basis.	
<b>5</b>	<b>EDUCATIONAL QUALIFICATION AND EXPERIENCE</b>	
	This engagement requires	
	i)	Class X pass.

	ii)	Experience of at least 2 years in similar work, preferably with National/ State Government and /or development organisation
<b>6</b>	<b>Skills Required</b>	
	i)	Good working knowledge of spoken and written Tamil is desirable.
	ii)	Ability to understand basic English is a plus.
<b>7.</b>	<b>Remuneration</b>	
	i)	The remuneration for the Office Assistant would be of Rs 10,000 per month. Only travel expenses will be paid additionally as per actuals. The Office 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 contract period. This Office Assistant may require travel as per Project requirements.
	ii)	The Office 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 months</b> with the possibility of further extension subject to the performance of selected candidates, availability of funds and requirement of Project.
	ii)	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 recruitment.tnpwdrights@gmail.com with the subject line: <b>RIGHTS: Office 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.

**LAST DATE FOR THE SUBMISSION ON APPLICATIONS IS 27.12.2021**