

**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
*Assistant***

1. BASIC DETAILS	
Duty Station	: One of the selected district as per project plan(Chennai, Tiruvannamalai, Dharmapuri, Tiruchirappalli and Perambalur)
Language Required/preferred	: Tamil & English
No of engagement	: 5
Duration of Contract	: 12 months (Renewable subject to performance)
Reporting Officer	: District Differently Abled Welfare Officer(DDAWO)
2. BACKGROUND	
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 nd 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
ii.	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

	<p>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 (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-sectoral, whole-government, and capacity building approach to care and rehabilitation of the differently abled.</p>
iv.	<p>The RIGHTS Project will focus on three pillars: first, promote <u>inclusion</u> 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 <u>access</u> of specialized programs by investing in specific measures for quality care, rehabilitation and support services; and third, provide <u>opportunities</u> 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 DWDAP 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 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. Currently, DWDA has a district level office set up at the district level headed by the District Differently Abled Welfare Officer (DDAWO).</p>

	vi.	In order to provide the overall financial management services, the DWDA for its RIGHTS PROJECT is seeking an interested and qualified person for the position of ' Assistant ' hereinafter also referred as ' Asst ' to assist and DDAWO/District during the RIGHTS PROJECT implementation.
3	OBJECTIVES AND SCOPE	
	The Assistant will be responsible for providing administrative assistance in general project implementation and management and day-to-day liaison with counterparts. He/She will provide comprehensive secretarial and administrative support to the DDAWO, 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 direct supervision of the DDAWO. 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 RIGHTS.
	ii)	Liaise with project counterparts on day-to-day implementation of project activities. Perform other duties as determined by the DDAWO.
	iii)	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
	iv)	Write and distribute email, correspondence memos, letters, faxes and forms
	v)	Organize and schedule appointments & Plan meetings and take detailed minutes
	vi)	Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans
	vii)	Assist in the preparation of regularly scheduled reports & Maintain project correspondence and communication
	viii)	Develop and maintain a filing system
	ix)	Update and maintain office policies and procedures
	x)	Order office supplies and Maintain contact lists

		Collect, register and maintain all information on project activities
4	REPORTING AND REVIEW	
	The Assistant will report to the DDAWO or other official as assigned by DDAWO and work under his or her direct supervision on a day-to-day basis.	
5	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	This position 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 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.
	iii)	Fluency in spoken and written Tamil and English is preferred.
6.	Skills Required	
	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.
7.	Remuneration	
	i)	The remuneration for the incumbent would be in the range of Rs 25,000 per month. Only travel expenses will be paid as per actuals. The Assistant will be located at the DDAWO of selected districts during the course of the contracted period. The engagement may require travel as per Project requirements.
	ii)	The incumbent will have to attend office at DDAWO on all working days unless he/she is on official tour as approved by DDAWO/District or allowed to work from home by DDAWO. He/She may also be required to attend office on holidays as and when so desired by DDAWO for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays.
8.	APPLICATION PROCEDURE	
	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 12 months 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: scd.tn@nic.in with CC to recruitment.tnpwdrights@gmail.com with the subject line: RIGHTS: Assistant (District) - 2022.
Hard-copy of the application may be sent to:		
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		