

**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

**1. Post Name - Subdivision Officer for Differently Abled - Centre Manager (One Stop
Social Care Service Centre)**

1.	BASIC DETAILS
Language Required/preferred	: English & Tamil
Duration of Contract	: 12 months (Renewable subject to performance)
2.	<p>OBJECTIVES AND SCOPE</p> <ul style="list-style-type: none"> Under the supervision of the DDAWO, the incumbent will be responsible for centre-based activities of the OSC. Subdivision Officer for Differently Abled responsible for managing centre operations and provides leadership in strategic and operational planning and will oversee the operations of the one-stop social care Service centre and rehabilitation activities of the subdivision. Subdivision Officer for Differently Abled ensures the proper implementation of the rehabilitation activities in Subdivision. The Subdivision Officer for Differently Abled will be the head of the Sub Divisional OSC center and will oversee all the activities of the center. Subdivision Officer for Differently Abled ensures the regular smooth activities of the centre. Subdivision Officer for Differently Abled preferably belongs to the same subdivision. The Subdivision Officer for Differently Abled is responsible for the following
	<ul style="list-style-type: none"> Carrying out all relevant tasks necessary for managing operations of the Centre with respect to implementation, management, and supervision Coordinate with internal staff at subdivision level for effective and efficient delivery of services. Coordinate and liaise with stakeholders, NGOs/ CBOs/ local agencies, and Government line departments for establishing linkages for expanding outreach, enhancing easy and quality delivery of services. Reviewing reporting formats (operational & financial) for improved data management at all levels Review and update the Centre records including beneficiary enrolment, progress, and achievements. Keep a regular track of government/ non-government schemes/ facilities for DAPs and disseminate the information to beneficiaries. Conduct mapping of beneficiaries in the respective area/ zone to identify the target group of beneficiaries and validate the details with government/ other authentic sources to prepare a master database of all such beneficiaries at sub-division level. Prepare schedule for activities of the centre. Ensure provision of various need-based services and resources for all differently abled (including all age groups) who need assistance for rehabilitation in one location.

		<ul style="list-style-type: none"> • Monitor evaluation/ assessment and compliance issues and coordinate with rehabilitation specialists to do the needful. • Monitoring the progression of the DAPs in all aspects. • Coordinate and supervise the distribution of assistive devices for the welfare of DAPs. • Facilitate integrated rehabilitation support, assistance in early detection, prevention, education, and guidance in employment, social security, and Grievance redressal under one roof. • Coordinate and facilitate the training of internal staff of the Centre on relevant thematic areas pertaining to targeted beneficiaries. • Any other relevant task/ activity assigned by DPIU and DDAWO
3.	REPORTING AND REVIEW	
	The Subdivision Officer for Differently Abled – OSC will report to DDAWO of the District or any other official as assigned by DDAWO and work under his/her direct supervision on a day-to-day basis	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	This Subdivision Officer for Differently Abled requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Subdivision Officer for Differently Abled should possess a valid full time master's degree in Social Work from UGC recognized University.
	ii)	3 years of post-qualification experience in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services will be preferred.
	iii)	Demonstrated understanding of managing centre-based rehabilitation activities Preference will be given to Differently Abled Person and their family members
5.	Skills Required	
		<ul style="list-style-type: none"> • Creative, strategic, and analytical thinker with the ability to manage multiple tasks at one time. • Experienced in developing and managing budgets, hiring, and training, supervising, and assessing personnel/ objectives. • Must have strong interpersonal, written and oral communication skills in English and Tamil • Ability to work in teams and liaise well with others. • Knowledge of government acts/ principles and practices related to DAPs. • Computer proficiency with MS-Office applications, internet is a must. • Willing to travel to remote locations/ blocks/ areas within the Subdivision as and when required. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.

6.	Remuneration	
	i)	<ul style="list-style-type: none"> ·The remuneration for the incumbent would be a maximum of Rs.40,000/- per month. ·However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	The Subdivision Officer for Differently Abled will have to attend OSC on all working days unless on an official tour as approved by DDAWO. The Subdivision Officer for Differently Abled may also be required to attend office on holidays as and when so desired by PD/SPIU/DPIU for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays

2. Post Name - Case Manager and Rehabilitation Manager - One Stop Social Care Service Centre (Sub Division)

1.	BASIC DETAILS		
Language Required/preferred	:	English & Tamil	
Duration of Contract	:	12 months (Renewable, subject to performance)	
2.		OBJECTIVES AND SCOPE <ul style="list-style-type: none"> Under the supervision of the Sub Division Officer for Differently Abled, the incumbent will be responsible for the case management of all DAPs visiting the Sub Divisional OSC. Case managers serve as patient advocates to support, guide and coordinate care for Differently abled person, families and caregivers as they navigate their rehabilitation and wellness journeys <p>The Rehabilitation and Case Manager is responsible for the following.</p>	
		<ul style="list-style-type: none"> Reach out to each DAP reaching the Centre to assess their needs, appraise the situation, and listen to their concerns. Develop a detailed individual plan of action to meet these needs, set goals, and find necessary resources to meet the goals. Provide information to DAP/caretakers on beneficiary-oriented schemes and programs. Assist DAPs/caretakers to access program and scheme welfare benefits by consolidating department-wise beneficiary-oriented schemes and programs, and follow up with concerned departments through DDAWO and district convergence committee. Offer initial counseling for Differently abled Person in either individual or group settings else if found critical refer the case to Psychologist. After identifying each case, refer to the appropriate rehabilitation specialists available at the Centre depending on the case assessment. Consider personal and environmental factors while deciding for the proper treatment. Ensure DAPs/caretakers easily lobby with all the other thematic specialists for their detailed assessment with follow-up visit dates, referral support services, etc., documented in the case sheet of every individual DAP. Coordinate with service provider NGOs at the Block OSC with follow-up visit dates, referral support services, etc., documented in the case sheet of every individual DAP. Consult with the Subdivision Officer for Differently Abled regarding any resource requirement if not available at the Centre. Keep comprehensive records of DAP's progress throughout the process, including every call, and referral. Maintain confidentiality, respect privacy, and preserve the DAP's routine and independence as much as possible. 	

		<ul style="list-style-type: none"> Stay in touch with DAPs post their case assessment to monitor the progress made as per the recommendation/s and record them for future reference. Facilitate periodic (once every three months- on a fixed date) caretaker training with the thematic specialists, to explain to them on prognosis against the goal set, GRM, understanding developmental need perspective of caretakers, etc., Support DAPs/caretakers in their Grievance Redressal process, capacity building, nurturing peer support groups, supporting with teleconference support, etc., The rehabilitation cum Case manager may be the Grievance Redressal Officer (GRO) for the Subdivision level activities and works on resolving the issues raised from various levels. Any other relevant task/ activity as assigned by Subdivision Officer for Differently Abled.
3.	REPORTING AND REVIEW	
	The Rehabilitation and Case Manager will report to Sub Division Officer for Differently Abled - OSC	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	The Rehabilitation and Case Manager requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Rehabilitation and Case Manager should possess a valid Master's degree in any rehabilitation science/master's degree in Physiotherapy/Occupational Therapy/ Speech Therapy/ Special education/ psychology.
	ii)	Preferably 3 years post-qualification experience in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred.
	iii)	Demonstrated understanding of case management and data collection with data analytics as an additional qualification

* Preference will be given to Differently Abled Person and their family members

5.	Skills Required	
	i)	<ul style="list-style-type: none"> Knowledge of community resources and counseling/ social work practices with DAPs Must possess strong communication and persuading skills and problem management strategies. Capability to collect, record and analyze data. Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred.

		<ul style="list-style-type: none"> • Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required. • Ability to work in a variety of settings with culturally diverse families and communities. • Possess good documentation and listening skills. • Ability to work independently with strong sense of focus, task-oriented, fair, open personal qualities, clear sense of boundaries. • Good written, verbal communication, and report writing skills in English and Tamil. • Ability to work in teams and liaise well with others. • Should have an outstanding social rapport skill • Willing to travel to remote locations/ blocks/ areas within Sub Division as and when required.
6.	Remuneration	
	i)	·The remuneration for the incumbent would be a maximum of Rs.35,000/- per month. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	The rehabilitation and Case Manager will have to attend OSC on all working days unless on an official tour as approved by Sub Division Officer for Differently Abled. The Rehabilitation and Case Manager may also be required to attend office on holidays as and when desired by PD/DPIU/SPIU/ other higher officials to dispose of urgent matters. However, no extra remuneration will be paid for attending the office on holidays.

3. Post Name - Psychologist - One Stop Social Care Service Centre

1.	BASIC DETAILS		
	Language Required/preferred	:	English & Tamil
	Duration of Contract	:	12 months (Renewable, subject to performance)
2.		OBJECTIVES AND SCOPE <ul style="list-style-type: none"> Under the supervision of the Subdivision Officer for Differently Abled, the incumbent will be responsible for the well-being of DAPs related to psychological issues. Psychologists can help people learn to cope with stressful situations, overcome addictions, manage their chronic illnesses, and tests and assessments that can help diagnose a condition or tell more about the way a person thinks, feels, and behaves <p>The Psychologist is responsible for the following.</p>	
		<ul style="list-style-type: none"> Interact closely with identified DAPs and their family members to assess their individual concerned as well as to develop insight into themselves and their relationships. Help DAPs and their family members to engage in purposeful activities or occupations to promote, regain or maintain health and well-being. Help DAPs and their family members cope with their decline in overall health and assist them with specific disorders like depression/stress, as well as changes in ability or lifestyle, family struggles and other stressors. Develop treatment plans based on individual needs to increase ability of beneficiaries to carry out activities or occupations independently, and with more confidence. Collect information about DAPs and their family members through informal interviews, observations, and appropriate tests. Communicate with the DAPs and their family members to retrieve information with a motive to get hold of the root cause of the problem. Train the caregiver/Family members on counselling and positive mental health. Ask about events and situations in the life of the DAPs to read the state of their mind. Organize mental exercises/ games/ tasks to know the mental status of DAPs. Listen to the issues of DAPs with patience. Treat DAPs and their family members with dignity and respect Counsel/ advise/ mentor DAPs and their family members on creating and maintaining coping mechanisms for late life stress. Responsible for progression of mental health and mental wellbeing of DAPs in the centre Conduct workshops/ activities in consultation with Subdivision Officer for Differently Abled to enable them to mingle with the surroundings and help them restore their comfort. 	

		<ul style="list-style-type: none"> • Need to travel in mobile unit for psychological assessment of DAPs and their family members and provide counselling as when needed. • Need to deliver tele consultation for DAPs as per schedule. • Any other relevant task/ activity as assigned by the Subdivision Officer for Differently Abled.
3.	REPORTING AND REVIEW	
	The Psychologist will report to Subdivision Officer for Differently Abled - OSC.	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	The Psychologist requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Psychologists should possess a valid full-time master's degree in Psychology (Counselling/Behavioural/Clinical) from UGC recognized University. Experience candidates who worked with DAPs will get preference.
	ii)	Minimum 3 years post-qualification experience in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred
	iii)	Demonstrated understanding of centre-based rehabilitation activities related to counselling and psychology
	iv)	Candidate having certification from Rehabilitation Council of India would be given preference

* Preference will be given to Differently Abled Person and their family members

5.	Skills Required	
		<ul style="list-style-type: none"> • Technically sound on knowledge about human behaviour & performance, individual differences in ability, personality, and interests, learning and motivation, psychological research methods and the assessment and treatment of behavioural and affective disorders • Well verse with principles, methods and procedures for diagnosis, treatment, counseling, and guidance. • Candidate with knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, and cultures would be desirable. • Be able to combine pieces of information to form general rules or conclusions. • Must be a good listener and capable to identify and understand the ideas being presented by DAPs and their families. • Excellent verbal and written communication in Tamil and English is required. • Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required.
	ii)	Good computer skills in MS Office: Word, Excel, and PPT

	iii)	Good written and verbal communication skills and report writing skills in English and Tamil.
	iv)	Ability to work in teams and liaise well with others. Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. Fluency in spoken and written English is a must. Fluency in spoken and written Tamil is preferred.
6.	Remuneration	
	i)	·The remuneration for the incumbent would be a maximum of Rs.35,000/- per month.However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	Psychologists must attend OSC on all working days unless on an official tour approved by Subdivision Officer for Differently Abled. The Psychologist may also be required to attend office or travel in mobile unit for assessments on holidays as and when desired by PD/DPIU/SPIU/other higher officials for disposal of urgent matters. However, no extra remuneration for attending the office on holidays will be paid.

4. Post Name - Special Educator - One Stop Social Care Service Centre

1.		BASIC DETAILS	
Language Required/preferred		:	English & Tamil
Duration of Contract		:	12 months (Renewable, subject to performance)
2.		OBJECTIVES AND SCOPE <ul style="list-style-type: none">Under the supervision of the Subdivision Officer for the Differently Abled, the incumbent will be responsible for the activities related to Special Education for the differently abled.Special educators develop Individualised Education Programs (IEPs) to set goals and track progress of person with special needs. Furthermore, special educators coordinate with other teachers and counsellors to prepare lessons and write reports.They also regularly communicate with the parents of children about their child's progress. The Special Educator is responsible for the following.	
	I.	<ul style="list-style-type: none">Assess DAP's abilities and craft teaching plans.Adapt learning materials to DAP's needs.Keep track of and reflect on DAP's progress.Monitor DAP's behavioural patterns and arrange appropriate interventions if needed.Find engaging activities to teach skills (e.g., drawing and theatre drama)Preparing the teaching modules for children attending the centrePrepare DAPs for transition to the next grade/level.Inform parents about their children's performance and potential problems.Train the caregivers in special education aspects and activities of daily life for the DAPs attending the centre.Collaborate with the other specialists (e.g., counsellors, and speech therapists) to create holistic intervention plansNeed to train the block team in special education aspects.Need to deliver tele consultation as when needed.Need to travel in mobile unit for assessment and treatment related to special education	
3.	REPORTING AND REVIEW		
	The Special Educator will report to Subdivision Officer for Differently Abled - OSC.		
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE		
	Special Educator requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.		
	i)	Special Educators should possess a valid full-time Bachelors / master's degree in special education in Intellectual Disability from a UGC recognised University. The person should have live RCI (Rehabilitation Council of India) registration with a valid number.	
	ii)	Preferably 3 years post-qualification experience for Master degree / 5 years post-qualification experience for Bachelor degree in areas relating to service delivery for	

		persons with disabilities, particularly in care, support, and rehabilitation services is preferred.
	iii)	Demonstrated understanding of centre-based rehabilitation activities related to Special Education

* Preference will be given to Differently Abled Person and their family members

5.	Skills Required	
	i)	<ul style="list-style-type: none"> • Capability to assess, evaluate and monitor the Special Education aspects of the differently abled people. • Ability to counsel the caregiver/family members of DAPS on importance of Special Education • Able to read and write in Tamil and English • The candidate must be good, observant, patient and reliable with a desire to work with persons with disabilities. • Computer proficiency and a good knowledge of MS-office, or equivalent computer applications are required. • Ability to work in teams and liaise well with others. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	Remuneration	
	i)	The remuneration for the incumbent would be a maximum of Rs.35,000/- per month. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	Special Educators will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. Special Educators may also be required to attend office or need to travel in the mobile unit for assessment on holidays as and when desired by PD/DPIU/SPIU/other higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays.

5. Post Name - Occupational Therapist- One Stop Social Care Service Centre

1. BASIC DETAILS		
Language Required/preferred	:	English & Tamil
Duration of Contract	:	12 months (Renewable, subject to performance)
2.		OBJECTIVES AND SCOPE <ul style="list-style-type: none"> Under the supervision of the Subdivision Officer for Differently Abled, the incumbent will be responsible for the activities related to Occupational Therapy. Occupational therapists uses the therapeutic techniques to improve, rehabilitate, or maintain DAP's motor skills and overall ability to perform everyday activities <p>The Occupational Therapist is responsible for the following.</p> <ul style="list-style-type: none"> Conducting physical and psychological assessments of DAPs and developing or following a treatment plan. Assessing home and work environments of DAPs and deciding what adjustments are needed. Advising on adaptive equipment to help DAPs with daily activities. Developing physical rehabilitation programs to help DAP's regain lost skills. Preparing DAP for a return to work. Educating caregivers and family members of DAPs on patient care. Evaluating results and progress of occupational therapy on DAPs. Maintaining professional knowledge and the technical progress to provide DAPs with the best treatment program available. Evaluating DAP's condition regarding physical and basic mental health. Responsible for the progression of functional issues of DAPs in the centre. Train the caregiver in activities of daily life Responsible for guiding the rehabilitation specialist in Block OSC. Need to deliver tele consultation for DAPs as per schedule. Need to travel to different villages/areas in mobile u it for assessment and treatment plans as per schedule.
3.	REPORTING AND REVIEW	
	The occupational Therapist will report to Subdivision Officer for Differently Abled - OSC.	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	The Occupational Therapist requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Occupational Therapists should possess a valid Bachelor / Master's degree in occupational therapy from a recognised university.
	ii)	Preferably 3 years post-qualification experience for Master's degree / 5 years post-qualification experience for Bachelor degree in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred
	iii)	Demonstrated understanding of centre-based rehabilitation activities related to Occupational therapy. Preference will be given to Differently Abled Person and their family members.

5.	Skills Required	
	i)	<ul style="list-style-type: none"> • Capability to assess, evaluate and monitor the functional aspects of the differently abled people. • Excellent interpersonal communication skills. • Ability to take care of clients with different personalities. • Ability to assess patient conditions and work with treatment plans. • Good computer skills in MS Office: Word, Excel and PPT • Able to read and write in Tamil and English. • Ability to work in teams and liaise well with others. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	Remuneration	
	i)	The remuneration for the incumbent would be a maximum of Rs.35,000/- per month. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	Occupational Therapists will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. The occupational Therapist may also be required to attend the office or travel in mobile unit on holidays as and when desired by PD/DPIU/SPIU/other higher officials for the disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays.

6. Post Name - Audiologist cum Speech Language Pathologist - One Stop Social Care Service Centre

1.	BASIC DETAILS
	Language Required/preferred : English & Tamil
	Duration of Contract : 12 months (Renewable, subject to performance)
2.	<p>OBJECTIVES AND SCOPE</p> <ul style="list-style-type: none"> • Under the supervision of the Sub Division Officer for Differently Abled, the incumbent will be responsible for the activities related to Speech Therapy and Audiology. • Speech-language pathologists (SLPs), often called speech therapists, assess speech, language, cognitive-communication, and oral/feeding/swallowing skills. This lets them identify a problem and the best way to treat it. • Audiologists evaluate, diagnose, treat, and manage hearing loss and balance disorders in individuals of all ages from infants and teens to adults and the elderly. <p>The Audiologist cum Speech Language Pathologist is responsible for the following.</p>
	<ul style="list-style-type: none"> • Identify DAP's developmental speech and communication difficulties/ disorders after getting the case referred by Case Manager • Screening, diagnosing, assessing and treating language, voice, speech fluency, articulation, hearing and listening, swallowing, language and literacy skills, alternate and augmentative communication skills. • Devise, implement and revise relevant treatment programs. • Guide/ Advise carers on implementing treatment programs. • Monitor and evaluate DAP's progress and alter the treatment accordingly along with maintaining their track records. • Work with DAPs on one-to-one basis, and in groups, to deliver therapy. • Ensure confidentiality of DAP's case notes and reports, as well as any other private information which DAPs doesn't want to divulge. • Manage caseload taking account of priority cases, waiting lists, successful outcomes, referral and discharge of service users. • Coordinate and liaise with other appropriate external channels for expert advice/ guidance on any case as and when required. • Planning and delivering training sessions to DAPs as well as internal staff to help them diagnose/ understand the criticality of such cases and take necessary steps accordingly. • Train the caregivers in speech and hearing aspects. • Ensure proper record keeping like preparation and maintaining individual progress reports, activity logs, treatment plans, quarterly reports on the overall progress etc. • Responsible for the progression of speech and hearing-related issues of DAPs in the center. • Any other relevant task/ activity as assigned by the Subdivision Officer for Differently Abled • Need to deliver tele consultation for DAPs as per schedule. • Need to travel in Mobile unit for assessments and treatment. • Need to train the Block level team on Speech and hearing aspects

3.	REPORTING AND REVIEW Audiologist cum Speech Language Pathologist will report to Sub Division Officer for Differently Abled - OSC.
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE The Speech Language Pathologist requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.
	i) Audiologist cum Speech Language Pathologist should possess a Bachelor / Master in Audiology and Speech Language Pathology.
	ii) Preferably 3 years Post-qualification for master's degree / 5 years Post-qualification for Bachelor degree in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred.
	iii) Demonstrated understanding of centre-based rehabilitation activities related to Speech Therapy & Audiology Preference will be given to Differently Abled Person and their family members
5.	Skills Required
	i) <ul style="list-style-type: none"> • Capability to assess, evaluate and monitor the Speech and hearing aspects of the differently abled people. • Technically sound enough to design and develop customized need-based tests/ tools/ procedures for the respective DAPs. • Ensure adherence with National Occupational Service Delivery Standards • Candidate must be a good observant, patient, reliable and a good listener along with a desire to DAPs. • Must possess good documentation and reporting skills. • Excellent verbal and written communication in Tamil and English is required. • Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required. Typing knowledge in Hindi would be preferred. • Ability to work in teams and liaise well with others • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	Remuneration
	i) The remuneration for the incumbent would be a maximum of Rs.35,000/- per month. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii) Audiologist cum Speech Language Pathologist will have to attend OSC on all working days unless on an official tour as approved by Sub Division Officer for Differently Abled. Audiologist cum Speech Language Pathologist may also be required to attend office on holidays or need to travel on mobile unit as and when desired by PD/DPIU/SPIU/other higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays.

7. Post Name - Optometrist/ Mobility Instructor - One Stop Social Care Service Centre

1.	BASIC DETAILS	
	:	English & Tamil
	:	12 months (Renewable, subject to performance)
2.		<p>OBJECTIVES AND SCOPE</p> <ul style="list-style-type: none"> • Under the supervision of the Sub Division Officer for Differently Abled, the incumbent will be responsible for the activities related to eye testing and visual stimulation for the differently abled. • Optometrists diagnose and treat vision problems. They perform eye exams to identify any problems in your vision. Optometrists can prescribe many of the most common treatments you'll need to correct your vision, including, Eye glasses and Contact lenses. They can diagnose low vision and prescribe treatment for the same. • Mobility Instructor teach individuals with visual impairments to travel safely, confidently, and independently in their environment. <p>The Optometrist/Mobility Instructor is responsible for the following.</p>
		<ul style="list-style-type: none"> • Examining Daps eyes and conducting diagnostic tests to assess ocular health and determine the nature and extent of vision problems and abnormalities. • Testing visual functions using specialised instruments and equipment for measuring visual acuity and refractive error, the function of visual pathways, visual fields, eye movements, freedom of vision and intraocular pressure. • Prescribing corrective eyeglasses, contact lenses and other vision aids, and checking optical devices for performance, safety, comfort and lifestyle. • Detecting and diagnosing eye movement disorders and defects of binocular function, and planning and managing treatment programs, including counselling DAPs and their families in eye exercises to coordinate movement, and focusing of eyes. • Detecting, diagnosing, and managing eye disease, including prescribing medications for the treatment of eye disease. • Consulting with and referring DAPs to Ophthalmologists if additional medical treatment is necessary in relating to eyes. • Advising on visual health matters such as contact lens care, vision care, optics, visual ergonomics, and occupational and industrial eye safety. • Provide instruction in orientation & mobility support to DAPs as referred by Case Manager using the standard methods and techniques. • Instruct DAPs on related subjects/ issues including but not limited to use of certified low vision, electronic mobility aids such as long canes, independent living services, vocational services, Braille, keyboarding and computer technology training, and orientation and mobility services. • Provide instruction/ guidance and mentor DAPs in problem solving techniques, direction finding and use of electronic devices for analyzing surroundings. • Orient DAPs to their physical environment through maximum development and utilization of their remaining senses • Conduct individual and/or group training in local surroundings of village/ block/ district. Instruction is to include, but not limited to the use of public transportation, public facilities, stairs, revolving entry gates to public places and other related obstructing features they may come across in daily life. • Prepare tactual and auditory maps and instruct beneficiaries in their proper use to help them identify and understand their localities.

		<ul style="list-style-type: none"> • Evaluate beneficiary's functional, physical, and mental capabilities, as related to mobility and orientation. • Determine individual's need for physical conditioning. • Address and conduct workshops for interested beneficiaries as and when required. • Train the block team in eye-related issues and provide support services to the block team. • Need to deliver tele consultation when needed as per schedule. • Need to travel in mobile unit for assessment and needed treatment. • Any other relevant task/ activity as assigned by the Subdivision Officer for Differently abled.
3.	REPORTING AND REVIEW	
	The Optometrist/Mobility Instructor will report to Subdivision Officer for Differently Abled.	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	Optometrist/Mobility Instructor requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Optometrist/Mobility Instructors should possess a Bachelor / master's degree in optometry from a UGC recognized University.
	ii)	Preferably 3 years of post-qualification for Master's degree / 5 years Post-qualification for Bachelor degree experience in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred.
	iii)	Demonstrated understanding of centre-based rehabilitation activities related to Special Education Preference will be given to Differently Abled Person and their family members
5.	Skills Required	
		<ul style="list-style-type: none"> • Capability to assess, evaluate and generate reports in eye testing aspects of the differently abled people. • Candidate must be a good observant, patient and reliable with a desire to work with persons with disabilities. • Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required. • Able to read and write Tamil and English. • Ability to work in teams and liaise well with others. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	Remuneration	
	i)	<ul style="list-style-type: none"> • The remuneration for the incumbent would be a maximum of Rs.35,000/- per month. • However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	Optometrist/Mobility Instructors will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. Optometrist/Mobility Instructor may also be required to attend office or travel in mobile unit for assessment and treatment on holidays as and when desired by PD/DPIU/SPIU/other higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays.

8. Post Name - Physiotherapist - One Stop Social Care Service Centre

1.	BASIC DETAILS	
	Language Required/preferred	: English & Tamil
	Duration of Contract	: 12 months (Renewable, subject to performance)
2.		<p>OBJECTIVES AND SCOPE</p> <p>Under the supervision of the Sub Division Officer for Differently Abled, the incumbent will be responsible for the activities related to Physiotherapy.</p> <p>Physiotherapists restore movement and function when someone is affected by injury, illness or disability through movement and exercise, manual therapy, education, and advice.</p> <p>The Physiotherapist is responsible for the following.</p> <ul style="list-style-type: none"> • To perform physiotherapeutic assessment of each DAP, referred by Case Manager with diverse and complex conditions, to provide a physiotherapy diagnosis and to develop and deliver a individual focused treatment • Responsible for planning and prioritizing the DAP's and prepare a plan of action to manage each case in timely and efficient manner. • Determine that beneficiary understands the treatment proposals to ensure valid patient consent. To understand and work within a legal framework with beneficiaries who lack the capacity to consent to treatment. • Actively participate in the in-service training programs. • Encourage DAPs in an active approach to regaining and maintaining independence. • To undertake an assessment of DAPs referred by Case Manager using clinical reasoning skills and manual assessment techniques to provide a physiotherapy diagnosis of their condition with a motive to enhance their mobility and independence. • Focus on rehabilitation with the goal of achieving appropriate quality of life. • Ensure that own practice meets the required professional standards of physiotherapy practice. • With appropriate support, to formulate prognosis and recommend best course of intervention, developing discharge plans. • To formulate and deliver individual and group physiotherapy treatment programme based upon knowledge of the evidence of the treatment options available. Ensure that there should not be any violation of physiotherapy standards. • To evaluate a patient's progress, re-assess and alter treatment programmes if required. • Guide and mentor, the DAPs regarding precautions to be taken as well as other requisites. • Ensure timely maintenance and cleanliness of all physiotherapy equipment's with the help of support staff. • Train the caregiver in Physiotherapy aspects • Need to deliver tele consultation for DAPs as per schedule. • Responsible for the progression of mobility-related issues of DAPs in the centre. • Responsible for guiding the rehabilitation specialist in Block OSC • Need to travel in mobile unit for assessment and treatment related to physiotherapy aspects. • Any other relevant task/ activity as assigned by the Subdivision Officer for Differently abled.
3.	REPORTING AND REVIEW	
	The Physiotherapist will report to Sub Division Officer for Differently Abled - OSC.	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	The Physiotherapist requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.	
	i)	Physiotherapists should possess a valid Bachelor / Master's degree in Physiotherapy from a UGC recognized University.

	ii)	Preferably 3 years post-qualification experience for Master degree / 5 years Post-qualification for Bachelor degree in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred.
	iii)	Demonstrated understanding of centre-based rehabilitation activities related to Physiotherapy

* Preference will be given to Differently Abled Person and their family members

5.	Skills Required	
		<ul style="list-style-type: none"> • Capability to assess, evaluate and monitor the physical and mobility aspects of the differently abled people • Knowledge and competency of safe use of all equipment and techniques related with Physiotherapy. • Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required. • Responsible for own time management in planning case load to meet service and DAP's priorities. • Should have coordinating, crisis management, resource planning and project management skills • Efficient in case wise record keeping and must have appropriate communication and writing skills in English and Tamil • Ability to work in teams and liaise well with others. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	Remuneration	
	i)	The remuneration for the incumbent would be a maximum of Rs.35,000/- per month. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	The Physiotherapist will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. Physiotherapists may also be required to attend office or travel in mobile unit for assessments on holidays as and when desired by PD/DPIU/SPIU/other higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays.

9. Post Name - Sign Language Interpreter - One Stop Social Care Service Centre

1.	BASIC DETAILS
Language Required/preferred	: English & Tamil
Duration of Contract	: 12 months (Renewable, subject to performance)
2.	<p>OBJECTIVES AND SCOPE</p> <ul style="list-style-type: none"> Under the supervision of the Subdivision Officer for the Differently Abled, the incumbent will be responsible for the activities related to Special Education for the differently abled. A sign language interpreter is someone who can interpret in sign language effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. . <p>The Sign Language Interpreter is responsible for the following.</p> <ul style="list-style-type: none"> Helps the deaf person in communicating with OSC staff. Do interpretation during meetings and gatherings for the benefits of Speech and hearing loss persons. Train the caregivers/ families of Deaf and Hard of Hearing attending the centre in sign language. Collaborate with the other specialists and provide them knowledge in sign language Need to deliver tele consultation as when needed. Need to travel in mobile unit for assessment and treatment related to special education
3.	<p>REPORTING AND REVIEW</p> <p>The Sign Language Interpreter will report to Subdivision Officer for Differently Abled - OSC.</p>
4.	<p>EDUCATIONAL QUALIFICATION AND EXPERIENCE</p> <p>Sign Language Interpreter requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.</p> <p>i) Sign Language Interpreters should possess a valid full time Diploma in Indian Sign Language Interpretation from a RCI recognised institution.</p> <p>ii) Preferably 3 years post-qualification experience in areas relating to service delivery for persons with disabilities, particularly in care, support, and rehabilitation services is preferred.</p> <p>iii) Demonstrated understanding of centre-based rehabilitation activities related to Special Education Preference will be given to Differently Abled Person and their family members</p>
5.	<p>Skills Required</p> <p>i)</p> <ul style="list-style-type: none"> Should have patience and empathy towards DAPs. The candidate must be a good observant, patient and reliable with a desire to work with persons with disabilities. Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required. Ability to work in teams and liaise well with others.
6.	<p>Remuneration</p> <p>i) The remuneration for the incumbent would be a maximum of Rs.20,000/- per month. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.</p> <p>ii) Sign Language Interpreters will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. Sign Language Interpreters may also be required to attend office or need to travel in the mobile unit for assessment on holidays as and when desired by PD/DPIU/SPIU/other higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays.</p>

10. Post Name - Administrative cum Accountant Assistant- One Stop Social Care Service Centre

1.	BASIC DETAILS		
Language Required/preferred		:	English & Tamil
Duration of Contract		:	12 months (Renewable subject to performance)
2.		OBJECTIVES AND SCOPE <ul style="list-style-type: none">Under the supervision of the Subdivision Officer for Differently Abled, the incumbent will be responsible for the financial movement in the OSC.Accountant performs accounting functions such as account analysis, auditing, or financial statement analysis. Administrative cum Accountant Assistant is responsible for the following	
		<ul style="list-style-type: none">Prepare and maintain overall accounts of Subdivision OSC including all funds received and disbursal at institutional level on a periodic basis.Prepare and maintain all desired accounts books/ records on a daily/ periodic basis.Keep a close check on any variation in accounts at respective Centre.Intimate Subdivision Officer for Differently abled for any accounts related issue and do the needful to resolve it at the earliest.Generate financial reports/ current accounts summary/ status as and when required by the respective Subdivision Officer for Differently abled and/or Accountant at district level.Prepare monthly banking reconciliation statement necessary for audit purposes.Ensure compliance with the accounting standards and operating procedures of state government and World BankVerify payments/ any other fund releases to ensure that all expenditures which would be recorded are authorized and have desired proof of validation/ supporting documentation.Prepare monthly, quarterly and annual financial statements.Ensure the availability of necessary resources as and when required after taking desired approvals from the Subdivision Officer for Differently abled.Maintain records related to staff attendance, material register and staff movement register.Any other relevant task as assigned by Subdivision Officer for Differently abled / District Accountant.	
3.	REPORTING AND REVIEW		
	Administrative cum Accountant Assistant will report to Subdivision Officer for Differently Abled - OSC		
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE		
	The Administrative cum Accountant Assistant requires dynamic, experienced, and analytical professionals with demonstrated experience in programs related to disability.		
	i)	Full-time bachelor's degree in accounting/ financial management/ public finance or any other relevant discipline(accounts) from a recognized university.	

	ii)	Minimum of 2 years' experience in accounting/finance experience in public finance accounting and auditing, preferably with National/State Government and/or development/donor organizations is preferred. Experience in managing accounts of projects with the Government of Tamil Nadu would be desirable
	iii)	Knowledge of public sector financial and accounting systems and procedures
	iv)	Demonstrate intermediate to advanced skills and knowledge of Tally.
	v)	Knowledge of Tamil Nadu Accounting Rules and Treasury system. Preference will be given to Differently Abled Person and their family members
5.	Skills Required	
	i)	<ul style="list-style-type: none"> • Capability to collect, record and analyse bills and other data related to accounts and finance. • Computer proficiency and good knowledge of MS-office, or equivalent computer applications are required. Typing knowledge in Tamil would be preferred. • Fluency in reading and writing English and Tamil is essential • Ability to work in teams and liaise well with others. • Should have a very good social rapport skill. • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	Remuneration	
	i)	·The remuneration for the incumbent would be a maximum of Rs.22,000/- per month. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	Administrative cum Accountant Assistant will have to attend OSC on all working days unless on an official tour as approved by Sub Division Officer for Differently Abled. Administrative cum Accountant Assistant and may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays

11. Post Name - Junior Assistant- One Stop Social Care Service Centre

1.	BASIC DETAILS	
	Language Required/preferred	: English & Tamil
	Duration of Contract	: 12 months (Renewable subject to performance)
2.	OBJECTIVES AND SCOPE	
	<ul style="list-style-type: none"> Under the supervision of the Subdivision Officer for Differently Abled, the incumbent will be responsible for the front Desk of the OSC. Main duty of Junior assistant is to assist the day-to-day clerical and administrative work of the centre. <p>Junior Assistant is responsible for the following</p>	
	<ul style="list-style-type: none"> Responsible for daily registration of DAPs reaching centre for various purpose. Collects the basic information of visitors and beneficiaries' details in the registers. Daily reconciliation of number of DAPs and their caregivers receiving services in the centre. Attend Phone calls and provide a proper response to the enquiry. Receives application from DAPs for various schemes and issue the acknowledgment slip. Provide guidance for DAPs to receive various services in the centre. Provide general support to visitors. Attend to the assigned work by the team. Receive and send post 	
3.	REPORTING AND REVIEW	
	Junior Assistant will report to Subdivision Officer for Differently Abled - OSC	
4.	EDUCATIONAL QUALIFICATION AND EXPERIENCE	
	Junior Assistant requires to ensure efficient operation of the office. Able to undertake a variety of office support related to disability.	
	i)	Any full time Under graduation degree from a UGC recognised University Possess a valid certificate in Type Writing (Higher in English and Tamil)
	ii)	Preferably 2 years of experience in front desk / reception in any organization/hospital/company that is used to assist visitors and beneficiaries.
	iii)	Able to work in MS office- Word, PPT and Excel. Preference will be given to Differently Abled Person and their family members
5.	Skills Required	
	i)	<ul style="list-style-type: none"> Capability to collect information and provide answers to the queries Good written, verbal communication skill and report writing skill in both English and Tamil language. Knowledge of maintaining records and registers Willingness to learn new things. Ability to work in teams and liaise well with others. Should have a very good social rapport skill

		<ul style="list-style-type: none"> • Good computer skills in MS-Office: Word, Excel and PPT. Preference will be given to candidates with experience in PowerBI/ Tableau. • Fluency in spoken and written English is a must. • Fluency in spoken and written Tamil is preferred.
6.	Remuneration	
	i)	·The remuneration for the incumbent would be a maximum of Rs.15000/- per month. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	Junior Assistant will have to attend OSC on all working days unless on an official tour as approved by Subdivision Officer for Differently Abled. Junior Assistant may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays

12. Office Assistant (SDC)

1.	BASIC DETAILS		
	Language Required/preferred	:	Tamil
	Duration of Contract	:	24 months (Renewable subject to performance)
2.	OBJECTIVES AND SCOPE 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. Answer phone calls and direct callers to the appropriate party		
iv)	Monitor and manage inventory of office supplies; order and distribute office supplies as necessary. Coordinate and schedule appointments and meetings		
v)	Perform other administrative support tasks, including updating and sorting files, etc for the reporting manager.		
3.	REPORTING AND REVIEW		
	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.		
	Administrative cum Accountant Assistant will report to Centre Manager – OSC.		
	REQUIRED QUALIFICATION AND EXPERIENCE		
i	Minimum of 10 th passed		
ii	Experience of at least 2 years in similar work, preferably with National/ State Government and /or development organisation		

* Preference will be given to Differently Abled Person and their family members

4.	Remuneration	
i)	·The remuneration for the incumbent would be a maximum of Rs.12000/- per month. ·However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.	
ii)	Multi-Purpose Worker- Sanitation and Security will have to attend OSC on all working days unless on an official tour as approved by Centre Manager -OSC. Multi-Purpose Worker- Sanitation and Security and may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays	

13. Van Driver

1.	BASIC DETAILS	
	Language Required/preferred	: Tamil
	Duration of Contract	: 24 months (Renewable subject to performance)
2	The Van driver will be responsible for the following <ul style="list-style-type: none"> • Support the OSC team for their community visit as per their schedule • Maintain the vehicle trip sheets of journey • Maintenance of the vehicle in good condition • Support the team during the camps by assisting DAPs/caretakers in their transportation wherever required • Any other relevant task as assigned by Centre manager -OSC/ DDAWO 	
3	REPORTING AND REVIEW	
	The Van Driver shall report to the Centre Manager-OSC	
4	REQUIRED QUALIFICATION AND EXPERIENCE	
	i	10 th or 12 th pass
	ii	Has a valid driving license (LMV or HMT with badge)
	iii	Minimum of 2 years' experience in driving vehicle with preference to school bus, collage bus, hospital van, etc.,

* Preference will be given to person belonging to DAP family

5.	Remuneration	
	i)	The remuneration for the incumbent would be a maximum of Rs.30,000/- per month. However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.
	ii)	The Van Driver will have to attend OSC on all working days unless on an official tour as approved by Centre Manager -OSC. Van Driver may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays

14. Van Helper

1.	BASIC DETAILS		
	Language Required/preferred	:	Tamil
	Duration of Contract	:	24 months (Renewable subject to performance)
2	The Van Helper will be responsible for the following <ul style="list-style-type: none"> • Cleaning and maintenance of the vehicle in good condition. • Support during the camps by assisting DAPs/caretakers in their transportation wherever required • Any other relevant task as assigned by Centre manager -OSC/ DDAWO 		
3	REPORTING AND REVIEW		
	The Van Helper shall report to the Van Driver/Centre Manager-OSC		
4	REQUIRED QUALIFICATION AND EXPERIENCE		
	i)	10 th Or 12 th passed	
	ii)	Minimum of 1 years' experience as helper/cleaner in vehicle such as school bus, collage bus, hospital van, etc.,	

* Preference will be given to person belonging to DAP family

5.	Remuneration		
	i)	·The remuneration for the incumbent would be a maximum of Rs.12000/- per month.However, the salary shall be finalized by the interview panel based on the experience of the individual and the fit in the project. In case of exceptional candidates, the salary of the candidate may be enhanced.	
	ii)	The Van Helper will have to attend OSC on all working day. Van Helper may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays	

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

**TERMS OF REFERENCE FOR ENGAGEMENT OF
*Multi-Purpose Worker- Sanitation and Security - One Stop Social Care Service Centre***

1.	BASIC DETAILS		
	Duty Station	:	<i>One Stop Social Care Service Centre</i>
	No of Engagements	:	<i>94</i>
	Language Required/preferred	:	Tamil & English
	Duration of Contract	:	24 months (Renewable subject to performance)
	Reporting Officer	:	Centre Manager-OSC
	Multi-Purpose Worker- Sanitation and Security will be responsible for the following <ul style="list-style-type: none"> • Cleaning and hygiene maintenance of the OSC centre. • Responsible for the safety of all the OSC materials • Support in any other activities as assigned by the Centre Manager. 		
2	REPORTING AND REVIEW		
	Administrative cum Accountant Assistant will report to Centre Manager – OSC.		
3	REQUIRED QUALIFICATION AND EXPERIENCE		
	i	Minimum of 10 th or 12 th pass	
	ii	Minimum of 1- 2 years' experience of providing multipurpose services preferably in school, collage, hospital, etc.,	

* Preference will be given to Differently Abled Person and their family members

4.	Remuneration		
	i)	The remuneration for the Administrative cum Accountant Assistant would be Rs.12,000 per month.	

	ii) Multi-Purpose Worker- Sanitation and Security will have to attend OSC on all working days unless on an official tour as approved by Centre Manager -OSC. Multi-Purpose Worker- Sanitation and Security and may also be required to attend office on holidays as and when so desired by higher officials for disposal of urgent matters. However, no extra remuneration will be paid for attending the office on holidays
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