

For DDA's website

**DELHI DEVELOPMENT AUTHORITY
VIKAS SADAN, INA, NEW DELHI – 110 023**

Sub: Engagement of Consultant at the rank of Dy.CAO/Dy.FA(H)

DDA invites applications from retired Govt. officers of the level of Dy. Chief Accounts Officer/Dy. Financial Advisor(Housing) in Grade Pay of Rs.6600/- as per 6th CPC (Level 11 in Pay Matrix as per 7th CPC) for a period of one year which may be extended further depending upon requirement of the DDA and the performance of the candidate. The maximum age is 63 years as on 30.6.2018.

2. The eligibility conditions, experience etc. are as under:-

Sl. No	Category	No. of Consultants required	Experience	Job Description	Remuneration
01	Dy. Chief Accounts Officer/ Dy. Financial Advisor (Housing)	01	<p>The officer should have suitable experience to handle the work at the level of Sr.AO/ Dy.CAO/ Dy. FA(H) in the grade pay of Rs.5400/ 6600 as per 6th CPC or Level 10/11 in Pay Matrix as per 7th CPC</p> <p>1.Supervising the housing accounts related works of various accounting units.</p> <p>2.Refund of registration money and other dues to the applicants.</p> <p>3.Reconciliation of more than 30 Active Accounts.</p> <p>4.Preparation of monthly accounts</p> <p>5.Preparation of Advice/Scroll, uploading the same and verification of payment received.</p> <p>The officer should not have been imposed any major/minor penalty. In this connection, an undertaking is to be submitted.</p>	<p>1.Supervising the housing accounts related works of various accounting units.</p> <p>2.Refund of registration money and other dues to the applicants.</p> <p>3.Reconciliation of more than 30 Active Accounts.</p> <p>4.Preparation of monthly accounts</p> <p>5.Preparation of Advice/Scroll, uploading the same and verification of payment received</p> <p>6.Deposit of GST</p>	DDA's F&E Circular No.10/2018 dated 22.5.18

APARs Grading :- Minimum '**Very Good**' for the last five years.

1. **Terms & Conditions**

- i. No retired Government servant .would be engaged as a Consultant beyond 65 years of age.
- ii. The appointee shall not be deployed or associated in any manner on sensitive seats/jobs, financial transactions, tenders etc.
- iii. The period of the contractual appointment shall not be counted as Government service for the purpose of pension or any other retirement benefits.
- iv. The contract may be terminated at any time by the concerned Department for unsatisfactory performance on notice of ten days, and in the case of any misconduct including, but not limited to, misappropriation, negligence or causing loss to Government, without any prior notice.
- v. General instructions regarding terms and conditions for contractual appointment as issued from time to time will be applicable and binding on the officers/consultants.
- vi. In case appointee desires to resign, he/she may do so by giving a notice of 15 days in writing to the HOD of concerned Department. After expiry of the notice period, the appointee may be relieved after handing over full charge of records to the relieving officer as decided by the concerned Department.
- vii. These terms and conditions are subject to codal provisions and memoranda and resolutions issued by the DDA from time to time.
- viii. The appointee will furnish an undertaking at the time of joining the duty in regards to the truth and correctness of the information furnished by him/her and also declaration of fidelity and secrecy.

3. **Method of Selection**

The applications will be screened by Pre-Evaluation/Consultancy Evaluation Committee in accordance with the policy guidelines issued vide Circular No.10/2018 dated 22.05.2018. No correspondence in this regard will be entertained.

4. **Instructions for candidates**

Note: The candidate shall send the bio-data in the prescribed format by 2.7.2018 upto 5.00 pm. They shall fill up the form duly typed, paste photograph at the space provided in the prescribed applicable form (attached), put specimen signature in the space provided and then send the scanned copy of the signed application form duly filed in pdf or JPEG format only through e.mail to e.mail I.D. personnelbranch1@dda.org.in Please do not enclose any document [s] except PPO while sending the scanned copy of the application form at the above mentioned email ID. The applicant is required to produce the original/supporting document at the time of personal interaction, if called.

General Conditions

1. Sending bio-data through email will not necessarily mean that the applicant shall be called for interaction. Only those candidates will be called for interaction who are found suitable as per the criteria devised by the DDA keeping in view the requirement of the work to be carried out. In this regard, no communication either by email, phone or letter, etc. shall be entertained.

2. The date, time and venue of the interaction will be intimated at a later date.
3. No TA/DA will be paid for attending the interaction.

Encl: Application format.


Commissioner(Personnel) 2/16/14

**DELHI DEVELOPMENT AUTHORITY
FORMAT OF APPLICATION**

1. Post applied for: Consultant at the level of Dy.CAO/Dy.FA(H)
2. Name of the Candidate: _____
(in block letters)
3. Date of Birth
(DD/MM/YY) _____
4. Age as on 30.6.2018 _____
5. Father's/Husband
Name: _____
(In Block letters)
6. Address for
communication: _____

7. Email I.D.: _____

Photograph
Signature

8. Contact No. [a] Landline _____ [b] Mobile No. _____
9. [a] Academic/Professional qualifications:

Degree	University	Field/specialisation	Years of Passing	Any other information

[b] Details of Experience:
Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Institute/ Organisation	Post	From	To	Nature of duties

(c) Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

10. APARs for the last five years with grading

Year	1st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Grading					

11. Name of Organisation and post held at the time of retirement

Name of the Deptt.	Post held at the time of retirement	Substantive Pay i.e. Pay Band, Grade Pay

12. Please attach scanned copy of PPO _____

13. Whether Pension is provisional or full pension: _____
(If provisional reasons thereof)

14. Knowledge of computer _____

Declaration to be signed by the candidate

I hereby certify that above particulars mentioned in the application are correct and true to the best of my knowledge and belief and nothing material fact/information has been suppressed or concealed therefrom. If particulars mentioned by me are found false or incorrect at any stage, then my contract shall be liable to be terminated without any notice without prejudice to further action as may be deemed appropriate.

Signature of the Applicant

Place:

Date: