

**For DDA's website**

**DELHI DEVELOPMENT AUTHORITY  
VIKAS SADAN, INA, NEW DELHI – 110023**

**Notice for engagement of retired Assistant Director (Ministerial) as Consultants**

DDA proposes to engage 05 Consultants at the level of Assistant Director (Ministerial) [equivalent to Pay Band – 2 and Grade Pay of Rs.4800/- as per 6<sup>th</sup> CPC (level-8 in Pay Matrix as per 7<sup>th</sup> CPC] on contract basis, initially for a period of six months, which can further be extended after taking into account the performance of Consultant and requirement of DDA. Individuals, retired from the State/Central Government, Autonomous bodies, PSUs and local bodies including DDA may apply by e-mail to [personnelbranch1@dda.org.in](mailto:personnelbranch1@dda.org.in) latest by 5.00 p.m. on **31.07.2018** in the prescribed format. The upper age limit of applicant should not exceed 64 years as on last date of receipt of application. Preference shall be given to Assistant Director (Ministerial) retired from DDA. No queries in this regard, either by e-mail or phone, shall be entertained.

**GENERAL CONDITIONS:-**

1. The terms and conditions and consolidated remuneration shall be as per F&E Circular No. 10/2018 dated 22.05.2018 and the same shall be binding on the Consultants.
2. The engagement of consultant shall be subject to codal provisions and memoranda and resolutions issued by the DDA from time to time.
3. The appointee will furnish an undertaking (Annexure-II) 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, as per Annexure-III.
4. The criteria of eligibility is as under:-

Sl. No.	Category	No. of Consultants required	Educational Qualification	Experience	Job Description	Remu-neration
01	Consultant [Assistant Vigilance Officer/ Assistant Director (Ministerial)]	05	Graduate	05 years vigilance experience	To assist DVO in investigation of Vigilance matter.	As per F&E Circular No.10/2018 dated 22.5.18

**Encl: Format of Application.**

  
**Commissioner (Personnel)**

**DELHI DEVELOPMENT AUTHORITY**

**FORMAT OF APPLICATION**

1. Name of Candidate: \_\_\_\_\_  
(In block letters)
2. Father's/Husband's Name: \_\_\_\_\_  
(In block letters)
3. Level of post applied for: \_\_\_\_\_
4. Designation at the time of superannuation & date of retirement  
\_\_\_\_\_
5. Pay Scale/Pay Band & GP drawn at the time of Retirement \_\_\_\_\_
6. Name of the parent department: \_\_\_\_\_
7. Gender (Male/Female): \_\_\_\_\_
8. Date of Birth (DD/MM/YY) and age on last date of receipt of Application: \_\_\_\_\_
9. Address for communication \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Email ID: \_\_\_\_\_
11. Contact No. [a] Landline \_\_\_\_\_ [b] Mobile No. \_\_\_\_\_
12. Educational/Professional/Technical qualification (starting from class 10<sup>th</sup> onwards)

Photo
-------

Signatures
------------

Educational qualification	Discipline/ Specialization/ subject	Board/ University	Year of Passing	During of Course	Percentage of Marks	Remarks

**13. Experience**

Employer's name & address (also indicate whether Central Govt./State Govt./PSU/Autonomous body.	Designation	From	To	Brief description of duties.

(Experience should be spelt out in terms of competency and should be objectively defined so as to avoid/minimize opportunities of interpretation and subjective judgement)

**14. APARs grading for the five years preceding the date of retirement:**

1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year

15. Vigilance Clearance Report at the time of retirement, if available : \_\_\_\_\_
16. Whether the Pension is provisional and if so, the reasons thereof: \_\_\_\_\_
17. Attach the copy of PPO

**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 services shall be liable to be terminated without any notice and further action as deemed fit may also be taken against me.

Signature of applicant

Place:  
Date:

**Note:** Please submit your application duly typed in pdf or JPEG format only and do not attach any other documents except copy of PPO with email as the same will be entertained only at the time of interaction, if called.