



DELHI DEVELOPMENT AUTHORITY
VIKAS SADAN, INA, NEW DELHI – 110 023
[Website <http://dda.org.in>]

Advertisement No. 1 /2017/PB-I

NOTICE

ENGAGEMENT OF RETD. GOVT. OFFICERS AS CONSULTANTS ON CONTRACTUAL BASIS

Delhi Development Authority proposes to engage following categories of retired Govt. officers on contractual basis in Accounts, Vigilance, Legal, Personnel and Welfare Department initially for a period of six months, extendable further depending upon the requirement of DDA and performance of the candidates.

Deptt.	Category	Minimum Grade pay at the time of retirement	No. of vacancies (Tentative)
Accounts Deptt.	Director(Finance)	Rs.7600/-	03
	Dy. Chief Accounts Officer	Rs.6600/-	08
	Sr. Accounts Officer/ Accounts Officer	Rs.5400/- (PB-3)	15
Vigilance Department	Asstt. Vigilance Officer/Asstt. Director	Rs.4800/-	05
Personnel Deptt.	Under Secretary/Dy. Secretary	Rs.6600/-	01
	Welfare Officer	Rs.4800/-	01
	Welfare Inspector	Rs.4600/-	05
Legal Deptt.	Sr. Law Officer	Rs.6600/-	04
	Jr. Law Officer	Rs.4800/-	09
Engineering	Asstt. Engineer/ Jr. Engineer (Elect/Mechanical)	Rs.4600/- Rs.4200/-	12
	For various Departments of DDA	Assistant	Rs.4600/-

Complete notification containing essential qualification, maximum age, experience and remuneration etc. along with the format of application is available on website of the DDA www.dda.org.in. The desirous eligible retired officers are required to send the scanned pdf / jpeg copy of their signed completed application form in the prescribed format by e-mail at personnelbranch1@dda.org.in latest by 5.00 PM of 23-1-2017.

No correspondence in this regard will be entertained. No request by post or phone will be considered.


Commissioner (Personnel)
Delhi Development Authority

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DDA invites applications for filling up the following posts from retired officers of Govt. of India/State Govt./Central Autonomous Bodies on contractual basis as Consultants in Accounts, Vigilance, Legal, Welfare and Personnel Department initially for a period of six months, extendable further depending upon the requirement of DDA and performance of the candidates. The upper age limit of the applicants is 63 years as on 1.1.2017 and the number of vacancies are tentative.

Department	Code of post	Name of Posts	No. of vacancies (Tentative)	Minimum Educational/ Professional Qualification	Experience	Minimum Grade Pay at the time of retirement
Finance	1	Director (Finance)	03	Should be a retired Director (Finance) or equivalent from Accounts Department of Govt. of India/State Govt./Central Autonomous Body.	At least 05 years experience in the supervisory post in Finance with experience of Public Works, Establishment, Administration, FR & SRs, Pension Rules, GFRs, CTRs etc.	Rs.7600/-
	2	Dy. Chief Accounts Officer	08	Should be a retired Dy. Chief Accounts Officer or equivalent from Govt. Of India/State Govt./Central Autonomous Body.	-do-	Rs.6600/-
	3	Sr. Accounts Officer/ Accounts Officer	15	Should be a retired Sr. A.O./ A.O. or equivalent from Govt. Of India/State Govts./Central Autonomous Body.	-do-	Rs.5400/-
Vigilance	4	Asstt. Vigilance Officer/ Asstt. Director	05	Minimum post held as Section Officer/Asstt. Director or equivalent in the Grade Pay of Rs.4800/- or above.	At least 5 years. To assist DVO in investigation in Vigilance matters.	Rs.4800/-
Personnel	5	Under Secy./ Dy. Secy.	01	Retired Under Secretary/Dy. Secretary for framing RRs	Experience of Establishment matters especially of framing of Recruitment Rules	Rs.6600/-
	6	Welfare Officer	01	Graduate	Experience of welfare and administrative matters.	Rs.4800/-
	7	Welfare Inspector	05	Graduate	-do-	Rs.4600/-
Legal	8	Sr. Law Officer	04	Retired officers having Law Degree from recognised university.	7 years experience in legal field in Govt. Deptt. as Sr. Law Officer or equivalent (in grade pay Rs.6600/-).	Rs.6600/-
	9	Jr. Law Officer	09	-do-	5 years experience in legal field in Govt. Deptt. as Sr. Law Officer or equivalent (in grade pay Rs.4800/-).	Rs.4800/-
Engineering	10	Asstt. Engineer/ Jr. Engineer (Elec./Main)	12	Degree in Electrical/ Mechanical Engineering	5 years experience in the relevant field.	Rs.4600/- Rs.4200/-
For various Departments of DDA	11	Assistant	28	Graduate and should be a retired Asstt. Section officer or equivalent in the GP of Rs.4600/- or above.	In Vigilance, Establishment, Accounts, Welfare and Legal matters	Rs.4600/-

-: 2 :-

The remuneration/fee will be as under:-

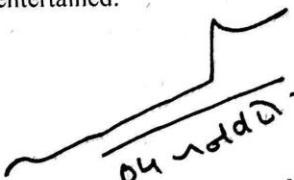
S.No.	Grade Pay Last Drawn (as per 6 th CPC)	Remuneration/Fee payable per month
1	Rs.4600/-	Rs.22,000/-
2	Rs.4800/-	Rs.25,300/-
3	Rs.5400/- (PB-2/PB.3)	Rs.28,050/-
4	Rs.6600/-	Rs.34,100/-
5	Rs.7600/-	Rs.38,500/-
6	Rs.8700/- & Rs.8900/-	Rs.44,000/-
7	Rs.10,000/-	Rs52,800/-

The consultants appointed will be given Transport allowance, mobile phone facilities and holidays according to P&C(P) circular No.25 dated 18.10.2016 (Terms & Condition No.14 &15) and F&E Circular No.14/2013 dated 25.7.2013 as amended from time to time.

Instructions for candidate

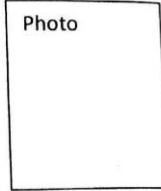
Note: The candidate shall send their application in the prescribed format by e-mail by 5.00 P.M. of **23-1-2017**. They shall fill up the form duly typed, paste photograph at the space provided in the prescribed applicable form (attached), put specimen signature in the space provided and then send the scanned copy of the signed application form duly filed in PDF or JPEG format at e-mail I.D. personnelbranch1@dda.org.in

1. Please do not enclose any document [s] while sending the scanned copy of the application form at the above mentioned e-mail I.D. The applicant is required to produce the original / supporting documents at the time of interview, if called.
2. The date of interview will be informed to shortlisted candidates by e-mail and notified on the DDA's website also.
3. Sending application through email does not necessarily mean that the applicant shall be called for interview. Only those candidates will be called for interview 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 or phone, etc. shall be entertained.
4. No TA/DA will be paid for attending the interview.


04-1-2017
Commissioner (Personnel)
Delhi Development Authority

**DELHI DEVELOPMENT AUTHORITY
FORMAT OF APPLICATION**

1. [a] Code of Post(01 to 11) : _____
[b] Name of Post applied for: _____
2. Gender (Male/Female): _____
3. Name of the Candidate: _____
(in block letters)
4. Father's/Husband Name: _____
(In Block letters)
5. Date of Birth (DD/MM/YY) _____
6. Address for communication _____



Signature

7. Email address: _____
8. Contact No. [a] Landline _____ [b] Mobile No. _____
9. Educational/Professional/Technical qualification [starting from class 10th onwards)

Examination passed	Discipline/ specialization/ Subject	Board/ University	Year of Passing	During of course	Percentage of marks	Division

10. Experience:

[A] Field of Experience (Please tick the relevant field):-

- (1) Finance:
- (2) Vigilance:
- (3) Legal:
- (4) Personnel:
- (5) Welfare:
- (6) Engineering:
- (7) Other categories(to be mentioned) :

[B]

Employer's Name & Address (also indicate whether Central Govt./State Govt./PSC/Private)	Designation	From	To	Brief description of duties

-: 2 :-

11. Post held at the time of retirement _____ & Grade Pay(6th CPC)/Label of Pay Matrix (7th CPC) _____
12. Proficiency in working on Computer (Yes/No) : _____

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.

Signature of the Applicant

Place:

Date:

Note: Please submit the scanned copy (in pdf or jpeg format) of your application duly typed and do not attach any other documents along with e-mail as the same will be entertained only at the time of interview, if called.