



DELHI DEVELOPMENT AUTHORITY
PERSONNEL BRANCH-I
B-311, Vikas Sadan, INA, New Delhi-110023

No. F7(572)2019/PB-I/ 3505

Dated 28/11/2019

Sub: Engagement of one (01) retired Company Secretary as Consultant for Meeting Cell, DDA

DDA invites applications in prescribed format, from Company Secretaries retired from Central/State Govt./Autonomous Bodies/PSUs (in substantive pay in PB-3 with Grade Pay of Rs 6600/-, Level-11 in Pay Matrix as per 7th CPC), for engagement as Consultant on contract basis, initially for a period of 6 months, extendable, if required.

2. **Job Profile:** Compilation/scrutiny of Agenda to be placed before 'Authority' and to draft minutes after meeting of the Authority ensuring that the minutes are in line with policy decisions taken by Competent Authority.

3. **Eligibility Criteria:** The candidate should have been retired from the Central/State Govt./Autonomous Bodies/PSUs and had worked as Company Secretary in the organization at Grade Pay Rs 6600/- (Level-11 in Pay Matrix as per 7th CPC) or above. The upper age limit for applying is 63 years as on the last date of receipt of application.

4. **Method of Selection, Terms & Conditions and Remuneration:** The selection of the consultant, terms and conditions of his/her engagement and remuneration will be governed by the provisions of F&E, DDA Circular No. 23/2018 dated 05.12.2018. Intimation shall be sent only to the short-listed candidates for personal interaction through e-mail.

5. **Instructions for candidates:** The candidates should submit the bio-data in the prescribed application format only, by 5.00 P.M. on 16.12.19. They should fill up the form, paste photograph, put specimen signature and then send the scanned copy of the signed application form in pdf or JPEG format at e-mail personnelbranch1@dda.org.in along with the scanned copies of APARs, VCR and PPO. The applicant is required to produce the original/supporting documents at the time of interaction, if called. The applications sent through any other mode will not be considered.

6. **General Conditions:**

- i. Sending bio-data through e-mail will not necessarily mean that the applicant shall be called for interaction. Only those candidates will be called for personal 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.
- ii. The date, time and venue of the interaction will be intimated separately.
- iii. No TA/DA will be paid for attending the interaction.

Encl.: Application format

28/11/19
Commissioner (Personnel)

DELHI DEVELOPMENT AUTHORITY

APPLICATION FORMAT

Engagement of one (01) Company Secretary as Consultant for Meeting Cell, DDA

1. Name of Candidate (in BLOCK letters): _____
2. Father's/Husband's Name(in BLOCK letters): _____
3. Date of Birth (DD/MM/YY): _____
4. Date of Retirement on superannuation: _____
5. Age as on last date of application: _____
6. Designation at the time of Retirement: _____
7. Substantive Pay Scale/Pay Band & GP drawn at the time of Retirement: _____
8. Name/address of the parent department: _____
9. Gender (Male/Female): _____
10. Address for Communication: _____

11. Email ID: _____
12. Contact No. [a] Landline _____ [b] Mobile No. _____
13. Educational/Professional/Technical qualifications :

Photo
Signature

Educational Qualification	Discipline/ Specialization/ Subject	Board/ University	Year of Passing	Duration of Course	Percentage of Marks	Any other information

14. 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.

15. APARs grading for the last five years preceding the date of retirement (please attach scanned copies):

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

16. Vigilance Clearance Report at the time of retirement (please attach scanned copy): _____

17. Whether the Pension is provisional or full (please attach scanned copy): _____
(If provisional, the reasons thereof): _____

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/information has been suppressed or concealed there from. If particulars mentioned by me are found false or incorrect at any stage, then my engagement shall be liable to be terminated without any notice and further action as deemed fit by DDA may also be taken against me.

Signature of Applicant

Place:

Date:

Note: Please submit your application in PDF/JPEG format only and do not attach any other document with email except as mentioned above, as the same will be entertained only at the time of interaction, if called.