

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

Sub: Engagement of one Consultant at the level of Deputy Director (Planning) on contract basis.

DDA invites applications from retired Govt. officers of the level of Dy. Director(Planning) (in PB-3 with Grade Pay of Rs.6600/-) for engagement as Consultant(Planning) for a period of one year which may be extended further depending upon requirement of and the performance of the Consultant. Individuals, retired from the State/Central Government, Autonomous bodies, PSUs and local bodies including DDA, Deputy Director(Planning) may apply by e-mail to personnelbranch1@dda.org.in latest by 28.09.2018 upto 18.00 hours. The upper age limit of applicant should not exceed 64 years as on the last date of receipt of the application. No queries in this regard, either by e-mail or phone etc., shall be entertained.

GENERAL CONDITIONS:

1. The terms and conditions and consolidated remuneration shall be as per F&E Circular No.10/2018 dated 22.5.2018 and the same shall be binding on the Consultants.
2. The engagement of consultant shall be subject to codal provisions and memorandum and resolutions passed by the DDA from time to time.
3. The appoint will furnish an undertaking (Annexure-II) at the time of joining the duty in regard 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 eligibility conditions, required experience etc. are as under:-

Category	No. of vacn -cies	Qualification	Experience	Job profile /Terms of reference
Consultant (Planning)	01	Graduation Planning/ Architecture. Retired from the post of Dy. Director(Plg.) From the State/Central Govt., Autonomous bodies ,PSUs and local bodies including DDA.	i)Minimum 05years experience of coordination work related to Planning Department. ii)Familiarity with Computer operation	i) Co-Ordination of replies for Parliament (Rajya Sabha and Lok Sabha) and Assembly questions during their respective sessions. ii) Compilation of various reports i.e. monthly progress reports, Annual reports, Standing Committee etc. iii) Personnel matters i/e preparation of Transfer/posting proposals of officers of Planning Department etc. iv) Processing of names for training and participation in professional seminars of officers. v)Coordination of matters relating to Internal Audit

Encl: Format of Application.


Commissioner (Personnel) 21/9/18

**DELHI DEVELOPMENT AUTHORITY
FORMAT OF APPLICATION**

1. Post applied for : Consultant(Planning)
2. Name of the Candidate: _____
(in block letters)
3. Date of Birth
(DD/MM/YY) _____
4. Age as on _____
5. Date of retirement _____
6. Father's/Husband
Name: _____
(In Block letters)
7. Address for
communication: _____

8. Email I.D.: _____
9. Contact No. [a] Landline _____ [b] Mobile No. _____

Photograph
Signature

10. [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.

11. APARs for the last five years with grading

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

12. 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

13. Please attach scanned copy of PPO _____

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

Signature: _____

Name: _____

Place:

Date:

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 and without prejudice to any further action as may be attracted.

Signature of the Applicant

Place:

Date:

ANNEXURE-IA

I,..... (Name), S/o..... appointed as Consultant(Planning), in DDA do hereby undertake that information given by me at the time of my joining in DDA are true ad correct to the best of my knowledge and belief In case any information given by me is found incorrect or false at any stage, DDA has absolute right to take necessary action including discontinuance of my service without any notice.

Consultant

Place:

Date:

DECLARATION OF FIDELITY AND SECRECY

I,.....(Name).....Consultant(Planning), do hereby declare that I am duly authorized to make this declaration, and further declare thatI, Consultant(Planning), will truly, faithfully and to the best of skill ad ability execute and perform the duties with due diligence required/desired in connection with regular case/preliminary enquire (RE/PE).....

2. I, (Name), Consultant (Planning), further declare that I will follow all the rules and regulations of the Delhi Development Authority, which are in force during the period of my assignment. I will discharge the duties with utmost honesty and sincerity and in case I may be found to be performing duties not satisfactorily or found working in conflict with the interest of Delhi Development Authority or any of its field office therefore, my services shall be discontinued by terminating the contract without assigning reason.

3. I..... (Name), Consultant (Planning), further declare that during the period of assignment with Delhi Development Authority, it is, likely that I may come across certain information of important or secret nature. I shall, therefore, be subjected to the provisions of the Indian Official Secrets Act, 1923, not only during the period of the assignment but also thereafter.

More particularly, I will not divulge any information gathered by me during the period of my assignment to anyone who is not authorized specifically by Competent Authority to know/have the same. Further I shall not, except with the previous sanction of the Delhi Development Authority or in bonafide of my duties, publish a book or a compilation of articles or participate in a radio broadcast or contribute an article or write a letter to any newspaper or periodical, either in my own name or anonymously or pseudonymously in the name of the any other person, in such book, article broadcast or letter.

Signature

Name.....

Place:

Date: