

(Notice for DDA's website)

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

**Engagement of Retired Govt. Officers as Consultant(Finance) at the Level of Dy.CAO in DDA**

Delhi Development Authority invites applications for engagement of 04 Consultant (Finance) at the level of Dy.CAO(Level 11 as per 7<sup>th</sup> CPC), on contract basis, initially for a period of one year, which can further be extended after taking into account the performance of Consultant and requirement of DDA. Their engagement will be governed by F&E Circular 23/2018 dated 05.12.2018 and other guidelines issued from time to time.

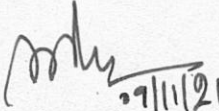
The eligibility criteria for engagement of Dy.CAO as Consultants are as under:-

Sr.No	Eligibility Criteria	
1.	Designation of the Consultant	Consultant(Dy.CAO)
2.	No.of Post	04 Nos. (on contract basis)
3.	Essential Qualification	Applicant must have qualified Subordinate Audit/ Account Services(SAS) Examination with graduation degree. Or CA/CS/CMA(any one) qualification with any graduation degree.
4.	Experience	Applicant must have an experience/combined experience of at least 05 years as Dy. CAO (Level 11)/ including Sr. AO (Level 10) in any Central/State Government, PSUs, autonomous bodies, banking financial institutions, regulatory bodies, statutory bodies.
5	Level of Post held	Retired at the level of Dy. CAO or equivalent level in the substantive pay scale in Level 11 in the pay matrix, from Central Govt./State Govt./ Autonomous bodies including DDA.
6	Profile Handled	Retired officer should have experience in following Finance & Accounts related works like Establishment, Pension/NPS, Audit (Internal/External), Medical Claims, Budget, Property Tax, GIS, Cash, Plan, Works, GST etc.  Experience for holding higher post will be considered for evaluation. However, their remuneration will be fixed as per norms keeping in view the post against which engagement is being made.
7	Age	The upper age limit 63 years of applicant as on the 31.10.2021.
8	APAR Grading	Minimum 'Very Good' for the last five years.
9	Should possess working knowledge of Computer Application and Usage	

The desirous and eligible candidates are required to send the scanned PDF/JPEG copy of their duly filled and signed application in the prescribed format and scanned copy of PPO by e-mail at [personnelbranch1@dda.org.in](mailto:personnelbranch1@dda.org.in) latest by 5:00 PM on 29/11/21.

**NOTE:**

1. Please do not enclose any other document(s) other than scanned copy of PPO while sending the scanned copy of the application from at the above mentioned email ID. The applicant is required to produce the original/supporting documents at the time of interaction, if called.
2. Sending application through mail does 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. No communication in this regard, either by e-mail or phone etc., shall be entertained.
3. The number of vacancies may be increased or decreased as per the requirement of DDA.
4. The date, time and venue of the interaction will be intimated at a later date.
5. No TA/DA will be paid for attending the interview.

  
27/11/21  
Commissioner (Personnel)



**DELHI DEVELOPMENT AUTHORITY**

**APPLICATION FORMAT**

**Engagement of four (04) Consultant at the level of Dy. CAO in DDA on Contract Basis**

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. \_\_\_\_\_

Photo
Signature

**13. Educational/Professional/Technical qualifications :**

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