

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

No.F7(237)2019/PB-I/DDA/2962

Dated 14/10/19

Sub: Engagement of Consultants for various committees for *in-situ* Rehabilitation/ re-development Projects in DDA

Delhi Development Authority invites applications in prescribed format from retired government officers of Central/State Govt./Autonomous Bodies for engagement of Consultants for following committees for *in-situ* Rehabilitation/ re-development Projects in DDA on contract basis, initially for a period of 6 months extendable, if required. The upper age limit for applying is 63 years as on the last date of receipt of applications.

- (i) Eligibility Determination Committee
- (ii) Claim & Objections Committee
- (iii) Survey Monitoring Committee

2. The job profile of the different Committees: The consultant will be engaged as a member of Committee for verifying the beneficiary details obtained during the survey and determine the final list of beneficiaries of the project/JJ cluster assigned as per the policy.

3. The eligibility conditions etc. are as under:-

Sr. No.	Level of regular post against which Consultant is to be engaged/No. of consultants	Educational Qualification	No. of consultants	Experience & Qualification
1	Deputy Director (Ministerial) or equivalent (PB-3 with Grade Pay of Rs.6600/-)	Graduation	05 Nos.	Minimum two (02) years service in Group 'A' Experience 05 years in Administration, Revenue, Land Management and Survey departments.
2	Assistant Director (Ministerial) or equivalent (PB-2 with Grade Pay of Rs.4800/-)	Graduation	10 Nos.	Minimum three (03) years service in Group 'B' Gazetted level Experience 05 years in Administration, Revenue, Land Management and Survey departments.
3	Asstt. Director (Survey)/ Research Assistant (PB-2 with Grade Pay of Rs.4600/-)/ Field Investigator (PB-2 with Grade Pay of Rs.4200/-) Surveyor (PB-1 with Grade Pay of Rs.2800/-) or equivalent	Higher Secondary/ Senior Secondary and diploma in National Trade Certificate in Surveyor	05 Nos.	Minimum three (03) years service in Group 'B' Experience 05 years in Administration, Revenue, Land Management and Survey departments.

4. Method of Selection, Terms & Conditions and Remuneration:

The selection of consultants, terms and conditions of their engagement and remuneration will be governed by the provisions of F&E, DDA's Circular No. 23/2018 dated 05.12.2018. Intimation shall be sent only to the short-listed candidates for personal interaction through e-mail.

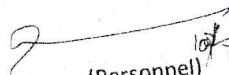
5. Instructions for candidates

The candidate should send the bio-data in the prescribed application format only, by 5.00 P.M. on 26.10.19. 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 that 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.


Commissioner (Personnel)

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FORMAT OF APPLICATION

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

Photo

Signature

13. Email ID: _____
14. Contact No. [a] Landline _____ [b] Mobile No. _____

15. Educational/Professional/Technical qualifications :

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

16. 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.

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

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

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-: 2 :-

18. Vigilance Clearance Report at the time of retirement (please attach scanned copy): _____
19. Whether the Pension is provisional or full Pension : _____
(If provisional, the reasons thereof): _____
20. Please attach the scanned 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 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.