

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

**Sub: Engagement of Retired Govt. Officers as Consultant (Library) in DDA.**

Delhi Development Authority invites applications on prescribed format from retired government officers of Central/State Govt./Autonomous Bodies, for engagement of 01 Consultant (Library) (Level 10 as per 7<sup>th</sup> CPC), on contract basis, initially for a period of one year or further orders, extendable further depending upon the requirement of DDA and the performance of the Consultant. The upper age limit for applicants is 63 year on the last date of receipt of application.

2. The eligibility criteria, experience etc. for engagement of Consultant (Library) are as under:-

Particulars	Experience & Qualification	Remuneration/ Terms & Conditions
01 No. Consultant (Library)	<p><b><u>Experience</u></b>            3 years administrative and organizing experience in a library of standing.</p> <p><b><u>Qualification</u></b>  <u>Essential:</u>            (i) Masters degree or graduation with Hons. degree of a recognized University with Hindi or English as a Subject.            (ii) Degree or Diploma in Library Science of a recognized University/ Instruction.            (iii) Knowledge of technique of book preservation.            (iv) Diploma in Public Relations/ Journalism.  <u>Desirable :</u>            (i) Proficiency in a language other than the one at graduation level.</p>	<p>Remuneration will be paid as per Grade Pay of Rs. 5400/- (PB-3) (Level 10 in Pay Matrix) in accordance with policy guidelines issued vide Circular No. 23/18 dt. 05.12.2018 of DDA. The terms &amp; conditions of engagement shall be governed by the provisions of the said circular.</p>

3. **Terms & Conditions**

- I. The period of the contractual appointment shall not be counted as Government service for the purpose of pension or for any other retirement benefits.
- II. The terms and conditions are subject to codal provisions and memoranda and resolutions issued by the DDA from time to time.
- III. The appointee will furnish an undertaking 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 in prescribed format.
- IV. The APAR grading should be minimum 'VERY GOOD' for the last five years of service.

4. **Method of Selection**

The applications will be screened by Pre-Evaluation/Consultancy Evaluation Committee in accordance with the policy guidelines issued vide Circular no.23/18 dated 05.12.2018. No correspondence in this regard will be entertained. Intimation shall be sent only to the short-listed candidates for personal interaction through e-mail.

5. **Instructions for candidates**

The candidate shall send the bio-data in the prescribed application format only, by 5.00 P.M. on 04.10.2019. 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 filled in pdf or JPEG format at e-mail [personnelbranch1@dda.org.in](mailto:personnelbranch1@dda.org.in). Please enclose the scanned copy of the APAR Grading, VCR and PPO alongwith the application form at the above mentioned email ID. The applicant is required to produce the original/supporting documents at the time of interaction, if called. The application should be sent through e-mail only and on the prescribed format. The applications sent through any other mode shall not be considered.

6. **General Conditions**

- 1) 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 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.
- 2) The date, time and venue of the interaction will be intimated separately.
- 3) No TA/DA will be paid for attending the interaction.

Encl.: Application format.

Sd/-

**Commissioner (Personnel)**

**DELHI DEVELOPMENT AUTHORITY**

**FORMAT OF APPLICATION**

**APPLICATION FOR ENGAGEMENT AS CONSULTANT (LIBRARY)**

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. Pay Scale/Pay Band & GP drawn at the time of Retirement: \_\_\_\_\_
8. Name 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 :

Photograph
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 copy):

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 Pension : \_\_\_\_\_  
 (If provisional, the reasons thereof): \_\_\_\_\_
18. 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.

