

For DDA's website

**DELHI DEVELOPMENT AUTHORITY
VIKAS SADAN, INA , NEW DELHI-110023**

**SUBJECT: ENGAGEMENT OF HONORARY SECRETARIES FOR
BIG PARKS IN DIFFERENT ZONES OF DDA.**

DDA proposes to engage retired Group 'A' or equivalent officers from Civil/Defence services as Honorary Secretaries for various parks as detailed below:

The applicant may apply for the parks in the near vicinity of their residence. Following is the scope of works /responsibilities of the Honorary Secretaries:-

1. To look after the cleanliness and upkeep of parks.
2. To create public awareness by informing visitors regarding cleanliness, value of plants/trees and public amenities inside the park.
3. To check the security deployed by DDA in parks.
4. To motivate the site staff and public for better upkeep of park.
5. To have proper coordination and interaction with site staff and visitors to park.

The Honorary Secretaries will be paid an honorarium of Rs.5000/- per month plus Rs.1,000/- towards telephone charges only. The application format and lists of parks is enclosed.

The interested candidate may apply by e-mail to personnelbranch@dda.org.in latest by 5.00 P.M. on 25.07.2019. The age of applicant should not exceed 65 years as on the last date of receipt of applications. No queries in this regard, either by e-mail or phone etc. shall be entertained.

Encl :- Format of Application and details of parks.


Commissioner (Personnel)

ANNEXURE-1

APPLICATIONS FOR THE POST OF HONORARY SECRETARY (PARK) OF DDA

Latest photograph

1. Name: _____
2. Father's Name: _____
3. Date of Birth : _____
4. Mobile Number: _____
5. Gender: _____
6. Qualifications : _____
7. Date of retirement with Deptt./Ministry
& post held at the time of retirement: _____
8. Correspondence Address: _____

9. Park mentioned in the list near to your residence: _____

10. Experience, if any in the
Management of Parks,
Green Areas etc. : _____

Signature of applicant

Details of Hort. Parks

1. South zone
 - (i) Smriti Van, Vasant Kunj
 - (ii) Picnic Hut, Tuglakabad
2. North Zone
 - (i) Sheesh Mahal Park
 - (ii) Ashok Garden, Ashok Vihar
3. East Zone
 - (i) Sanjay Lake Park, Trilok puri
 - (ii) District. Park, Shastri Nagar
4. West Zone
 - (i) District Park, Hasthal Part I & II
 - (ii) Jheel Wala Park, Rajori Garden
5. Rohini Zone
 - (i) District Park, Sector-19, (Baba Wala Bagh)
 - (ii) District Park, Sector 20
6. Dwarka Zone
 - (i) Maintenance of Green Land Sector -19 B, Dwarka, (Peer Wala Park)
 - (ii) Maintenance of District Park Green Belt Sector -19 A, Dwarka