

**DELHI DEVELOPMENT AUTHORITY
(PERSONNEL BRANCH)**

No. F7(143)2015/PB-I/1075

Dated:25.04.2016

Sub:- Filling up one post of Commissioner (Systems) DDA on deputation basis.

It is proposed to fill up one posts of Commissioner (Systems) in the pay band of Rs. 34700-67000/- with the grade pay of Rs. 8700/- in DDA on deputation basis.

2. Officers working in Central Government/ State Govt. / Public Sector Undertakings / Autonomous Bodies /NIC possessing following eligible criteria:

a) Holding analogous posts in the parent department or with 5 years of regular service in the parent department in PB III i.e. Rs. 15600-39100 with grade pay of Rs. 7600/- .

b) 15 years experience in the field of System Analysis, Design, Software Development and implementation System and Network Administration with at least 2 years experience in Managing information system are eligible to be considered for appointment as Commissioner (Systems) in DDA.

c) 1) Possessing Engg. Degree in Computer Science / Information Technology / Computer Engg. / Electronics from a recognized University or Engineering College / Institute.

OR

(2) Master Degree in Computer Science / Computer Application from a recognized university, Engineering College / Institute.

3. The pay and allowances of the officers selected on deputation shall be regulated in accordance with the Deptt. of Personnel & Trainings 'OM NO. 6/8/2009-Estt.(Pay)-II dated 17th June, 2010 as amended from time to time.

4. It is requested that the applications of eligible and willing officers alongwith following documents may please be forwarded to the **Commissioner (Personnel), Delhi Development Authority, B-Block, Ground Floor, Vikas Sadan, New Delhi – 110023 on or before 60 days from the date of issue of this notification in the Employment News (Which is 30.04.2016) i.e. up-to 30.06.2016**

a) Copy of complete up to date APARs for the last 05 years duly attested by a Group A Officer.

b) Cadre Clearance & Vigilance Clearance Report.

(Applications received after the last date or without copies of relevant documents will not be considered).

Sd/-

(M.K. Gupta)

Commissioner(Personnel)

1	Name and address (in Block Letters)	
2	Date of Birth	
3	i.)Date of entry into service	
	ii)Date of retirement under Central /State government Rules	
4	Educational Qualifications	
5	Whether Educational and other qualifications require satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority)	
	Qualifications /experience required as mentioned in the advertisement / vacancy circular	Qualifications / experience possessed by the officer
	Essential	Essential
	A)Qualification:-	A)Qualification:-
	B) Experience	B) Experience
	Desirable	Desirable
	A)Qualification:-	A)Qualification:-
	B) Experience	B) Experience
5.1	Note: This column needs to be amplified to indicate Essential and Desirable qualifications as mentioned in the RRs by the Administrative Ministry /Department / Office at the time of issue of Circular and issue of advertisement in the Employment News.	
5.2	In the case of Degree and Post Graduate Qualifications Elective / main Subjects and subsidiary subjects may be indicated by the Candidate.	

6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.			
6.1	Note: Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.			
7	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.			
	Office / Institution	Post held on regular basis	From to *Pay Band and Grade	Nature of Duties (in

					Pay / Pay Scale of the post held on regular basis	detail) highlighting experience required for the post applied for
<p>*Important: Pay-Band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay / Pay Scale of the post held on regular basis to be mentioned. Details of ACP / MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:</p>						
	Office/Institution		Pay, Pay Band, and Grade Pay drawn under ACP / MACP Scheme		from	to

8	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9	In case the present employment is held on deputation / contract basis, please state-			
	a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
9.1	Note:- In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Cadre Clearance , Vigilance Clearance and Integrity Certificate.			
9.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre / organization.			
10	If the post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11	<p>Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column:</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>			
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13	Are you in Revised Scale of Pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14	Total emoluments per month now drawn			

	Basic Pay in the PB	Grade Pay	Total Emoluments
15	In case the applicant belongs to an Organization which is not following the Central government Pay –scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc. (with break-up details)	Total Emoluments
16A	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)		
16B	<p>Achievements: The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space</p>		

	is insufficient)	
17	Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis # (officers under Central / state Governments are only eligible for “Absorption”. Candidates of non-Government Organizations are eligible only for Short Term Contract)	
	#(The option of ‘STC’ / ‘Absorption’ / Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “re-employment”)	
18	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / detail provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)
Address _____

Dated:-

