**DELHI DEVELOPMENT AUTHORITY**

**PERSONNEL BRANCH-1**

**B-311, Vikas Sadan, INA, New Delhi-110023**

**Notice for engagement of Advisor (Urban Planning)**

**in Delhi Development Authority**

Delhi Development Authority proposes to engage a Government Officer retired from the scale of Pay Band - 4 with Grade Pay of Rs. 10,000/- (as per 6th CPC) as Advisor (Urban Planning) initially for a period of six months which can further be extended after taking into account the performance and requirement of DDA. Individuals who have retired from the State/Central Government, Central Autonomous bodies and local bodies including DDA and are below the age of 65 years and possessing the educational / professional qualification and experience mentioned in the notification may apply by e-mail at personnelbranch1@dda.org.in **latest by 5.00 p.m. upto 30.06.2017** in the prescribed format. No correspondence in this regard will be entertained and no request / applications by post or phone will be entertained.

The terms of reference and other conditions are as under:-

1. The applicant should not be a member of any political party after his/her retirement.
2. The applicant should be physically fit and have excellent service records.
3. The applicant should possess the Post Graduate Degree (or equivalent) in Urban Planning with Architecture background from a recognized University or Institute.
4. The maximum age limit will be 65 years on the last date of receipt of application.
5. An appointee will has to discharge such duties and in such a manner as may be prescribed by the concerned department from time to time.
6. The contractual appointment may be terminated at any time by the concerned department for unsatisfactory performance on notice of ten days, and in the case of any misconduct including, but not limited to, misappropriation, negligence or causing loss to the government, without any prior notice.
7. In case any appointee desired to resign, he may do so by giving a notice of 15 days in writing to the HoD concerned.

Contd. …..2..

-2-

1. The engagement of Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of consultancy with the DDA.
2. The period of the contractual appointment shall not be counted as Government service for the purposes of pension or any other retirement benefits.
3. The terms and conditions including payment of fees shall be subject to codal provisions and memoranda and resolutions issued by the DDA from time to time.
4. The Advisor on having accepted the offer shall enter into a contract with the concerned HOD of DDA and accepted by the Personnel Department and shall also furnish an undertaking at the time of joining the duty in regard to the truth and correctness of the information furnished by him and also submit declaration of fidelity and secrecy as per prescribed formats.
5. No disciplinary proceedings should be pending against the applicant at the time of retirement and grading in the APARs for the last 05 years should be ‘Very Good’ or above.
6. The desirous eligible retired officers are required to send the scanned PDF / JPEG copies of the application form in the prescribed format by e-mail given above.
7. Other details are as under:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level of post at the time of retirement** | **Qualifications / Pay Scale last drawn** | **Relevant experience / expertise** | **Job profile / Terms of Reference** | **Remuneration per month** |
| **1** | **2** | **3** | **4** | **5** |
| Head of the Planning Department in Development Authority / State Government. | Post Graduate degree (or equivalent) in Urban Planning with graduation in Architecture from a recognized university or institute.PB-4 with GP of Rs.10,000/- (as per 6th CPC) | Preparation of Master Plans for Metropolitan Cities, Planning of Sub-City Projects, Development Control Regulations. | Studies related to Draft Master Plan for Delhi 2021-41, related policies and other works as may be assigned from time to time. | `52800/- + `1000/- (telephone allowance) +` 7200/-(Transport allowance) |

**Encls.:- application form**

Sd/-

 **(D. Sarkar)**

Commissioner (Personnel)

**DELHI DEVELOPMENT AUTHORITY**

**FORMAT OF APPLICATION**

Photo

1. Name of the Candidate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(in block letters)

1. Father’s/Husband’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(In Block letters)

1. Post applied for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Designation at the time of superannuation & date of retirement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Pay Scale/Pay Band & GP drawn at the time of retirement\_\_\_\_\_\_\_\_\_

Signature

1. Name of the parent department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Gender (Male/Female):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date of Birth (DD/MM/YY) and age on last date of receipt of application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Address for communication\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ----------------------------------------------------------------------------------------------------------

1. Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Contact No. [a] Landline\_\_\_\_\_\_\_\_\_\_\_[b] Mobile No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Educational/Professional/Technical qualification [starting from class 10th onwards)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Examination passed** | **Discipline/ specialization/****Subject** | **Board/****University** | **Year of Passing** | **During of course** | **Percentage of marks** | **Division** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

12. Experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer’s Name & Address (also indicate whether Central Govt./State Govt./PSU** | **Designation** | **From** | **To** | **Brief description of duties** |
|  |  |  |  |  |
|  |  |  |  |  |

**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 may also be taken against me.

Signature of the Applicant

Place:

Date:

**Note:**  Please submit your application duly typed in PDF or JPEG format only and do not attach any other documents with email as the same will be entertained only at the time of interview, if called.