

DELHI DEVELOPMENT AUTHORITY
VIKAS SADAN, INA, NEW DELHI – 110 023
[Website <http://dda.org.in>]

Advertisement No.3/2017/PB-I

DDA invites applications for engagement of retired Officers on contractual basis in Accounts Department initially for a period of six months, extendable further depending upon the requirement of DDA and performance of the candidates.


Sl. No	Name of Posts	No. of vacancies	Minimum Educational/ Professional Qualification	Experience	Remuneration
1.	Asstt. Accounts Officer	25	Should be a retired Asstt. Accounts Officer from an organised Accounts Deptt. Of Govt. with qualification of SAS.	At least 05 years experience in the supervisory post in Finance with experience of Public Works, Establishment, Administration, FRsSRs, Pension Rules, GFRs, CTRs etc.	Remuneration to the Contractual Consultant at the rank of AAO shall be Rs.25,300/-pm, The Consultant appointed will be given Transport Allowance and Mobile phone facilities and holidays as per P&C(P) Circular No.25 (Terms & Conditions No.14 & 15) dated 18.10.2016 and F&E Circular No.14/2013 dated 25.7.2013 as amended from time to time.

Instruction for candidate

Note: The candidate shall send the bio-data in the prescribed format by 5.00 p.m. upto 08.08.2017. 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 filed in PDF or JPEG format at e.mail personnelbranch1@dda.org.in

Please do not enclose any document [s] other than scanned copy of PPO while sending the scanned copy of the application form at the above mentioned email ID. The applicant is required to produce the original/supporting document at the time of interaction, if called.

1. Sending bio data through email does 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 or phone, etc., shall be entertained.
2. The date, time and venue of the interaction will be intimated at a later date.
3. No TA/DA will be paid for attending the interaction.


Commissioner(Personnel)

**DELHI DEVELOPMENT AUTHORITY
FORMAT OF APPLICATION FOR RETIRED OFFICERS**

1. Post applied for: _____
2. Gender (Male/Female): _____
3. Name of the Candidate: _____
(in block letters)
4. Father's/Husband's Name: _____
(In Block letters)
5. Date of Birth (DD/MM/YY) _____
6. Address for communication _____

Photo
Signature

-
7. Email address: _____
 8. Contact No. [a] Landline _____ [b] Mobile No. _____
 9. Educational/Professional qualification [starting from class 10th onwards)

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

10. Experience

Employer's Name & Address (also indicate whether Central Govt./ State Govt./ PSU/Autonomous Body)	Designation	From	To	Brief description of duties

11. APARs (Last five years) grading along with copy of PPO:

1 st	2 nd	3 rd	4 th	5 th
year	year	year	year	year

12. Pension Provisional or Regular: _____
 If provisional, indicate reasons
 (Please attach scanned copy of PPO with the application)

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 no 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.

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 interaction, if called.