



दिल्ली विकास प्राधिकरण / DELHI DEVELOPMENT AUTHORITY

कार्मिक शाखा-1 / PERSONNEL BRANCH - 1

बी- 311, आई. एन. ए., विकास सदन, नई दिल्ली-110023

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

No. F7(176)2020/PB-I/3020

Dated 11/10/2021

Sub: Engagement of one (01) Consultant at the level of Dy. Director (Revenue) in DDA

DDA invites applications in prescribed format from officers retired from Central/ State Govt./ Autonomous Bodies/ PSUs for engagement as Consultant at level of Dy. Director(Revenue) (in substantive pay in PB-3 with Grade Pay of Rs 6600/-, Level-11 in Pay Matrix as per 7th CPC) on contract basis, initially for a period of 01 year, extendable, as per requirement of DDA.

2. Work Profile: The engagement of the consultant is for carrying out the land/revenue related work with respect to Management of land, Protection of land, assisting the user department, coordinating with various depts/ Agencies, Encroachment Removal/ Demolition programs, action against unauthorized construction in Development Area of DDA, protection of O- Zone, coordinating with Legal Department for Land related Court cases in District courts, Higher Court and Supreme Court, providing Litigation status, assisting Planning and Land Pooling Deptt. etc and other works as assigned by the department.

3. Eligibility Criteria: Minimum 20 years of experience in Revenue work of DDA Land including minimum 8 years of experience as Tehsildar (Grade Pay of Rs. 4800/-) or at above level.

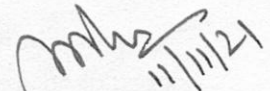
4. Method of Selection, Terms & Conditions and Remuneration: The selection of the consultant, terms and conditions of his/her engagement and remuneration will be governed by the provisions of F&E, DDA Circular No. 23/2018 dated 05.12.2018 and amended from time to time. Intimation shall be sent only to the short-listed candidates for personal interaction through e-mail.

5. Instructions for candidates: The candidates should submit the bio-data in the prescribed application format only, by 5.00 P.M. on 01/12/21. They should fill up the form, paste photograph, put specimen signature and then send the scanned copy of the signed application form in pdf or JPEG format at e-mail personnelbranch1@dda.org.in along with the scanned copies of APARs, VCR and PPO. Please do not enclose any other document(s) while sending the scanned copy of 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 applications sent through any other mode will not be considered.

6. General Conditions:

- i. 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 personal 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.
- ii. The date, time and venue of the interaction will be intimated separately to short listed candidates.
- iii. No TA/DA will be paid for attending the interaction.
- iv. **The post will be available in December 2021, accordingly, the officers retiring in October and November, 2021 are also eligible to apply.**
- v. The post is temporary and engagement is purely on contractual basis initially for a period of 01 Year which may be extended further depending upon the requirement and satisfactory performance and will confer no right to the candidates for permanent employment against the said posts.
- vi. Candidates are requested to bring all the documents / certificate related to qualification, experience etc., 02 passport size photographs in original along with one set of self-attested photocopies of the documents in support of the educational qualification and experience, on the date of interview.
- vii. The criteria for selection shall include the marks obtained by the candidate in the required essential qualifications for the post, relevant experience along with the marks obtained in interview.
- viii. Prospective candidates are advised to stay in touch with DDA's website regularly for latest update.
- ix. Number of vacancies may be increased or decreased as per the requirements of DDA.

Encl.: Application format


आयुक्त (कार्मिक)

दिल्ली विकास प्राधिकरण

APPLICATION FORMAT

Engagement of one (01) Consultant at the level of Dy. Director (Revenue) in DDA

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: _____
5. Age as on last date of application: _____
6. Designation at the time of Retirement: _____
7. Substantive Pay Scale/Pay Band & GP drawn at the time of of Retirement

8. Name/address of the parent department: _____
9. Gender (Male/Female): _____
10. Address for Communication: _____
11. _____
12. Email ID: _____
13. Contact No. [a] Landline _____ [b] Mobile No. _____
14. Educational/Professional/Technical qualifications:

Photo
Signature

Educational Qualification	Discipline/ Specialization/ Subject	Board/ University	Year of Passing	Duration of Course	Percentage of Marks	Any other information

15. 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 / Organization	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.

16. APARs grading for the last five years preceding the date of retirement (please attach scanned copies):

Year	1st Year	2nd Year	3rd Year	4th Year	5th Year
Grading					

17. Vigilance Clearance Report at the time of retirement (please attach scanned copy): _____

18. Whether the Pension is provisional or full (please attach scanned copy): _____

(If provisional, the reasons thereof): _____

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/information has been suppressed or concealed there from. If particulars mentioned by me are found false or incorrect at any stage, then my engagement 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.