

**DELHI DEVELOPMENT AUTHORITY
(PERSONNEL BRANCH)**

No. F 7(206)2016/PB-I/Pt./Depu`/3351

Dated: 06.12.2016

Sub:- Filling up 01 post of Commissioner (Planning) in DDA on deputation basis.

It is proposed to fill up **01** posts of. Commissioner (Planning) in the pay band of Rs. 37400-67000/- with the grade pay of Rs. 10000/- (pre-revised) in DDA on deputation basis.

2. Officers under the Central or State Govt. / Development Authorities / Public Sector Undertakings / Autonomous Bodies & possessing qualifications and experience prescribed below holding on regular basis

Analogous post in the parent cadre / department

or

Post in PB-4, Rs. 37400-67000/- with Grade pay Rs. 8700/- and 03 years service in the grade in the parent cadre / department.

Essential:

- (i) Bachelor's Degree in Planning/Architecture/Civil/Municipal Engineering or Master Degree in Geography/Sociology/Economics from a recognized university/Institute or equivalent.
- ii) post Graduation in Planning with specialization in any of the field of Town/ City/ Urban / Housing / Transport /Environmental planning from a recognized University/Institution or Equivalent.
- iii) At least 15 years experience in a Planning office in development authority /local body or in a Government undertaking.

Desirable:

- i) Degree/Diploma in Geographic Information System (GIS)/Geo-informatics or equivalent from a recognized University/Institute.
- ii) Associate Membership of the Institute of Town Planner (India).

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 as per instructions issued by DoPT OM NO.AB.14017/28/2014-Estt.(RR)(Copy of Curriculum Vitae/Bio Data proforma enclosed) to the **Commissioner (Personnel), Delhi Development Authority, B-Block, Ground Floor, Vikas Sadan, New Delhi – 110023 on or before 17.02.2017.**

- 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).

5. Selection of Central Govt. Officers is subject to exemption from the rule of immediate absorption in respect of the above post in pursuance of the OM dated 31.10.2007 of Department of Pensions and Pensioner's Welfare.

Sd/-
(M.K. Gupta)
Commissioner (Personnel)

Bio-data /Curriculum Vitae (CV) proforma for submission by the candidate for appointment by deputation

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.			
5.			
			Qualifications / experience possessed by the officer
			Essential
			A)Qualification:-
			B) Experience
			Desirable
			A)Qualification:-
			B) Experience
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.		
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 Pay / Pay Scale of the post held on regular
			Nature of Duties (in detail) highlighting experience required

					basis	for the post applied for
*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:						
	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.	Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column: a) Central Government b) State Government					

	c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
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	Achievements: The candidates are requested to indicate information with regard to; (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. (Note: Enclose a separate sheet if the space is insufficient)	
17.	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 _____

Date _____

Certification by the Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending / contemplated against Sh./Smt.
- ii) His / Her integrity is certified.
- iii) His / Her APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him / her during the last 10 years **OR** A list of major / minor penalties imposed on him / her during the last 10 years is enclosed.(as the case may be)

Countersigned

(Cadre Controlling Authority with Seal)